The basics
(OK, I have some data. What now?)

▪**Sort**
Largest to smallest; Alphabetical etc

▪**Filter**
Select a defined subset of the data

▪**Aggregate**
Count, Sum, Mean, Median, Maximum, Minimum etc

▪**Join**
Merge entries from two or more datasets based on common field(s), e.g. unique ID number, last name and first name

(Think of these operations as "interviewing" the data.)