Pre-Assessment 1:

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1. Which data has a type?

all data

2. When you connect directly to the data, when does the data in your file get updated?

when the data and the source system are updated

3. When you edit and clean a macro in Excel, you can also learn more about which programming language?

VBA

4. Data governance involves \_\_\_\_\_.

people, technology, and processes

5. In data, numbers are \_\_\_\_\_ aligned by default.

Right

6. A travel website is adding a feature for users to store trip itineraries. Here's a sample itinerary:

Title: Summer trip to Japan

1. Inari shrine (Kyoto, Japan)

2. Iwatayama Monkey Park (Kyoto, Japan)

3. Fushimi Inari Taisha (Kyoto, Japan)

4. Fukui Prefectural Dinosaur Museum (Katsuyama, Japan)

5. Kotoku-in (Kamakura, Japan)

6. Ghibli Museum (Mitaka, Japan)

7. Tokyo Anime Center (Tokyo, Japan)

They are considering a number of enhancements to the trip itinerary feature, and the engineering team is considering the data storage requirements of the new features.

Which feature is likely to require the greatest increase in data storage needs?

Making copies of the user's trip itinerary in 6 data centers around the world

7. A team of scientists and engineers is putting together a research project to study whale sounds. In order to develop the infrastructure for the project, they need to first determine how much data storage space their observational data will require.

This is an example of a single observation:

The team hopes to capture thousands of whale sounds from all the world's oceans.

Which piece of data will increase their data storage needs the most?

Recording of whale sound

8. Talisa is an engineer that is helping a museum to digitize and analyze all of its historical books. After running the software over the first 100 books, she realizes that the museum computer has run out of space to store the digital files.

Which technique is the most needed to help them digitize the remaining books?

Distributed computing

9.A hospital IT department is determining how much data storage capacity they will need to store electronic health records for patients.

They start by making a list of the type of data that comes from each department:

Which type of data is likely to require the most data storage capacity?

Imagery from scans (CT/PET/MRI)

10.Shameeka is setting up a computing system for predicting earthquakes based on processing data from seismographs (devices that record earth movements). The system will start off with data from local seismographs but eventually handle millions of data points from seismographs worldwide.

For her system to work well, what is an important feature?

The system must be scalable.

1. Who is most likely responsible for processing, visualizing, and reporting from data to improve a business?

a data analyst

2. A file that is not connected to a live data set, and that you receive through either email or an export, is an example of a(n) \_\_\_\_\_.

Flat file

3. What is an example of a logical function?

the IF function

4. ETL, a critical process of data warehousing, stands for which three words?

extract, transform, and load

5. Which two basic SQL statements are needed for a select query?

SELECT and FROM

6. One of the key ways to validate your queries is by knowing how many \_\_\_\_\_ you have in each data set.

records

7. Which items are examples of data cleaning?

A. removing unnecessary columns

B. changing the case of data (upper, lower, etc.)

C. connecting to the data in a database

D. removing unnecessary spaces from data

A, B, D

8. Which choice is not a valid data type?

Start date

9. What is a form of data cleaning and transformation?

deleting columns or adding calculations to an Excel spreadsheet

10. Which role needs the most technical and working experience?

data scientist

1. Which device is described as having a base CPU (tower), a monitor, keyboard, and mouse and is normally set up at a desk in a classroom, computer lab, office, or home?

Desktop

2. What is one pro and one con of using a laptop?

Pro - Portable and designed for travel. Con - Often costs more than a desktop computer.

3. Why might a tablet not be suitable for ‘real’ work, such as typing documents?

A tablet might not be suitable for ‘real’ work, such as typing documents, due to its on-screen keyboard, making typing more challenging.

4. What is one advantage and disadvantage of using a smartphone for coursework?

Advantage- Depending on options and capabilities, this may be less expensive than a desktop, laptop, or tablet. Disadvantage - Small screen and font size may make reading course content or watching videos difficult.

5. Which three internet browsers are recommended for working in Canvas?

Group of answer choices

Mozilla Firefox, Google Chrome, and Microsoft Edge.

6. Why is it a good idea to have more than one browser installed on your personal computer?

Group of answer choices

Having more than one browser installed on your computer can often fix problems you experience online by switching from one browser to another.

Pre-Assessment 2:

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1. To save your Google Sheets spreadsheet, you'll need to \_\_\_\_\_.

name or enter text in your spreadsheet

2. You have exported a .csv file from a database and you'd like to add the data to your Google Sheets spreadsheet. What action should you take if you want to see the data as a separate sheet in your Google Sheets spreadsheet?

Select "Insert New Sheet" under Import location when you import the .csv file.

3. You have an Excel spreadsheet file you want to view as a Google Sheets spreadsheet. Which action should you take?

Open a new Google Sheets spreadsheet and import the Excel file.

4. You are trying to make a copy of your Google Sheets spreadsheet while you are working in the spreadsheet. What action should you take?

Select "Make a copy" from the File menu.

5. You are trying to move a Google Sheets spreadsheet file to a different folder in Google Drive. Which actions could you take? (Find more than one.)

A. Drag and drop the file into a different folder in Google Drive

B. Right-click or CTRL-click on the file in Google Drive and select "Move to" from the drop-down menu

C. Open the spreadsheet file and click the Drive icon to add a shortcut

D. Open the spreadsheet file and select "Move" from the File menu

A, B, D

6. Why would you need to insert a row or column into your spreadsheet?

if you'd like a new row or column adjacent to an existing row or column

7. When you need to move rows or columns to a different location on your spreadsheet, it's usually fastest to \_\_\_\_\_.

drag and drop the rows or columns to the new location

8. When should you insert an image in your spreadsheet as "Image over cells"?

when you want to move your image as a floating image over your spreadsheet content

9. You have created a spreadsheet with multiple sheets. When would you want to re-name one of the sheets in your spreadsheet? (Find more than one)

A. When you've made a duplicate of a sheet in your spreadsheet and you want to distinguish it from the original

B. When you've added a new blank sheet to your spreadsheet and you want to give the sheet a meaningful name

C. When you've re-ordered the sheets in your spreadsheet

D. When you've deleted a sheet in your spreadsheet

A, B

10. You are trying to quickly create an ordered number series in a column that increments by 3. What action do you need to take?

Enter at least 2 instances of the series.

11. When can it be helpful to save a filter view? (Find more than 1)

A. when you need to see your data in a filtered view quickly

B. when you want to share your filter with collaborators

C. when you don't want to alter the way collaborators are viewing the sheet

D. when you want to access your filter view at a later time

B, C, D

12.You need to do a quick alphabetical sort on a column that contains a header row. What do you need to do before you click "Sort" from the column header?

Freeze the header row.

13.When would you need to freeze rows or columns in a spreadsheet?

when you need to keep some rows or columns visible while scrolling through the rest of the spreadsheet

14. When can it be helpful to hide a column on a spreadsheet?

when the column contains information you'd like to conceal during a presentation

when the column contains a formula that needs to be hidden to display the result

15. When would you want to use the Paint format tool in the toolbar?

when you want to copy the formatting of one cell or a range of cells to another cell or range of cells

16. On your spreadsheet, you are trying to highlight any tasks that are .

Set up conditional formatting on the column "Status" so that a background color is applied to all rows where the status is not equal to "complete".

17. Which of the following is not an example of a Data Cleaning technique?

Cleaning up a messy pile of papers on your desk at the end of a busy workday.

18. Which of the following is not listed in the Data cleanup menu in Google Sheets?

Spell check

19. Which statement below best describes the benefit of cleaning your data:

Improve the accuracy of query results

Provide more useful results to business users

Empowers users to make better decisions based on the information available

All of the above

1. You are trying to find and replace text on your spreadsheet. Under which dropdown menu will you find that action?

Edit menu

2. What is Google Sheets?

an online spreadsheet app

3. To access Google Sheets, what will you need to do?

Sign in with your Google account.

1. To save your Google Sheets spreadsheet, you'll need to \_\_\_\_\_.

name or enter text in your spreadsheet

2. You have exported a .csv file from a database and you'd like to add the data to your Google Sheets spreadsheet. What action should you take if you want to see the data as a separate sheet in your Google Sheets spreadsheet?

Select "Insert New Sheet" under Import location when you import the .csv file.

3. You want to permanently delete a Google Sheets spreadsheet from your Google Drive. What is the first step?

Move the spreadsheet file to the Trash on Google Drive.

4. You have an Excel spreadsheet file you want to view as a Google Sheets spreadsheet. Which action should you take?

Open a new Google Sheets spreadsheet and import the Excel file.

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* drag and drop the rows or columns to the new location

3. To save the content you've entered into a cell, what should you do?

* Press Enter on your keyboard or click into another cell on your spreadsheet.

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1.When would you want to use the Paint format tool in the toolbar?

* when you want to copy the formatting of one cell or a range of cells to another cell or range of cells

2.You need to print out a spreadsheet with over 200 rows and 5 columns with a header row. What do you need to do to ensure the column headers are printed on each page of your printout?

* Freeze the header row and select "Repeat frozen rows" from the print settings.

3.On your spreadsheet, you are trying to highlight any tasks that are incomplete. What action could you take?

* Set up conditional formatting on the column "Status" so that a background color is applied to all rows where the status is not equal to "complete".