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| A picture of a winding road and trees  Assingment | Abstract  Submission of assignment on Excel and Tableau on 5/02/2024  Name: Vura Julius-Orage |

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**Task one**

1 Data protection policy, these cover aspects such as data collection, storage, processing and storage, roles and responsibility and transparency, i.e. ensuring that the information is available to the public.

2 Data ethics framework-This guide responsible data use in the government or public sector

3 Data Handling-Just like data protection, it provides rules for employees with data.

4 Data Governance- Principles for data management, common principles of data, standards and quality are introduced.

These are important as inappropriate use of data could result in fines, breaking the law, e.g. GDPR which may also result in other legal implications.

1

T**ask two**

Q1 Set a password to protect the workbook.

Go to Review, click on protect Workbook, then type password, then ok

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Q2 Highlight column C and change the data to display in British Pound symbol.

Highlight column c, right click, and click format cells, go to symbol, and click on £

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Q3 Turn the GDP sheet into a table.

Click on second cell, go to home, then go to table, click on format as table and choose any of the colours.

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Q4 Filter the table to display only the information for 2019.

Click on year of information, go to sort &filter, select filter, go to the drop down on year of information, undo selects all, and select 2019.

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5

Q5 Next create a chart that will only display the following data ‘Rank, Country, and GDP - per capita (PPP). The chart can be anything if it is suitable.

Highlight the data, then on the insert tab, go to Recommended charts, click any of the charts.

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* 1. 6
  2. Q 6. Using your creative skills edit the chart a. Add a title
  3. b. Add X and Y axis labels.
  4. c. Make the chart visually pleasing.
  6. Click on charts and edit title.

Go to the plus sign, tick axis titles, then go to the charts and type X and Y, where they appear on vertical and horizontal axis.

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* 1. 7
  2. Q 7. Move the chart to a new sheet tab and label with a suitable name

Click on the chart, right click, select move chart and select the new sheet option, type the title in the box and click okay.

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* 1. 8
  2. Q 8. Create a sort for the top twenty highest ranking counties

On the table, click on the drag down on the rank column, select sort, and choose the untick the select all option, then select the top twenty, then click ok.

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* 1. 9
  2. Q 9. Next create a new Bar chart to display the twenty highest ranking countries from your sort and then move the chart to be underneath the table, as shown below.

Click on the chart, in the middle, then use the arrow buttons on the keyboard to navigate the chart till it gets underneath.

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Q10 Colour the background by highlighting the area underneath the table as shown below. Find the add a fill colour icon and select a colour.

Highlight the area underneath the table, on the home tab, go to fill a colour and select colour.

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**Task three**

Q1)

1 Open tableau public app

2 upload data by clicking on excel.

3) Select The wealth of nations

4 Click open.

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Q 2) Set relationships:

You have three sheets and the common column for all of them is country, so the visual arrangement of the sheets does not matter Only the columns that you use to create the relationship matters. You can arrange the sheets in a straight line as seen below:

Go to the drop downs on both sides underneath and select GDP set the equals sign (=) before selecting Country of life expectancy on the other side to set the relationship. Then click on sheet.

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Q 3) Check data types.

Data types are dimensions-Country and measures-GDP.

4) Build charts You are now ready to create charts. Please make sure to create at least four visuals. There is no upper limit.

Client Requirements

The client is colour blind and requested you to bear this in mind when building your dashboard. The client is only interested in the top twenty highest ranking countries. All your visuals should be for the top twenty highest ranking countries.

5) As you create your charts, if you see a little grey box containing a count of null values, select the filter option.

Go to worksheet-Drag and drop Country and GDP on column and row, respectively.

Go to the drop down on GDP, select filter, go to range of values, adjust to 1-20, click apply and ok.

Go to sort and choose descending.

Repeat in sheet 2, 3, and 4.

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A computer screen shot of a chat

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Q6) Build your dashboard.

Click on the dashboard, drag, and drop each of the sheet on the Canva.

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**Reflection**

 The task was to answer some questions around Excel and Tableau, which were covered during the first couple of weeks. Being the first time, I am embarking on this journey in Data, I was uncertain about how I will get on.

However, it gave me the opportunity to find out things like, filtering, sorting while exploring. I had challenges navigating through the Tableau, for example, finding relationships between three components or factors, I used resources online to assist me with this.

Going forward, I would watch the recorded clips from the class, and practice in my own time. In subsequent assignments, I would use online resources along with recorded clips from the class.

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