Week 1

- 4 phases of analysis: organize data, format and adjust data, get input from others, transform data
- The menu function Sort Range only sorts fields within the specified range. Data across rows are not kept together when sorted.
- The sort from a spreadsheet's Data tab can exclude a header row in the data range from being sorted, while the data range for a written SORT function should never contain a header row.
- Sort sheet sorts all of the data in a spreadsheet by a specific sorted column. Data across rows is kept together during the sort.

Week 2

- Data validation can be used to: add dropdown lists with predetermined options, create custom checkboxes, protect structured data and formulas

Week 3

- Data aggregation: the process of gathering data from multiple sources in order to combine it into a single summarized collection
- The VALUE function in google sheets converts the text string to a numerical value.
- If you enter FALSE as the last input parameter in a VLOOKUP function, VLOOKUP will search for an exact match. To search for the closest match, enter TRUE instead.
- VLOOKUP only returns the first match it finds and can only search to the right.

Week 4

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