

Ask Questions to Make Data-Driven Decisions

Google

Overview

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Week 3

Ask Questions to Make Data-Driven Decisions

Week 3

Discuss the topic here.
225 threads · Last post a day ago

Go to forum

More spreadsheet basics



Google Career Certificates

Spreadsheets are a very important data analytics tool. In this part of the course, you will learn about how data analysts use spreadsheets in their work every day. You will also explore why structured thinking helps analysts better understand problems and come up with solutions.

Less

Learning Objectives

- Discuss the data analyst's use of spreadsheets with reference to roles and responsibilities
- Demonstrate the use of spreadsheets to complete basic tasks of the data analyst including entering and organizing data
- Demonstrate an understanding of the use of formulas in spreadsheets including a definition and specific examples
- Compare formulas and functions with reference to similarities and differences
- Describe the key ideas associated with structured thinking including the problem domain, scope of work, and context

Less

Working with spreadsheets



Video: The amazing spreadsheet 1 min

Resume



Video: Get to work with spreadsheets 2 min



Reading: Spreadsheets and the data life cycle 10 min



Practice Quiz: Hands-On Activity: Introduction to Google Sheets 2 questions



Video: Step-by-step in spreadsheets 4 min



Reading: Learn more about spreadsheet basics 10 min



Practice Quiz: Test your knowledge on working with spreadsheets 3 questions

Formulas in spreadsheets



Video: Formulas for success 7 min



Reading: Quick reference: Formulas in spreadsheets 10 min



Reading: Spreadsheet errors and fixes 10 min



Practice Quiz: Test your knowledge on using formulas in spreadsheets 4 questions

Functions in spreadsheets




Video: Functions 101 6 min




Reading: Quick reference: Functions in spreadsheets 10 min




Practice Quiz: Hands-On Activity: Create a Custom Data Table 2 questions


 **Practice Quiz:** Test your knowledge on using functions in spreadsheets 3 questions


Save time with structured thinking


 **Video:** Before solving a problem, understand it 2 min

 **Video:** Scope of work and structured thinking 4 min

 **Practice Quiz:** Hands-On Activity: Create a scope of work 2 questions

 **Video:** Staying objective 4 min

 **Reading:** The importance of context 10 min

 **Reading:** Learning Log: Define problems and ask questions with data 20 min

 **Practice Quiz:** Test your knowledge on structured thinking 3 questions

Weekly challenge 3

 **Reading:** Glossary: Terms and definitions 5 min

 **Quiz:** *Weekly challenge 3* 8 questions Due Jul 26, 1:59 AM CDT

