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## Week 4

Process Data from Dirty to Clean

#### Week 4

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#### Verify and report on your cleaning results



Google Career Certificates

Cleaning your data is an essential step in the data analysis process. Verifying and reporting your cleaning is a way to show that your data is ready for the next step. In this part of the course, you'll find out the processes involved with verifying and reporting data cleaning as well as their benefits.

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### **Learning Objectives**

- Describe the process involved in verifying the results of cleaning data
- Describe what is involved in manually cleaning data
- Discuss the elements and importance of data-cleaning reports
- Describe the benefits of documenting data cleaning process
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#### Manually cleaning data

- ▶ Video: Verifying and reporting results 3 min
- **▶ Video:** Cleaning and your data expectations 5 min
- ▶ Video: The final step in data cleaning 8 min
- Reading: Data-cleaning verification: A checklist 10 min
- Practice Quiz: Test your knowledge on manual data cleaning 4 questions

#### Documenting results and the cleaning process

- ▶ **Video:** Capturing cleaning changes 5 min
- Reading: Embrace changelogs 10 min
- Practice Quiz: Self-Reflection: Creating a changelog 1 question
- **▶ Video:** Why documentation is important 3 min
- ▶ Video: Feedback and cleaning 2 min
- Reading: Advanced functions for speedy data cleaning 10 min
- Practice Quiz: Test your knowledge on documenting the cleaning process 3 questions

# Weekly challenge 4

- Reading: Glossary: Terms and definitions 5 min
- Quiz: Weekly challenge 4 8 questions Due Aug 2, 1:59 AM CDT