

Week 4

Foundations: Data, Data, Everywhere

Week 4

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Set up your toolbox



Google Career Certificates

As you're learning, spreadsheets, query languages, and data visualization tools are all a big part of a data analyst's job. In this part of the course, you'll learn more about the basic concepts involved and explore some examples of how these tools work.

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Learning Objectives

- Describe spreadsheets, query languages, and data visualization tools, giving specific examples
- Demonstrate an understanding of the uses, basic features, and functions of a spreadsheet
- Explain the basic concepts involved in the use of SQL including specific examples of queries
- Identify the basic concepts involved in data visualization, giving specific examples

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Mastering spreadsheet basics

 Video: The ins and outs of core data tools 2 min [Resume](#)

▶ **Video:** Columns and rows and cells, oh my! 9 min

 Discussion Prompt: Spreadsheets in daily life 10 min


 Practice Quiz: Hands-On Activity: Generating a chart from a spreadsheet 2 questions

 **Reading:** More spreadsheet resources 10 min


 Discussion Prompt: Share your chart 10 min

 **Practice Quiz:** Test your knowledge on spreadsheet basics 3 questions

Structured Query Language (SQL)

 **Video:** SQL in action 3 min


 Reading: More about SQL in action 10 min

 **Reading:** SQL Guide: Getting started 10 min

 Video: Angie: Everyday struggles when learning new skills 1 min


 Practice Quiz: Test your knowledge on SQL 5 questions


Data visualization


 **Video:** Becoming a data viz whiz 5 min

 Reading: Planning a data visualization 10 min

 Video: Lilah: The power of a visualization 2 min

 **Video:** Learn the power of a visualization 2 min

 **Discussion Prompt:** Visualizations in daily life 10 min

 **Practice Quiz:** Test your knowledge on visualizing data 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

