

## Course content:

- Introduction to Data Science
- Data gathering using Google forms
- Data cleaning
  - Removing unwanted observations
  - Standardizing Data set
  - Dealing with missing information in dataset
  - Validating Data Set
- Basics of data analysis and visualization
  - Data Analytics
    - Types of Data Analysis
      - Quantitative Data Analysis
      - Qualitative Data Analysis
    - Components of Data Analytics
      - Text Analytics
      - Data Mining
  - Data Visualization
    - Visualization Techniques (Charts, Histogram, Box and Whisker Plot, Network Diagram, Correlation Matrices)
- Data analysis and visualization using google sheets
  - Analyzing Data Using Google Sheet
    - Analyze Data with Formulas and Functions
    - Analyze Data with PivotTable
      - Create a PivotTable
      - Analyze PivotTable Data
  - Analyze Data with the Data Analysis Toolpak
  - VLookup and HLookup Functions
  - Create Conditional Visualizations with Lookup Functions
- Visualizing Data Using Google Sheet
  - Visualize Data with Charts
    - Modify and Format Charts

- Apply Best Practices in Chart Design
    - Visualize Data with Pivot Charts
    - Visualize Trendlines and Sparklines
- Dashboard in Google sheet