Fundamentals of Data Literacy Training

Duration: **3 Day**

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Data literacy is a capability to read, use and analyse data to produce information that can be acted upon. Every organisation creates and stores data but not everyone has the skills and confidence to work with it.

This course is designed for anyone who is not a data specialist but has a need to work with data in their role.

In this course you'll gain an understanding of the role data can play, data structures, data quality and how you can use data to produce analysis to turn data into information and create a data story.

Examples, demonstrations and exercises may use a selection of common applications including Microsoft Excel and Google Sheets.

Prerequisites

- Understand how to write formulas using standard functions
- Experience of creating or using charts and graphs

Target Audience

This course is designed for anyone who is not a data specialist but has a need to work with data in their role.

What You Will Learn

At the end of this course, you'll be able to:

- Identify data types and structures
- Work with data quality challenges
- Apply a structured approach to work with data
- Create a testable hypothesis
- Use fundamental analytics and statistical approaches
- Select appropriate visuals
- Build an effective data story