



Handout Disclaimer

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**Analyzing Data for Beginners:
Day 2 - Visualizing Data**

07 December 2022
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Agenda

- Review Day 1
- Pre-read Discussion
- Spreadsheet exercises in Excel
- Presentation exercises in PowerPoint

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Speaker: Sara Eglitis


- Here are as an individual
- Not representing or authorized to represent any company mentioned in this presentation

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This is an interactive workshop


- Working together we will finish within the time allotted
- We will help each other understand and execute the items
- Ask questions by chat or unmuting



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Poll 1

- Which measure of central tendency is destined to take over the world? (In Connie's opinion)
 - A. Mean
 - B. Median
 - C. Mode

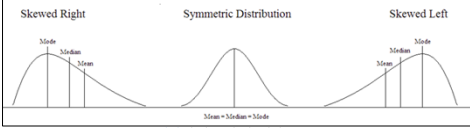


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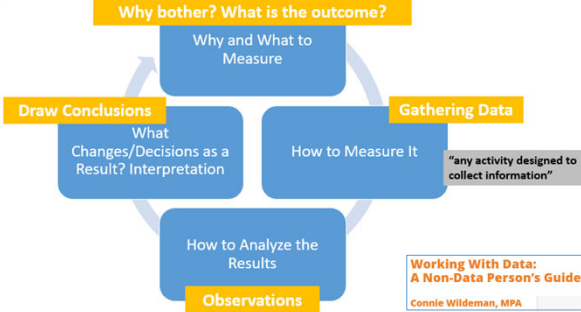
Review Day 1: Basic Data Analysis

- Mean
=average(number1,number2,)
- Median
=median(number1,number2,)
- Mode
=mode.mult(number1,number2,)
=mode.sngl(number1,number2,)



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Process of Evaluation



Why bother? What is the outcome?
Why and What to Measure

Gathering Data
"any activity designed to collect information"

How to Measure It

How to Analyze the Results

Observations

Draw Conclusions
What Changes/Decisions as a Result? Interpretation

Working With Data: A Non-Data Person's Guide
Connie Wildeman, MPA

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Review Pre-Read: Present Your Data Like a Pro

1. Make sure your data can be seen
2. Focus most on the points your data illustrates
3. Share one — and only one — major point from each chart
4. Label chart components clearly
5. Visually highlight "Aha!" zones
6. Write a slide title that reinforces the data's point
7. Present to your audience, not to your data

Harvard Business Review
Analytics And Data Science
Present Your Data Like a Pro
by Joel Schwartzberg
February 16, 2020

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Poll 2

- Which of the seven Present Your Data Like a Pro tip do you **most** want to discuss?
 1. Make sure your data can be seen
 2. Focus most on the points your data illustrates
 3. Share one — and only one — major point from each chart
 4. Label chart components clearly
 5. Visually highlight “Aha!” zones
 6. Write a slide title that reinforces the data’s point
 7. Present to your audience, not to your data

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General Keyboard Shortcuts

To do this	Press
Undo the previous action.	Ctrl+Z
Redo the previous action, if possible.	Ctrl+Y
Select all document content.	Ctrl+A
Open a document.	Ctrl+O
Create a new document.	Ctrl+N
Save the document.	Ctrl+S
Close the document.	Ctrl+W
Cut the selected content to the Clipboard.	Ctrl+X
Copy the selected content to the Clipboard.	Ctrl+C
Paste the contents of the Clipboard.	Ctrl+V



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In the chat:
What other shortcuts do you use?

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Spreadsheets with Excel

Have a copy of handout Excel downloaded and opened

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Poll 3

- How frequently do you use Excel?
 - A. Very frequently (multiple times a day)
 - B. Frequently (a couple times a week)
 - C. Occasionally (once or twice a month)
 - D. Rarely (a couple times a year)
 - E. Never (never opened it once)
- When in Excel, how do you like to primarily interact with the content?
 - A. Clicking with the mouse
 - B. Keyboard shortcuts
 - C. Both the mouse and the keyboard equally

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Frequently Used Excel Shortcuts

To do this	Press
Go to the Home tab.	Alt+H
Remove cell contents.	Delete
Choose a fill color.	Alt+H, H
Go to the Insert tab.	Alt+N
Apply bold formatting.	Ctrl+B
Center align cell contents.	Alt+H, A, C
Go to the Page Layout tab.	Alt+P
Go to the Data tab.	Alt+A
Go to the View tab.	Alt+W
Add borders.	Alt+H, B
Delete row.	Alt+H, D, R










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Excel Shortcuts for Navigating in Cells

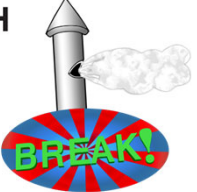
To do this	Press
Zoom in.	Ctrl+Alt+Equal sign (=)
Zoom out.	Ctrl+Alt+Minus sign (-)
Scroll horizontally.	Ctrl+Shift, then scroll your mouse wheel up to go left, down to go right
Move one cell to the right in a worksheet. Or, in a protected worksheet, move between unlocked cells.	Tab key
Move to the previous cell in a worksheet or the previous option in a dialog box.	Shift+Tab
Move to the edge of the current data region in a worksheet.	Ctrl+Arrow key
Move to the last cell on a worksheet, to the lowest used row of the rightmost used column.	Ctrl+End
Move to the beginning of a worksheet.	Ctrl+Home
Move one screen down in a worksheet.	Page down
Move to the next sheet in a workbook.	Ctrl+Page down
Move one screen to the right in a worksheet.	Alt+Page down
Move one screen up in a worksheet.	Page up
Move one screen to the left in a worksheet.	Alt+Page up
Move to the previous sheet in a workbook.	Ctrl+Page up

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Tools in Excel

Tool	Importing Data	Pasting Data	Comments and Notes	Filter and Sort	Print Titles	Data Grouping	Chart
Purpose	Taking data from another source	Copying data from another source	Sharing thoughts about data	Organizing the data	Consistent printed document information	Arranging data on computer screen	Graphical display of numerical data
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Breaktime

Wondering what to do with the break?
Here are some ideas:

- Walk
- Hydrate
- Stretch
- Meditate
- Use the Restroom
- Listen to a favorite song

In the chat:
What kind of data do you work with (or want to work with) that made you interested in taking this course?

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Presentation with PowerPoint

Have a copy of handout PowerPoint downloaded and opened

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Poll 4

- How frequently do you use PowerPoint?
 - A. Very frequently (multiple times a day)
 - B. Frequently (a couple times a week)
 - C. Occasionally (once or twice a month)
 - D. Rarely (a couple times a year)
 - E. Never (never opened it once)
- When in PowerPoint, how do you like to primarily interact with the content?
 - A. Clicking with the mouse
 - B. Keyboard shortcuts
 - C. Both the mouse and the keyboard equally








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Frequently Used PowerPoint Shortcuts

To do this	Press
Start a presentation from the beginning.	F5
Start a presentation from the current slide.	Shift+F5
Start the presentation in Presenter View.	Alt+F5
Perform the next animation or advance to the next slide.	N / Enter / Page down / Right arrow key / Down arrow key / Spacebar
Perform the previous animation or return to the previous slide.	P / Page up / Left arrow key / Up arrow key / Backspace
Display a blank black slide / return to the presentation from a blank black slide.	B / Period (.)
Display a blank white slide / return to the presentation from a blank white slide.	W / Comma (,)
End the presentation.	Esc

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Tools in PowerPoint

Tool	Design	Slide Master	Header and Footer	Pasting Data	Cropping	Timing	Recording
Purpose	Visual consistency and interest of slides	Access to base designs	Consistent information for slides and handouts	Bringing in data from Excel, Word, and other sources	Focus on important elements of image	Set amount of time to deliver each slide when presenting	Record presentation for later sharing
Icon							

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References

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- Sloane, Debra. "Visualizing Qualitative Information." *The Qualitative Report*, 2014. <https://doi.org/10.46743/2160-3715/2009.1407>.

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Thank you!

-Sara Eglitis

You are welcome to connect with me on LinkedIn and the Block

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