

# Data Analyst Worksheet



**DIGITAL  
CAREERS  
TOOLKIT**

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DOWNLOADABLE GUIDES



## Data Analyst Worksheet

Microsoft Excel is a basic tool that all Data Analysts use. This worksheet is designed to orient you to a data set and perform tasks that allows you to understand what a data analyst does.

### Directions:

1. Open the Data Analyst Exercise for Toolkit in Microsoft Excel. It is a read only file so click 'Enable Editing' and go to File - Save As. You can now save the file in your folder.
2. There are two Tabs: 'Excel Basics' and 'NYC Dog Licensing Data Set Questions'.

### TAB: Excel Basics

This provides an introduction to Excel if you are new or want to reorient yourself. The information is on Excel so you get used to seeing Excel files.

- Work through the instructions which appear on every row. They give you practice using the tool

### TAB: NYC Dog Licensing Data Set Questions

This is a download from [NYC Open Data](#) for the Pet Project in the Toolkit. Downloading the data into an Excel spreadsheet enables you to work with it as a Data Analyst would do.

- The downloaded data begins on Row 1 to Row 5081. It is a HUGE data set
- The downloaded data begins in Column A and continues to Column H

### Data Analyst Work

- To demonstrate how Data Analysts work with huge data sets, there are questions for you to work with that begin in Row 2 Column J. Type your answers in the cell right next to the question.
- Starting Row 37 Column J are Observational Questions that are inferences from the data. Analysts make inferences from data as part of their job. Type your answers in the cell right next to the question.

- Starting Row 66 Column J are Basic Counting Questions that to get you familiar with some of the ways and shortcuts to count using Excel. Type your answers in the cell right next to the question.
- Now use your answers to the Basic Counting questions to make predictions with the data. This is the work of a Data Analyst. For example,
  - If you are a Data Analyst working for a Pet Supply Chain, you might get asked to present data to help them decide if they should open a new pet store in NYC. What data would you show to help answer this question? For example,
    - How many dogs are there in NYC? Has there been an increase over time?
    - In what zip code are there the most number of dog licenses issued? Does it make sense to open a new pet store there?
  - If you are a Data Analyst working for the NYC mayor's office, you might get asked to present data to help them decide if they should charge more for dog licenses. What data would you show to help answer this question? For example,
    - Would you make more money if the city charged more for licenses for puppies than older dogs?
    - Would you make more money if the city charged more for licenses for some breeds of dogs?
  - If you are trying to open a dog care business yourself -
    - Which neighborhood are you most likely to have the most number of clients to offer dog walking services? What data are you using to decide?
    - Should you specialize in walking puppies or older dogs?
    - Should you offer grooming services for a particular breed of dog?