**Manipulating dataset columns in Excel**

This planning document is intended to support teachers who are delivering the NPA/PDA Data Science or for students who are learning independently. It also aligns with the Data Skills for Work framework.

**The lesson has been designed for learners using Microsoft Excel.** Most of the information in the lesson will work for other spreadsheets tools. However, if another tool is being used by the learners (such as Google Sheets) the step-by-step instructions will need to be checked.

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# Lesson Description

|  |  |
| --- | --- |
| **Lesson Overview** | Selecting columns  Reordering columns  Reformatting columns |
| **Topic** | Data manipulation |
| **Book Chapter(s)** | Data transformation and Manipulation |

|  |  |
| --- | --- |
| **NPA level** | 4, 5, 6 |
| **PDA level** | 7, 8 |
| **Data skills for work level** | Core, Analysis |

# Lesson Contents

This lesson consists of:

* A lesson plan (this document)
* A PowerPoint presentation, ‘Manipulating datasets columns in Excel’
* Question worksheet on ‘Manipulating datasets columns in Excel’ in Excel
* Answers worksheet on ‘Manipulating datasets columns in Excel’ in Excel

# Learning Intention

We will be learning how to manipulate data in Excel, specifically,

* to be able to **select** columns
* to be able to **reorder** columns
* to be able to **reformat** columns

# Success Criteria

I can *describe* what is means to select, reorder and reformat columns in a data frame.

I can *manipulate* data by selecting, reordering and reformatting columns in Excel.

# Knowledge Prerequisites

Learners should know:

* How to open/save an Excel file
* That Excel documents have worksheets and use rows/columns
* To be able to enter data into cells
* To be able to select/highlight sections of data
* Headers on worksheet (e.g., A, B, C, D, and rows 1,2,3,4)
* Excel has ribbons at the top for Home, Data, Formulas etc
* To be able to right-click on cells to see options

# Lesson Requirements

|  |  |  |  |
| --- | --- | --- | --- |
|  | **PDA** | **NPA** | **Data Skills for work** |
| **Qualification** | Yes | Yes | Yes |
| **Outcome ID(s)** | WD8.3b, WD8.3c, CD8.1g, WD7.2a, WD7.2b, CD7.3a | DS4.2c, DS4.3a, DS5.2c, DS5.3c, DS6.2b, DS6.3c | C2.1, A1.2, A2.3 |
| **Outcome description(s)** | WD8.3b Types of data transformation  WD8.3c Transformations  CD8.1g Preparing data for visualisation  WD7.2a Types of data transformation  WD7.2b Common transformations including filtering, sorting  CD7.3a Preparing data for visualisation  *N.B. out of scope of this lesson,*  *“WD8.3c … including joins”*  *“WD7.2b …. combining, separating, and grouping”* | DS4.2c Describe simple methods of cleaning and transforming data  DS4.3a Perform simple data cleaning and structuring  DS5.2c Describe methods of cleaning and transforming data  DS5.3c Perform routine data cleaning and structuring.  DS6.2b Explain techniques for data capture, cleaning and transformation including data modelling  DS6.3c Perform data transformation to complete, correct and structure data | C2.1 Vocabulary used in data science and analytics  A1.2 Data quality  A2.3 Data calculation and manipulation  *N.B. out of scope of this lesson “A1.1…. quantitative and qualitative”* |
| **Level** | 7, 8 | 4, 5, 6 | Core, Analysis |
| **Software language** | Excel | Excel | Excel |
| **Required equipment /software for student** | Lesson: PowerPoint,  Worksheet: Excel | Lesson: PowerPoint,  Worksheet: Excel | Lesson: PowerPoint,  Worksheet: Excel |

# Task-types

In the worksheet for this lesson, there are up to 6 task-types to that become increasingly challenging to support the students learning. Based on the student’s previous knowledge it is possible to select the task-types that are relevant to their stage.

|  |  |
| --- | --- |
| **Task-type** | **Description** |
| **1. Recall** | To be able to recognise definitions or procedures. |
| **2. Define** | To be able to define definitions or procedures. |
| **3. Rephrase** | To be able to use their own words to describe definitions or procedures. |
| **4. Apply** | To be able to apply definitions or procedures to problem-solving activities. |
| **5. Create** | To be able to apply definitions or procedures and create their own solutions to a defined problem. |
| **6. Active** | Using knowledge from the lesson which they apply to scenarios they have researched/designed themselves. |

# Worksheet

The worksheet associated with this lesson is available either in Excel or as a PDF that can be printed. The answer worksheet is available in both formats too.

|  |  |  |  |
| --- | --- | --- | --- |
| **Worksheet section ID** | **Description** | **Task-type** | **Number of questions** |
| 1.1 | Selecting data | Recall | 1 |
| 1.2 | Selecting data | Rephase | 1 |
| 1.3 | Selecting data | Apply | 5 |
| 1.4 | Selecting data | Active | 1 |
| 2.1 | Reordering data | Recall | 1 |
| 2.2 | Reordering data | Rephase | 1 |
| 2.3 | Reordering data | Apply | 5 |
| 2.4 | Reordering data | Active | 1 |
| 3.1 | Reformatting data | Recall | 1 |
| 3.2 | Reformatting data | Rephase | 1 |
| 3.3 | Reformatting data | Apply | 4 |
| **Total** | | | **22** |

# How you can use this lesson

This lesson has been created by Effini in partnership with Data Education in Schools, The Data Lab and Data Skills for Work, with funding from the Scottish Government.

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