

Overview

1.
Identify the graph and chart requirements for the data set to be studied with stakeholders
2.
Remove any duplicate, inaccurate and null values to cleanse data
3.
Select the type of graphical output required in line with requirements
4.
Produce graph or chart of the required dataset in line with organisational procedures
5.
Identify the form of trend the data exhibits to report trend indicators to stakeholders
6.
Identify trend type and fit a linear trend line to visualize time series data or a smoothing trend to visualise the moving average in line with requirements
7.
Show the trend line equation for the data to predict future values in line with requirements
8.
Save the graph output in the spreadsheet in line with organisational procedures

Performance criteria

You must be able to:

1. Import file data into a spreadsheet
2. Identify data set to be studied
3. Validate data to identify non-compliant data
4. Remove duplicate, inaccurate and null data
5. Select the type of graphical output to apply in line with requirements
6. Create graph or chart instance of the required data
7. Identify the form of trend the data exhibits
8. Select and fit a linear trend line to visualize time series data trend
9. Select and fit a smoothing trend to data with moving average
10. Format and edit a trend line as required
11. Show the trend line equation for the current data
12. Save the graph output in the spreadsheet

Show trends and patterns in data using graphs and charts

Knowledge and understanding

You need to know and understand:

1. How to import data sets from files and other spreadsheets
2. What the purpose of the analysis study of the dataset is
3. The graph and chart methods used to summarise, analyse and interpret numerical data and when they are appropriate
4. The importance of data validation and verification and how these can be assured in spreadsheets
5. How to validate and remove erroneous data
6. How to use data validation to restrict the type of data entered
7. How to identify and rectify problems of data duplication and redundancy
8. The main data types and formats used
9. The standard statistical methods that are used to fit trends to data
10. How to apply basic predefined statistical methods to identify trends and patterns in data
11. The key features of spreadsheet software for fitting trends to data
12. How to create graphs and charts using spreadsheet functions
13. How to identify the data pattern displayed by the data
14. The steps involved in determining the trend line equation
15. Common data validation and trend analysis error messages and how to respond to them
16. How to layout and save trend analysis graphs and charts

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Suite IT Users

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