Checklist for Data Analysis

Checklists can help you keep track of your work. Use the following checklist to make sure you complete the task for each activity. If you have access to a printer, you may want to print the checklist for reference as your work through the activities. Ask your teacher for help if you have any questions about the checklist.

Activity 1: Database Forms

Task: Database Form

- ☐ Open your survey database
- ☐ Create a form to enter all of the fields in your tables
- ☐ Choose the types of controls you plan to use:
  - ☐ Text Box
  - ☐ Option (Radio) Button
  - ☐ Checkbox
  - ☐ List Box
  - ☐ Combo Box
  - ☐ Command Button
- ☐ Set the properties of all labels and controls (in design view)
- ☐ Open your form and enter the remaining records of your survey data
- ☐ Check that all data is entered and visible when you open the form
- ☐ Save your form

Activity 2: Database Queries

Task: Database Query Design

- ☐ Open a new word processing document and type your name, date, and a title
- ☐ Design at least two queries that provide information to help you make your decision and consider the following questions:
  - ☐ What do you want to know?
  - ☐ Which tables and fields contain the information you need?
  - ☐ What keywords or criteria can you use to retrieve the information?
- ☐ Follow the steps to create queries:
  - ☐ Select tables
  - ☐ Select fields
  - ☐ Show and sort
  - ☐ Set criteria
  - ☐ Save the query
- ☐ Open your survey database
- ☐ Create at least one query in design view and one using the wizard, and save each with a descriptive name
- ☐ Run your queries and see the results in datasheet view
- ☐ Refine the query in order to get the results you expected
- ☐ Make sure all your data is visible in the results of each query
- ☐ Save your database

Activity 3: Decision Possibilities

Task: Data Summary

- ☐ Open your survey database
- ☐ Export the data from your queries
- ☐ Start a new spreadsheet workbook and type your name and the data
- ☐ Import the data from your queries into the spreadsheet
- ☐ Use appropriate formulas and functions to analyze your data
- ☐ Open a new word processing document and type your name, date, and a title
- ☐ Evaluate your decision alternatives by addressing the following questions:

- How did you expect your survey data to help you make a *decision*?
- What kinds of *information* does your analysis of the survey data provide?
- How does your analysis help you refine *alternative* choices?
- What information does your survey data provide about the *possibilities* of each *alternative*?
- How does your analysis help you evaluate the *possibilities*?
- Check the spelling and grammar of your evaluation
- Save your document

Activity 4: Data Visualization

Task: Data Charts
- Open the workbook with your imported query data
- Start a new worksheet and type your name and the date
- Create charts to represent your survey data and add the charts to your worksheet(s), making sure that you:
  - Choose the type of charts that best represent your data
  - Import the data you want to represent in your charts
  - Title each chart
  - Title and label the x-axis (not for pie chart)
  - Title and label the y-axis (not for pie chart)
  - Create a legend
  - Place the chart on a new worksheet or an existing worksheet in the same workbook
- If necessary, revise and reformat your charts to clearly visualize your data
- Save your charts

Activity 5: Decision Choice

Task: Decision Choice
- Open the workbook with your summarized survey data and charts
- Format your data and charts to make them more attractive and easy to read
- Make sure that your evaluation and choice are clearly shown in your data
- Start a new word processing document and type your name, date, and a title
- Use critical thinking skills to make a choice and explain your choice by addressing the following questions:
  - Which alternative is the best choice for your decision?
  - How did your survey data help you make your choice?
  - How did other information you gathered help you make your choice?
  - What other data might cause you to reconsider your choice?
- Check the spelling and grammar of your choice explanation
- Save your document