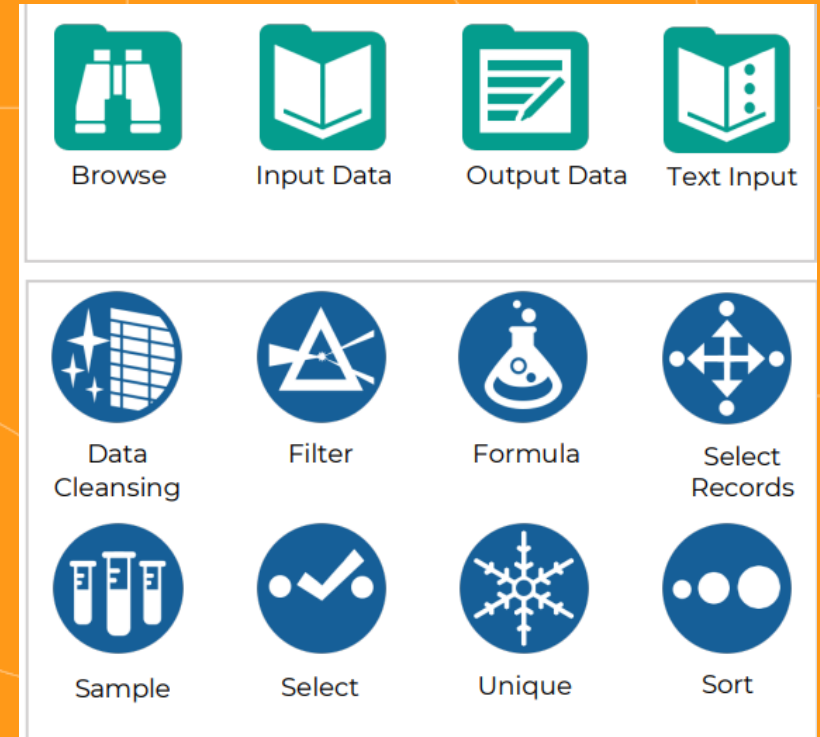


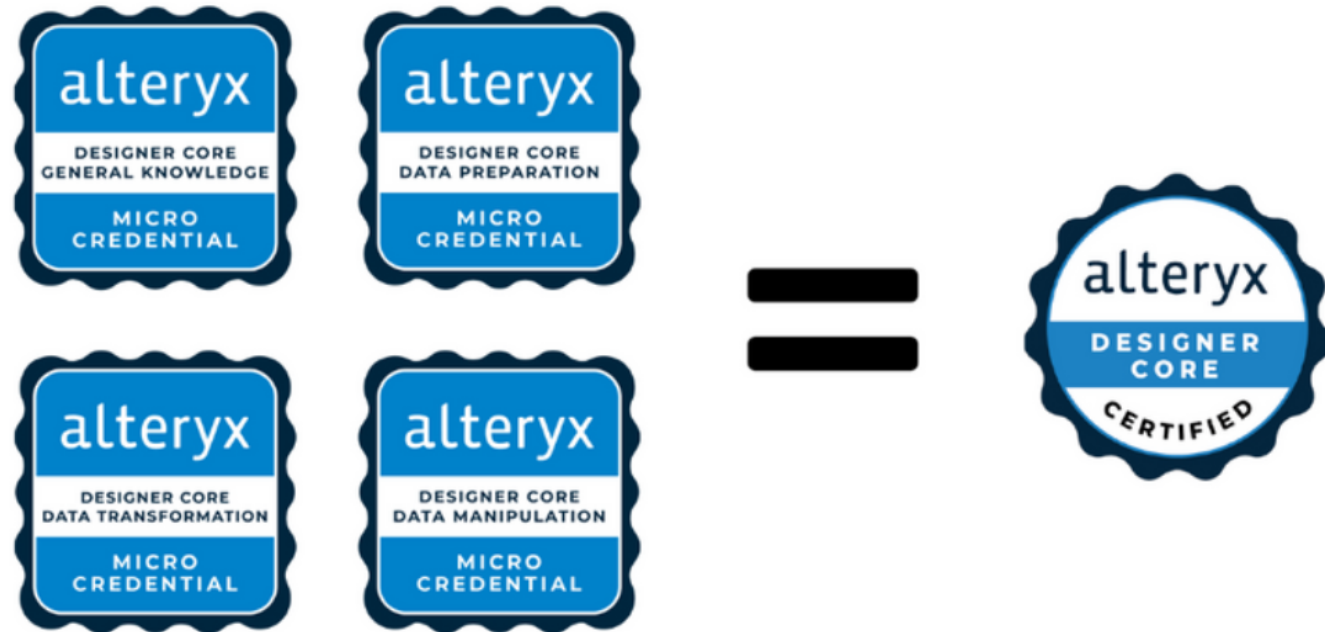


# Data Preparation Micro-Credential Tips

- ✓ Try relevant Weekly Challenges
- ✓ Experiment with the tools with your own data
- 40 Qns over 45 Minutes
- Prepare your relevant Tools on Designer
- Text Input Tool will be very handy & Use Short Form if Precision isn't needed!
- Be Ready to Input Downloaded Files
- Skip Questions & Return to Them
- Take Note of Your Post-Assessment Results & Keep Practising!



# Get Core Certified, One Step At A Time



# Reading & Writing Data (20%) & Interpreting Data (15%)

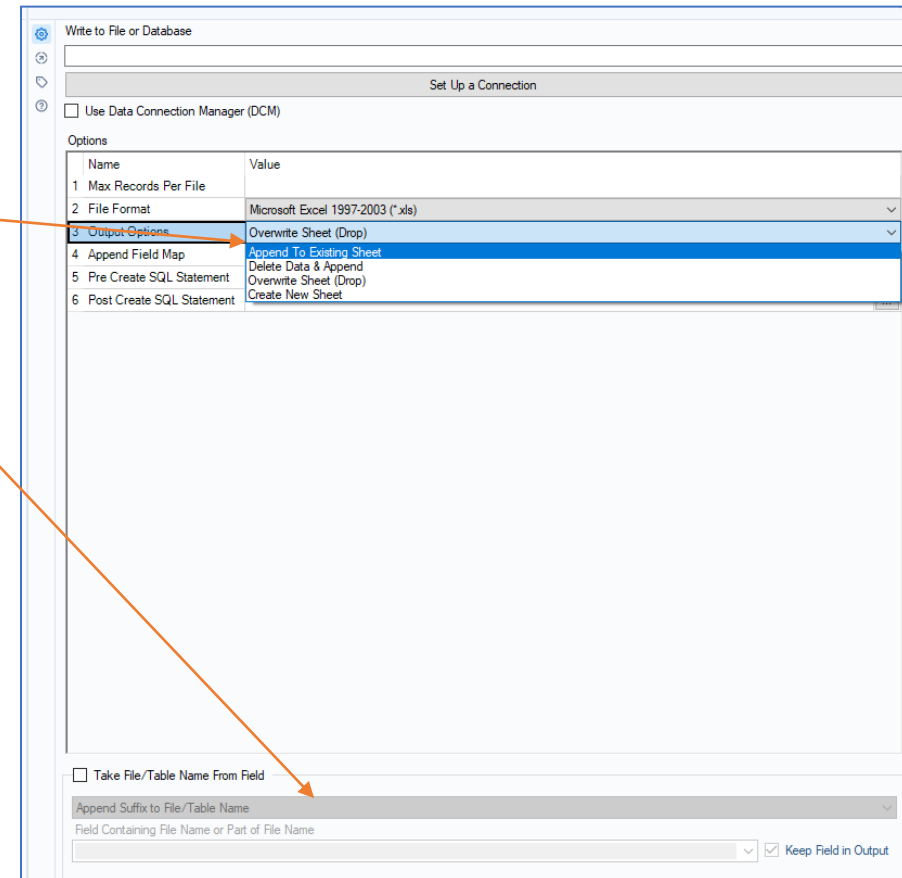
- **Output File Options:**

<https://help.alteryx.com/20223/designer/output-data-tool>

- **Workflow Dependencies**

- Reading different results from the **Browse Tool**

- Understanding what can be found in the **Results Window**



# Build Formulas (25%)

Be familiar with various **Functions within Formulas & how to preview them**

<https://help.alteryx.com/20223/designer/string-functions>

**Data Investigation Practical Qns:**

E.g. What is the correct data output formula?

CountWords (string)

Test with your **Text Input tool** when in doubt.

The screenshot shows the Alteryx Formula tool interface. The 'Output Column' is set to 'Select Column' and the 'Data Preview' shows 'Empty expression'. The function list is expanded to 'Conditional', and the 'Switch(Value,Default,Case1,Result1,...,CaseN,ResultN)' function is selected. A red box highlights the tooltip for this function, which reads: '(Conditional) Switch(Value,Default,Case1,Result1,...,CaseN,ResultN) Compares a Value against a list of Cases and return the corresponding Result'. Red arrows point to the function icon and the selected function name.

# Data Cleansing (18%)

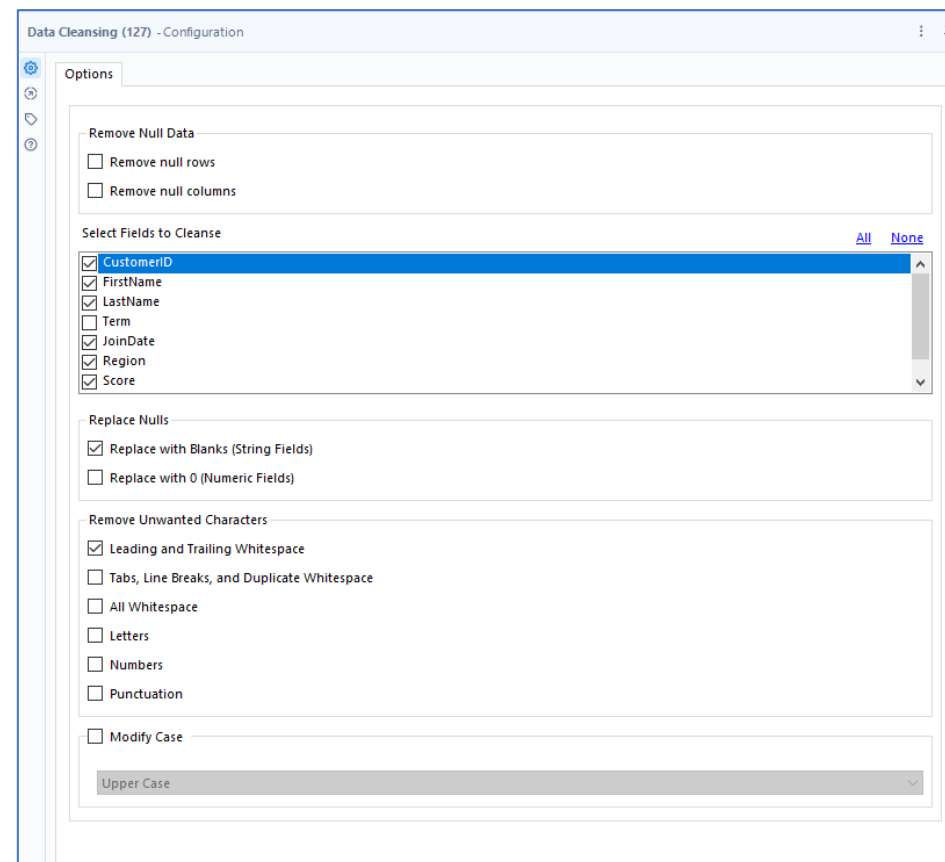
How to determine your **data health and quality**

Understand **what** can be cleansed (e.g. **Whitespaces vs Nulls**)

Can you identify a tab vs whitespace?

What is an Upper Case modification?

Understand **how** cleansing takes place (e.g. concurrent criteria: Remove whitespace + Remove Letters)



# Unique, Sample, Filter, Sort, Select Records Tools (22%)

Understand which tools are needed & how to use them

- **Unique Tool:** Identify **Duplicate vs Unique Results** with varying criteria
- **Sort Tool:** How are numeric values arranged in non-Dictionary vs Dictionary Order?
- **Select Tool:** You may be expected to use this for practical questions to change data types
- **Filter Tool:** You may be expected to use this for practical data investigation questions

*For Sort Tool*

Dictionary Order
1
2
3
10
11
100
110



# Data Manipulation Micro-Credential Tips

- ✓ Try relevant Weekly Challenges
- ✓ Experiment with the tools with your own data
  - 30 Qns over 45 Minutes
  - Prepare your relevant Tools on Designer
  - Text Input Tool will be very handy & Use short form when precision isn't needed
  - Be Ready to Input Downloaded Files
  - Skip Questions & Return to Them
  - Take Note of Your Post-Assessment Results & Keep Practising!



Append  
Fields



Union



Join



Find  
Replace

**Join**



Date Time

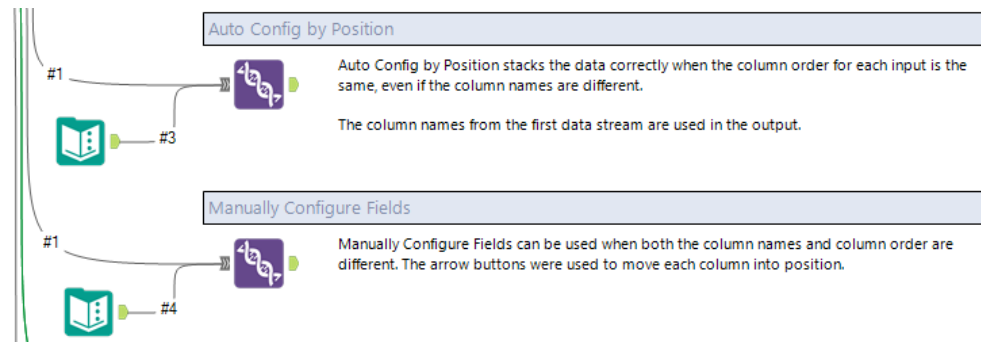


Text to Columns

**Parse**

# Join, Union, Append (33%)

- **Case Sensitivity/Insensitivity** of Various Tools  
e.g. Join Columns: *Name vs name*
- Determining Correct **Outputs for L, R & J**
- Understanding which tool was used for the data output
- **How many Records** when using the Append Tool?
- **Manual Configuration** of Union: When is this needed?



*Refer to the One-Tool  
Example within Designer*



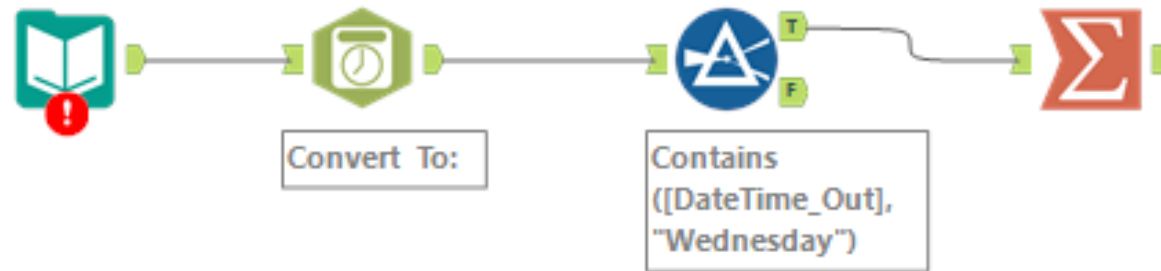
# DateTime Tool (13.5%)

Understanding what format to convert data to:

E.g. How to change **Wednesday, 17 March, 2020** to **03-17-2020** or to **Mar 17**?

**Data Investigation Practical Qns:**

E.g. How many houses were sold on a Wednesday?

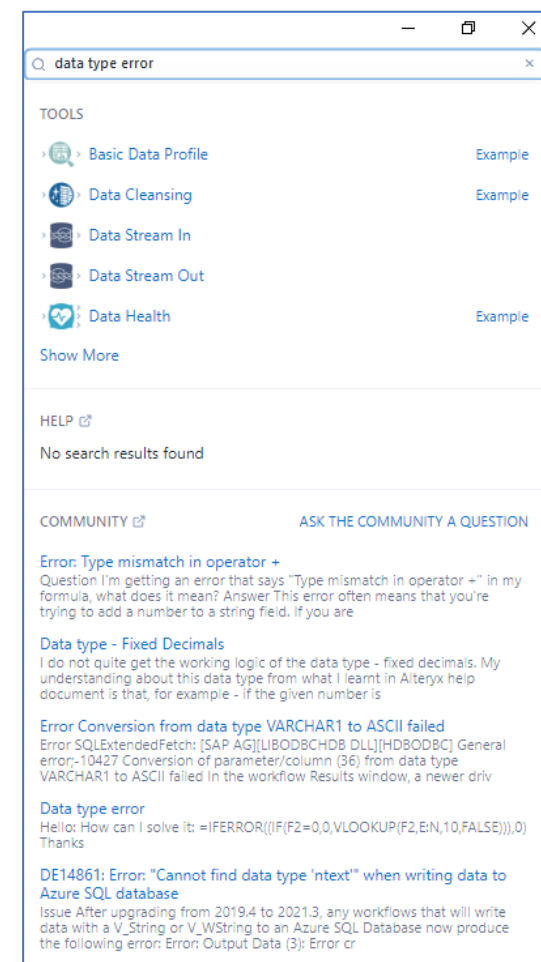


# Formula Tool & Troubleshooting (30%)

**Errors** → Use the Text Input tool to test data if unsure (e.g. Is it a Data Type issue? What steps can you take to change data types?)

Resolving **Data Type Errors** with the **Select Tool** → Change Data Type (e.g. String to Double)

*Type an excerpt of the error message in the search bar in Designer*



# Text to Columns Tool (13.5%)

Which **Delimiter** was used?

**Actions** chosen

**Identifying** instances when the Text-to-Column tool was used to generate the provided output

*E.g. How do you parse this below?*

138,#&\$ Jalan Bugu Limau;|Singapore,:3421

Select Column to Split

Column to split: Address Delimiters: ,

Split to columns

Number of columns: 3

Extra characters: Leave extra in last column

Output root name: Leave extra in last column

Split to rows

Advanced options

- Ignore delimiters in quotes
- Ignore delimiters in single quotes
- Ignore delimiters in parentheses
- Ignore delimiters in brackets
- Skip empty columns

# Find & Replace Tool (10%)

Any **Part of Field** vs **Entire Field**?

**Case Insensitivity:** Finding + replacing the value regardless of whether it is CAPITALISED or not

e.g. *John, JOHN, john*

Find Replace (257) - Configuration

**Find**

- Beginning of Field
- Any Part of Field
- Entire Field

Find Within Field: acct\_holder

Find Value: word

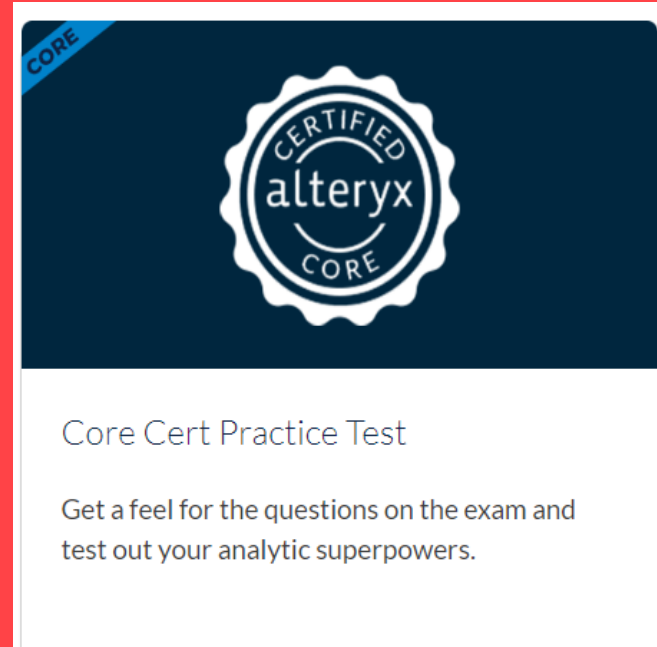
Case Insensitive Find

Match Whole Word Only

**Replace**

- Replace Found Text With Value:  
replacement
- Replace Multiple Found Items (Find Any Part of Field only)
- Append Field(s) to Record:  
 word  
 replacement

Try the Practice Test (all Core tools)  
if you need practice!



Try the Practice Test (all Core tools)  
if you need practice!

