# 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!
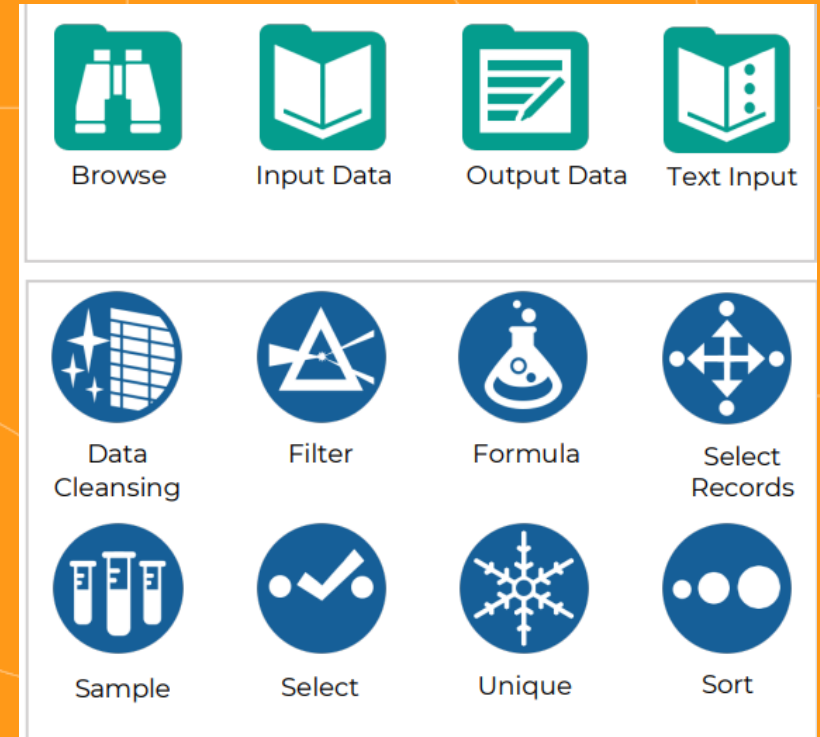
Get Core Certified, One Step At A Time
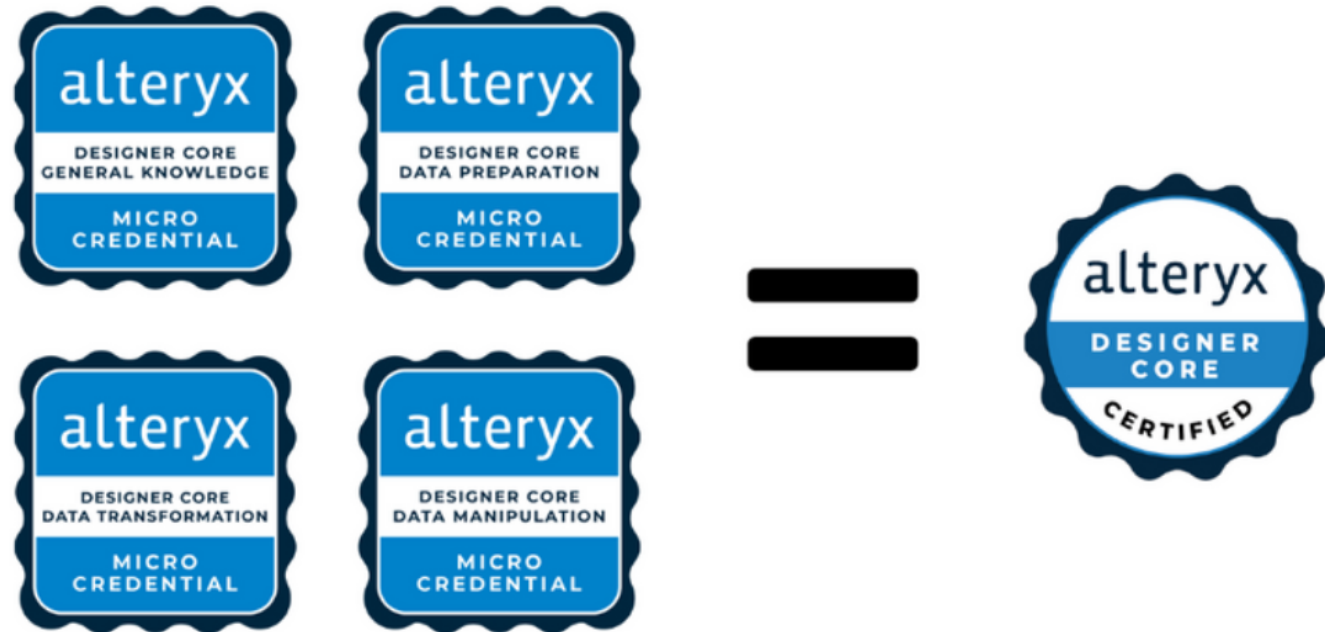
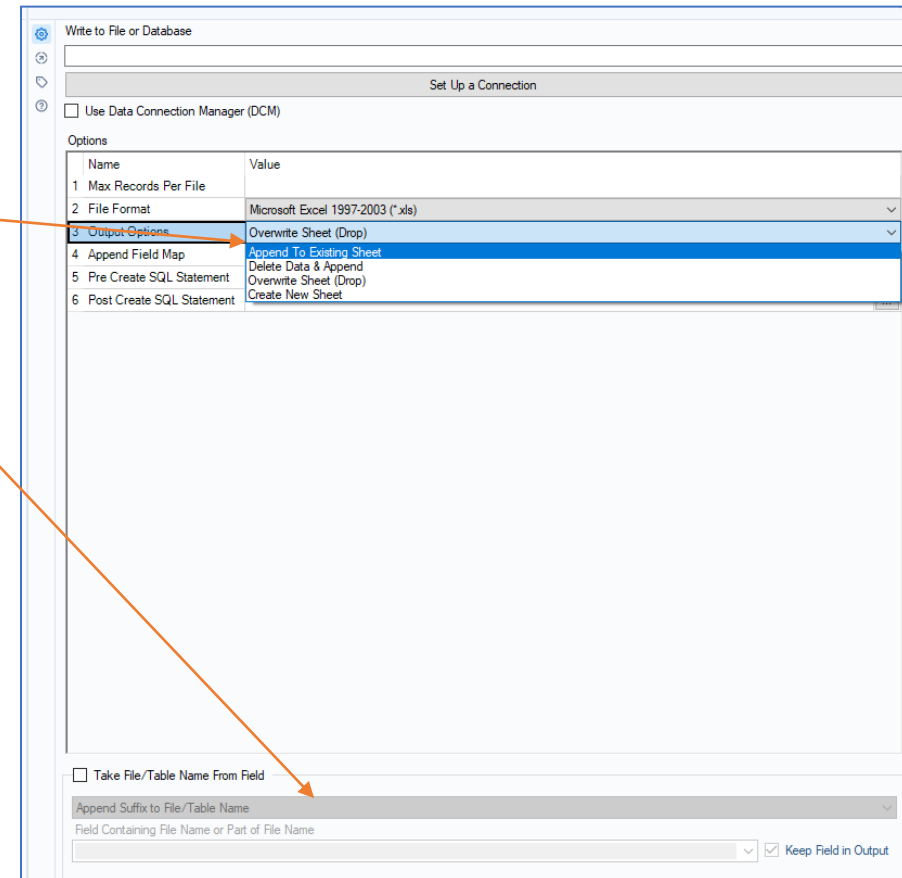# Reading & Writing Data (20%) & Interpreting Data (15%)

- **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.

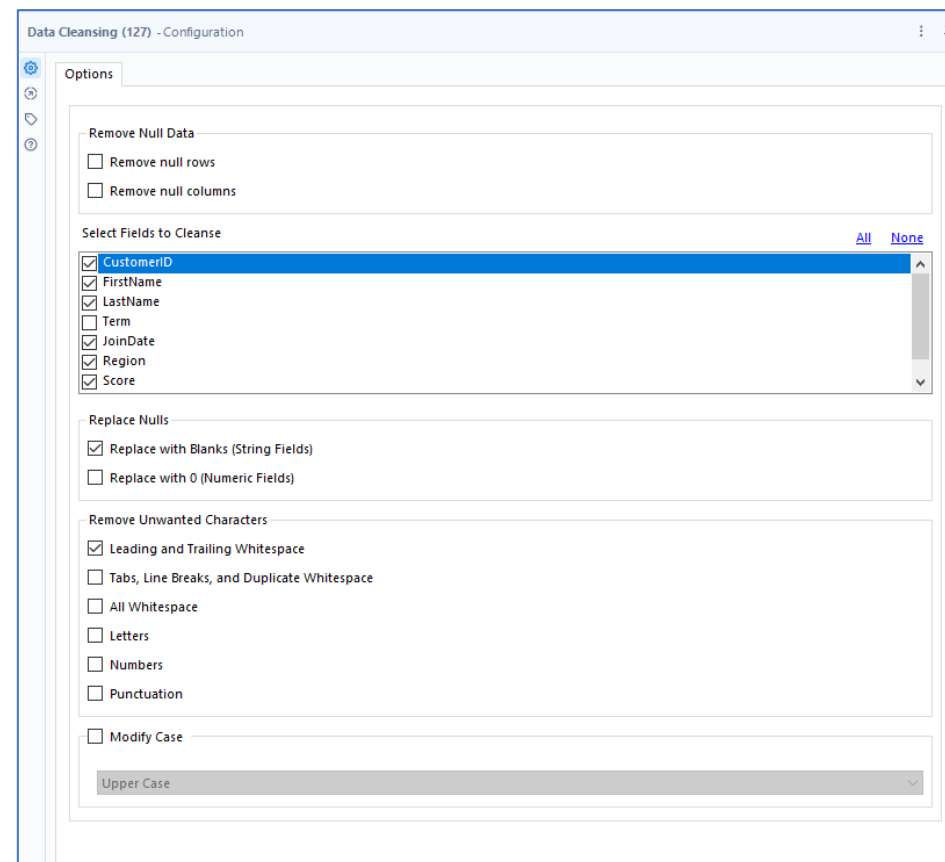alteryx

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

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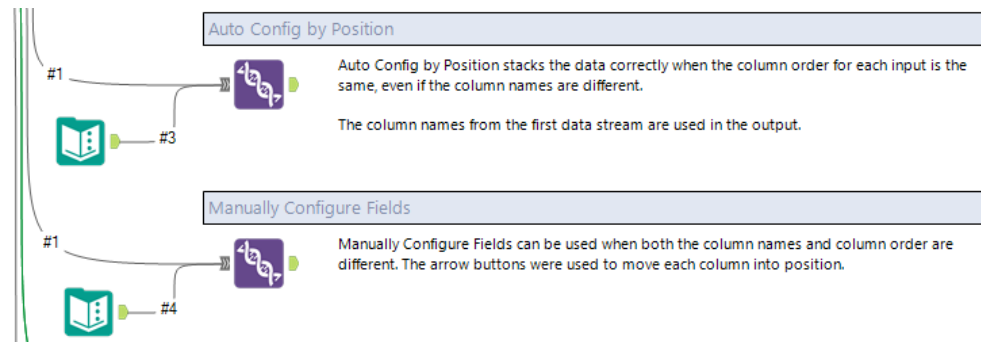| Append Fields	Union	Join	Find Replace

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?

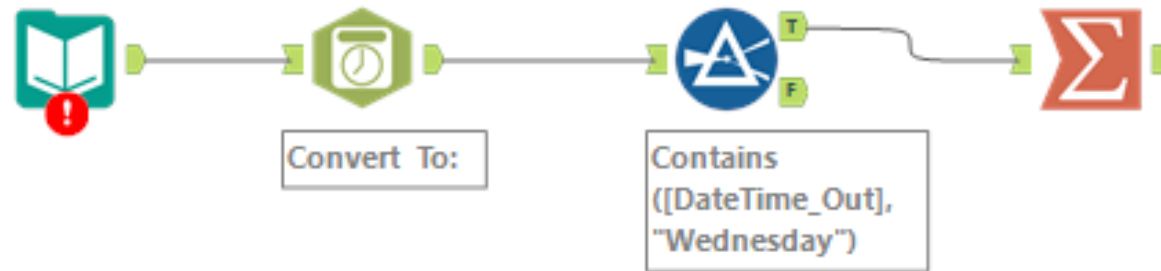*Refer to the One-Tool Example within Designer*

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:

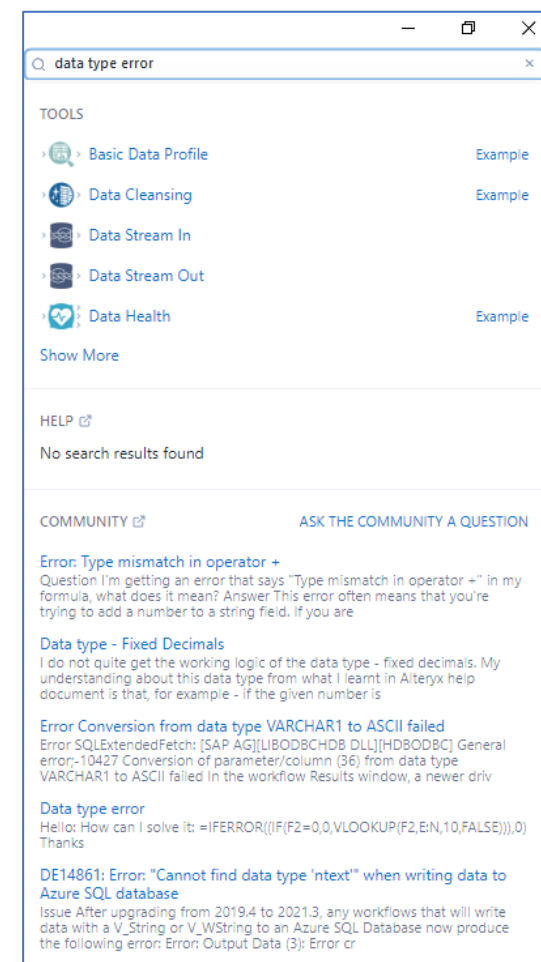E.g. How many houses were sold on a Wednesday?

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

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*

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

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Core Cert Practice Test

Get a feel for the questions on the exam and test out your analytic superpowers.

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