**Practice combining datasets 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 on a Windows based machine.**

At time of publishing Power Query is still being developed by Microsoft so that it can used on other platforms as such Mac-based machines or through a web browser.

For more information on using Power Query on non-window based machines please see,

<https://learn.microsoft.com/en-us/officeupdates/release-notes-office-for-mac>

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# Version Control

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| --- | --- | --- | --- |
| Version number | Purpose/Change | By | Date |
| 1.0 | Published by effini | Emma Nylk | 24 May 2023 |
| 1.1 | * Changed term “key column” to “key” * Changed term “Outer (full) join” to “Outer join” * Fixed typos | John Bell | 10 Aug 2023 |
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# Lesson Description

|  |  |
| --- | --- |
| **Lesson Overview** | Practise joining and appending simple datasets in Excel. |
| **Topic** | Data Manipulation |
| **Book Chapter(s)** | Data Transformation and Manipulation |

|  |  |
| --- | --- |
| **NPA level** | 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/PDF presentation, ‘Practise combining datasets in Excel’
* Question worksheet (for learners) on ‘Practise combining datasets in Excel’ in Excel
* Answers worksheet (for teachers) on ‘Practise combining datasets in Excel’ in Excel

# Learning Intentions

We will be learning **how to combine datasets in Excel**, specifically

* how to use Power Query Editor to **append rows** to a dataset
* how to use Power Query Editor to **join columns** to a dataset

# Success Criteria

I can *use* Power Query Editor in Excel to append rows to a simple dataset.

I can *use* Power Query Editor in Excel to left join simple datasets.

I can *use* Power Query Editor in Excel to right join simple datasets.

I can *use* Power Query Editor in Excel to inner join simple datasets.

I can *use* Power Query Editor in Excel to outer join simple datasets.

# Knowledge Prerequisites

Learners should know:

* what data is
* data can be transformed into valuable information
* data can be used to solve problems and find answers to questions
* data can be stored in different types
* how to rows and columns in a dataset can manipulated
* the theory behind combining datasets

Learners should complete the **Combining Datasets** lesson before completing this lesson.

# Lesson Requirements

|  |  |  |  |
| --- | --- | --- | --- |
|  | **PDA** | **NPA** | **Data Skills for work** |
| **Qualification** | Yes | Yes | Yes |
| **Outcome ID(s)** | WD8.3c, CD8.1g, WD7.2a, WD7.2b, CD7.3a | DS5.3c, DS5.3d, DS6.2b, DS6.3c | A2.1, A2.3, C2.1, |
| **Outcome description(s)** | WD8.3c - Transformations including joins,  CD8.1g - Preparing data for visualisation,  WD7.2a - Types of data transformation,  WD7.2b - Common transformations including filtering, sorting, combining, separating, and grouping,  CD7.3a - Preparing data for visualisation | DS5.3c - Perform routine data cleaning and structuring,  DS5.3d - Perform analyses including query, sort, filter, consolidate, group, and summarise,  DS6.2b - Explain techniques for data capture, cleaning and transformation including data modelling,  DS6.3c - Perform data transformation to complete, correct and structure data. | A2.1 - Use of tools to analyse data,  A2.3 - Data calculation and manipulation,  C2.1 - Vocabulary used in data science and analytics, |
| **Level** | 7/8 | 5/6 | Core, Analysis |
| **Software language** | N/A | N/A | N/A |
| **Required equipment /software for student** | Lesson: PowerPoint/PDF,  Worksheet: Excel | Lesson: PowerPoint/PDF,  Worksheet: Excel | Lesson: PowerPoint/PDF,  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 | Appending | Apply | 3 |
| 2.1 | Left join | Apply | 4 |
| 3.1 | More joins | Apply | 4 |
| 3.2 | More joins - extension | Apply | 3 |
| **Total** | | | **14** |

# How you can use this lesson

This lesson has been created by effini in partnership with The Data Lab.

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A picture containing text, clipart

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# Alternative format

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