

Data Analyst Skills Checklist PDF Page

Data Analyst Skills Checklist PDF Page: Content + `<head>` (Uncodemy)

FINAL URL: <https://uncodemy.com/data-analyst-skills-checklist-pdf>

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Prepared: 26 October 2026 · **Primary keyword:** data analyst skills checklist pdf · **Search volume:** not checked (keyword tool out of credits); verify in Search Console.

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PART 1: Page plan

Item	Decision
Final URL	<code>https://uncodemy.com/data-analyst-skills-checklist-pdf</code>
Intent (anti-cannibalisation)	SELF-ASSESSMENT CHECKLIST of skills. Learning order is on the learning path page; tools are on the tools guide page.
Why not thin	Explainer-style sections, FAQs and cross-links make the page useful even without a download
Schema	WebSite, Organization, Breadcrumb, CollectionPage, FAQPage (only FAQs visible on the page). PDF <code>ItemList</code> provided commented, to enable after titles are final
Share image	<code>https://uncodemy.com/image/logo-og.jpg</code> for now; custom 1200x630 card recommended

PART 2: Page content (copy-paste ready)

SEO Title (44 chars):

Data Analyst Skills Checklist PDF | Uncodemy

Meta Description (135 chars):

Download the data analyst skills checklist PDF from Uncodemy: technical, analytical and business skills as a tickable list with levels.

H1: Data Analyst Skills Checklist PDF Downloads **Breadcrumb:** Home > Data Analyst Skills Checklist PDF **Final URL:** `https://uncodemy.com/data-analyst-skills-checklist-pdf`

Byline: Prepared by the Uncodemy trainer team `[CONFIRM: author name and role]` · Reviewed by `[CONFIRM: reviewer name and role]` · Last reviewed: `[DATE]`

Quick Answer

This page offers Uncodemy's data analyst skills checklist as a PDF download. The checklist groups the skills employers commonly expect from a junior data analyst into technical, analytical and communication areas, and suggests a way to prove each one. Use it to find gaps, plan your practice and prepare for interviews.

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PDF 1 (main): `[CONFIRM TITLE: your Data Analytics course PDF]`
`[CONFIRM: one line on what it covers and who it is for]` · `[N]` pages · `[X]` MB · PDF · Updated `[DATE]`
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PDF 2 (optional): `[CONFIRM TITLE]`
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PDF 3 (optional): `[CONFIRM TITLE]`

Same rule. **[Download PDF]** → <https://uncodemy.com/pdf/data-analyst-skills-checklist-3.pdf>

Each button must open its own file. Do not point several buttons at one file. Delete unused optional cards.

How to use a skills checklist

A skills checklist is a mirror, not a scorecard. Its purpose is to help you see where you stand, choose what to learn next and decide what evidence to show an employer. Go through it honestly and mark each skill as not started, learning, or can do independently. For every skill you mark can do, write down the proof: a project, a query, a dashboard or a written case. A skill without proof is only a claim. Review the list every month and update it as your confidence changes.

Technical skills

Skill	What good looks like for a junior	Proof you can show
Excel	Formulas, lookups, pivot tables, charts, basic Power Query	A cleaned workbook with a pivot-based summary
SQL	Joins, grouping, filtering, subqueries, CTEs, window functions	A set of queries answering business questions
Python or R (basic)	Load, clean, summarise and chart data with pandas	A notebook with a short analysis
BI tool	Build a clear dashboard with slicers and KPIs	A published or screenshot dashboard
Statistics	Summaries, distributions, correlation, simple tests	A write-up explaining a result in plain words
Data cleaning	Handle missing values, duplicates, types and text	A documented cleaning log
Version control	Basic Git for notebooks and queries	A public repository with a README

Analytical skills

Skill	What good looks like	Proof
Problem framing	Turn a vague request into a metric and a plan	A written problem breakdown
Critical thinking	Question the data source, definitions and assumptions	A note listing assumptions and checks
Hypothesis testing	Propose causes and test them with data	An analysis that ruled out causes
Attention to detail	Reconcile totals and catch errors	A validation step in your project
Business understanding	Know how the domain makes money and what it tracks	A project written around a real business question

Communication and workplace skills

Skill	What good looks like	Proof
Data storytelling	A clear message, visual and recommendation	A one-page summary or slide
Written communication	Short, accurate emails and documentation	README files and project notes
Presenting	Explain results to non-technical people	A recorded or live walkthrough
Stakeholder questions	Ask clarifying questions before starting	A list of questions for a project brief
Time management	Estimate and deliver small pieces on time	A project plan with milestones

Prioritising the gaps

You cannot learn everything at once, so rank the gaps by how often job descriptions mention them and by how foundational they are. For most junior data analyst roles the order of value is SQL, Excel, a BI tool, statistics, then Python. Within each skill choose depth over breadth: it is better to write fifty good SQL queries than to read about ten database engines. Set a small weekly target, such as two SQL practice sessions and one chart review, and track it.

A four-week plan to close one gap

1. Week 1: learn the core concepts and do guided exercises.
2. Week 2: solve at least fifteen practice problems without looking at solutions.
3. Week 3: build a small project that uses the skill on a real dataset.
4. Week 4: write it up, ask someone to review it and fix what they find.

Skills that are often overlooked

- Reading a data dictionary and asking what a column really means.
- Spot-checking results against a second source.
- Writing queries that others can read: clear names and comments.
- Knowing when a simple answer is enough.
- Saying I do not know yet, and then finding out.

Common mistakes when assessing skills

- **Listing tools you have only watched videos about.**
- **Collecting certificates** instead of building evidence.
- **Ignoring communication**, which often decides interviews.
- **Never testing yourself** with timed practice problems.

Turning the checklist into a CV

Write your CV bullets around evidence rather than adjectives. Instead of proficient in SQL, write analysed order data with joins and window functions to find the top customers by month. Each bullet should name the action, the tool and the result. If a skill on the checklist has no proof, build a small project first and then add it to your CV.

Rate yourself: a simple scoring scale

Level	Meaning	What to do next
0 - Not started	You have not practised the skill	Choose one beginner resource and finish the first exercises
1 - Learning	You can follow a tutorial but need help alone	Repeat tasks without looking at the solution
2 - Independent	You can do standard tasks without help	Build a project that proves it
3 - Confident	You can explain it and handle unusual cases	Teach it to someone else or write about it

Soft skills that show up in the first month

New analysts are often judged less by the hardest query they can write than by how reliably they work with others. Reply to requests promptly, confirm your understanding before starting, give honest time estimates and flag problems early. Share a draft before polishing it for days, because early feedback prevents wasted effort. Keep notes so that your work can be reviewed and repeated. These habits are free to practise in any project, and they are part of what employers mean by professionalism.

Related Uncodemy resources

- [Data Analyst Learning Path PDF](#)
- [Data Analyst Technical Skills PDF](#)
- [Data Analyst Tools Guide PDF](#)
- [Data Analyst Job Preparation PDF](#)

Learn with a trainer [use only the line that is true]

- **Data Analytics course:** <https://uncodemy.com/course/data-analytics-training-course-in-noida>. URL verified on the live site.

(One soft call to action: course link or free demo. No pop-up.)

About these PDFs

These PDFs are study material for learning and revision. They are not a certificate, a degree or a promise of a job, and technology changes, so check official documentation for the latest details. Spot an error? Write to [CONFIRM: feedback email] and the trainer team will review it.

Frequently Asked Questions

What skills are required to become a data analyst?

Typical requirements are SQL, Excel, a BI tool, basic statistics, some Python, data cleaning, problem framing and clear communication.

Which skill should I learn first?

For most junior roles SQL and Excel give the fastest progress, followed by a BI tool, statistics and then Python.

How can I prove my data analyst skills?

Build projects with documented cleaning, analysis and a recommendation, publish them with a clear README and prepare to explain each decision.

Do I need Python to get a data analyst job?

Many entry-level roles focus on SQL, Excel and BI tools, but basic Python is increasingly common and helps with larger or repeatable work.

How often should I review my skills?

Review monthly. Update the checklist, choose one gap to work on and set a small weekly target.

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