UnCodemy

# Data Analytics eBook PDF

This page presents Uncodemy's data analytics ebook as ten chapters that run from data basics through Excel, SQL, Python, statistics and visualisation to dashboards and a capstone. Each chapter lists the main ideas, an estimated reading time and one exercise, so you can read it in about four weeks.

## Key takeaways

- The ebook has ten chapters built to be read in order.
- Each chapter has a reading time estimate and one exercise.
- A steady pace of two or three chapters a week finishes it in about four weeks.
- Exercises matter more than reading, so type every example.
- The final chapter combines everything into one capstone project.

## What is data analytics ebook?

A data analytics ebook is a long-form book that teaches the full analyst workflow in order, from understanding data to cleaning, analysing, visualising and communicating results.

## What is in the ebook?

The ebook follows the path of a real analysis. Early chapters build the base, middle chapters teach the tools and final chapters teach communication and a capstone. The reading times below are estimates for a beginner who types the examples and are not measured results.

## What are the chapters?

| # | Chapter | Main ideas | Est. reading | Exercise |
|---|---|---|---|---|
| 1 | What data analytics is | Roles, workflow, types of analysis | 40 min | Describe one business question |
| 2 | Data and data types | Rows, columns, types, sources | 45 min | Classify ten fields |
| 3 | Excel for analysis | Tables, lookups, PivotTables | 90 min | Build a sales summary |
| 4 | SQL for analysis | SELECT, joins, grouping | 90 min | Answer five questions |
| 5 | Python for analysis | pandas, cleaning, plots | 90 min | Clean a messy CSV |
| 6 | Data cleaning | Missing values, duplicates, outliers | 60 min | Write a cleaning log |

| # | Chapter | Main ideas | Est. reading | Exercise |
|---|---|---|---|---|
| 7 | Statistics basics | Averages, spread, correlation, tests | 75 min | Interpret a small A/B test |
| 8 | Data visualisation | Chart choice, colour, labels | 60 min | Redraw one bad chart |
| 9 | Dashboards and storytelling | KPIs, layout, narrative | 75 min | Sketch a dashboard |
| 10 | Capstone project | End-to-end project | 120 min | Publish a project write-up |

## How do I read it in four weeks?

**Week 1:** chapters 1 to 3. **Week 2:** chapters 4 and 5. **Week 3:** chapters 6 and 7. **Week 4:** chapters 8 to 10. Keep one hour a day for exercises. If a chapter feels hard, repeat its exercise instead of rushing on.

## How should I use the exercises?

Each exercise is small on purpose. Do it on your own data or a public dataset, write two lines about what you found and keep the file in a folder named by chapter. By chapter ten you will have a small portfolio of work you can discuss in interviews.

## What do I need before starting?

A computer, a spreadsheet tool, a free database tool such as SQLite, Python with pandas and a notebook editor. School-level maths is enough. No programming experience is assumed in the early chapters.

## How do the chapters connect?

Chapter 2 gives the vocabulary used everywhere. Chapters 3 to 5 show the same task in three tools so that you see what changes and what stays the same. Chapter 6 shows why cleaning takes most of the time. Chapters 7 to 9 turn numbers into decisions. Chapter 10 asks you to combine everything.

## Is this a substitute for a course?

It is self-study material. It does not include a certificate, live feedback or placement support. A trainer-led course adds practice with feedback, which many learners find useful.

## Where can I read further?

The official documentation for each tool is the best reference once you finish a chapter; the sources list below links to the main ones.

## What will I be able to do after each part?

After chapters 1 and 2 you can describe a data problem and identify the fields you need. After chapters 3 to 5 you can load, summarise and chart data in three tools. After chapters 6 and 7 you can clean data, explain basic statistics and avoid common traps such as treating a small difference as proof. After chapters 8 and 9 you can build a clear chart and a simple dashboard for a stated audience. After chapter 10 you have one finished project that you can show.

## How do I stay consistent?

Fix a daily time, even forty minutes, and keep a simple log of the chapter and exercise finished. When you miss a day, restart the next day without trying to catch up all at once. Study with a friend if possible and explain a chapter to each other, which is a quick way to find gaps.

## How should I take notes?

Write the main idea of each section in one sentence, add one example of your own and list one question. Review the notes at the end of each week. The notes become your revision sheet before interviews.

## What if a chapter feels too hard?

Stop, reread the previous chapter's exercise and repeat it with a different dataset. Look at the official documentation for the term that confuses you. If you are stuck for more than an hour, write the exact question and ask a mentor or a community forum.

## How do I know I have understood a chapter?

Close the book and explain the main idea aloud in two minutes, then redo the exercise with a new dataset. If you can do both without looking, move on. If not, reread only the parts you could not explain.

## Frequently asked questions

### What is in the Uncodemy data analytics ebook?

Ten chapters from data basics and Excel, SQL and Python to statistics, visualisation, dashboards and a capstone project.

### How long does the ebook take to read?

About four weeks at two or three chapters a week, including the exercises. Times are estimates for beginners.

### Do I need programming experience?

No. The early chapters assume no programming experience, and school-level maths is enough to follow them.

### Does the ebook include a certificate?

No. It is self-study material and not a certificate, degree or job promise.

### What is the best way to read it?

Read in order, type every example and complete the exercise at the end of each chapter.

## Sources and further reading

- Python documentation
- pandas documentation
- Microsoft Power BI documentation

## About this PDF

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 info@uncodemy.com and the trainer team will review it.

More free resources and courses: uncodemy.com | info@uncodemy.com | +91 98183 66550