



PDF STUDY MATERIAL • UNCODEMY

Data Analytics for Beginners

Notes, roadmaps and practice material, curated by the Uncodemy trainer team.



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Quick answer



Data analytics is the process of collecting, cleaning and examining data to answer business questions. Beginners usually start with Excel and SQL, add a BI tool such as Power BI, then learn basic Python and statistics.



Clear concepts

Short, plain-language explanations



Hands-on practice

Examples and exercises to try yourself



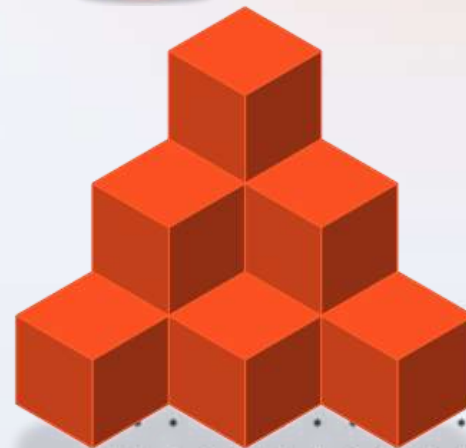
Job-focused prep

Questions and checklists for interviews

What is data analytics?



Data analytics is the practice of turning raw data into answers a business can act on. An analyst collects data, cleans it, explores it for patterns, summarises the findings in charts or dashboards, and recommends what to do. It is used in almost every field: a retailer studies which products sell, a bank studies customer behaviour, an HR team studies why people leave.



The four types of analytics

Type	Question it answers	Simple example
Descriptive	What happened?	Monthly sales last quarter
Diagnostic	Why did it happen?	Sales fell because one region ran out of stock
Predictive	What is likely to happen?	Forecast next month's demand
Prescriptive	What should we do?	Recommend how much stock to order

A beginner roadmap



01

1

Excel: formulas, pivot tables, charts

Fastest way to start working with data



02

2

SQL: SELECT, WHERE, GROUP BY, JOIN

Most business data lives in databases



03

3

A BI tool: Power BI or Tableau

Turns analysis into dashboards people can use



04

4

Statistics basics

Averages, spread, correlation, sampling, hypothesis...



05

5

Python basics: Pandas, Matplotlib

Handles bigger data and repeatable analysis

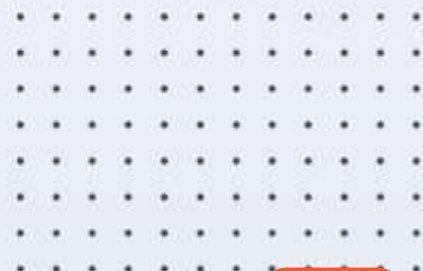


06

6

Projects and a portfolio

Proof that you can do the work



How to read these PDFs



Start at the step that matches your level; do not skip SQL.



Practise on a real dataset after each topic.



Write one sentence of insight for every chart you build, not just the chart.

Common beginner mistakes



Learning tools without questions:
always start with a business question.



Skipping data cleaning: messy data
gives wrong answers.



Trusting one chart: check totals against
the source.



No projects: reading alone does not
show employers you can do the job.

How to use these PDFs



STEP 1

Read the roadmap

Start at the stage that matches your level.



STEP 2

Practise each topic

Try it yourself instead of only reading.



STEP 3

Revise key concepts

Use the tables before an interview or exam.



STEP 4

Move to the next stage

Go on when you can explain this one in your own words.

Your Data Analytics for Beginners PDF set



2-3 PDF files, each its own download



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PDF 1



PDF 2



PDF 3

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Frequently asked questions



What is data analytics in simple words?

Data analytics is the process of collecting, cleaning and studying data to find patterns and answer business questions, so that better decisions can be made.



Can a beginner with no coding background learn data analytics?

Yes. Excel and SQL need no traditional programming, and Python can be added later. Regular practice matters more than a technical background.



What skills do I need to become a data analyst?

Core skills are Excel, SQL, a BI tool such as Power BI or Tableau, basic statistics and clear communication. Basic Python is a common addition.

Related UnCodemy PDF resources



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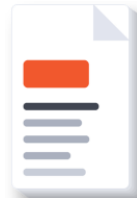
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Dedicated Career & Placement Assistance • Resume & LinkedIn Support • Mock Interviews

Based on Uncodemy's internal records. Career and placement assistance does not guarantee employment or any specific salary.

Data Analytics Program at a glance



6-7 Months

Program Duration



120+ Hours

of Learning



75+

Live Sessions



10+

Tools & Technologies



Projects

Hands-on Projects & Case Studies



Career

Dedicated Career & Placement Assistance

Program Fee ₹17,500 + 18% GST (₹20,650 incl. GST) • EMI starting from ₹4,032/month*

*EMI terms are subject to applicable payment or financing conditions. Confirm current details on the course page.



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