Day 1

9 - 10 am    Introduction to seminar and overview of Computer-Assisted Reporting
10 - 10:15 am  Break
10:15 a.m. - Noon  Introduction to lab and spreadsheets: How to navigate spreadsheets, use formulas and sort to find information quickly
Noon - 1:30 pm  Lunch on your own
1:30 - 2 pm    Rates & ratios
2 - 3:30 pm    Spreadsheet exercises: Using filters and pivot tables to analyze data quickly.
3:30 - 3:45 pm  Break
3:45 - 5 pm    Advanced pivot tables
5:15 - 6:15 pm  Optional open lab
6:30 pm        Group dinner

Day 2

9 - 10:30 am    How to find and negotiate for data
10:30 - 10:45 am  Break
10:45 - noon    Getting data into spreadsheets: Importing text files, converting pdfs, Google Sheets scraping
Noon - 1:30 pm  Lunch on your own
1:30 - 3 pm    Excel group exercise
3 - 3:15 pm    Break
3:15 - 5 pm    Excel cleaning & reformatting
5:15 - 7 pm    Optional open lab

Day 3

9 - 10 am    Intro to SQL: The basics of writing a Structured Query Language query. Getting used to DB Browser
10 - 10:15 am  Break
10:15 am - noon  Using database managers for stories: Importing into DB Browser. Learn to filter large datasets using exact and wildcard matches.
Noon - 1:30 pm  Lunch on your own
1:30 - 3:30 pm  Database exercises: More practice filtering and using aggregate functions in SQL.
3:30 - 3:45 pm  Break
3:45 - 5 pm  SQL group exercise
5:15 - 7 pm  Optional open lab

Day 4

9 - 10 am  SQL review
10 - 10:15 am  Break
10:15 - noon  SQL joins: Connecting two relational tables using a SQL query.
Noon - 1:30 pm  Lunch on your own
1:30 - 2 pm  Stories to do when you get home
3:15 - 3:30 pm  Break
3:30 - 5 pm  Enterprise joins: Finding matches in two databases that weren't made to go together.
5:15 - 6:15 pm  Optional group lab
6:15 pm  Group dinner

Day 5

9 - 10 am  Bulletproofing your work: How to make sure your data project is solid from start to finish.
10 - 10:15 am  Break
10:15 - 11:15 am  Building your own database: The best practices and pitfalls to avoid when building your own dataset.
11:15 - noonish  Review, data tools demos & taking it all home