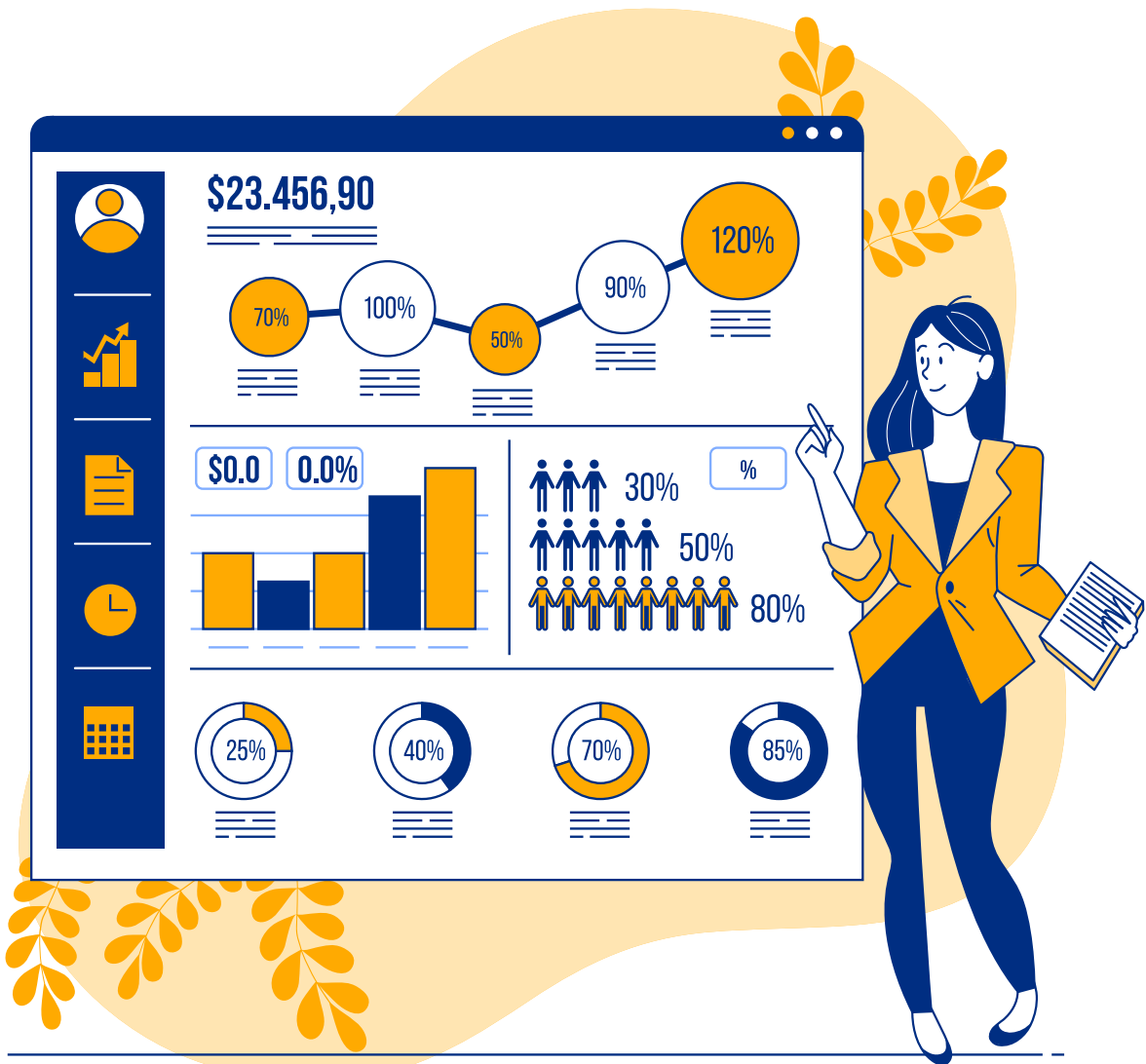


# DATA HANDLING AND ALGEBRA



## **The Skills You Need Guide to Numeracy**

All you ever wanted to know about maths, but never liked to ask...

### **PART 4**

# **DATA HANDLING AND ALGEBRA**

Skills You Need

This is one of a series of eBooks  
by Skills You Need available for sale at:

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# INTRODUCTION: WHY DATA HANDLING MATTERS

We know that numeracy skills are really important. People with better numeracy skills often have higher paid jobs than those with poorer skills.

Unfortunately for those who leave school with very basic numeracy skills, maths is increasingly important in the workplace, and especially an understanding how to manipulate data. The growth of the Internet of Things, and connected devices, has resulted in an explosion of data. Some estimates suggest that more data have been generated in the last 10 years than were generated in the whole of history before that. Businesses and organisations increasingly use data to drive decisions, and these affect every aspect of our lives, from access to loans and financial services through to policing and the law.

More and more, we need basic skills in data handling to understand the decisions that are being made about and for us. This book is designed to help you develop those skills.

# DEVELOP YOUR NUMERACY SKILLS

We believe that understanding basic numeracy and mathematics will make a huge difference in all aspects of your life: it will make you more employable, help you achieve a greater understanding of the world around you, save you time and money, and may even improve your well-being and reduce stress.

This series of four books brings together all our content on basic numeracy. It uses clear descriptions, discussion and examples to provide a fundamental knowledge of ‘functional numeracy’—the maths that you need every day.

# 1

## GRAPHS AND CHARTS

A picture, so they say, will tell a thousand words. But what about a graph or chart?

A good graph or chart can show as much as several paragraphs of words. But how do you choose which style of graph to use?

This chapter sets out some of the basics behind drawing and creating good graphs and charts. By ‘good’, we mean ones that show what you want them to show, and don’t mislead the reader. It also provides some advice about when and how to use data and graphs in presentations—which includes things like briefings for executives.

**The full eBook  
is available at  
[www.skillsyouneed.com](http://www.skillsyouneed.com)**