Peer-graded Assignment: Final Assignment - Part 3: Submit Your Work and Peer Review

You passed!
Congratulations. You earned 28 / 28 points. Review the feedback below and continue the course when you are ready. You can also help more peers by reviewing their submissions.

Review assignments

Instructions   **My submission**   **Discussions**

Clean and prepare the data with excel

Submitted on December 5, 2023   Shareable Link

PROMPT

Upload the completed Excel file named
Montgomery_Fleet_Equipment_Inventory_FA_PART_1_END.XLSX that you saved in Task 8 in Part 1 of the final assignment.

Montgomery_part_1
Montgomery_part_1 ↗

RUBRIC

Has the learner uploaded the completed Excel file named
Montgomery_Fleet_Equipment_Inventory_FA_PART_1_END.XLSX for Part 1 of the final assignment, and can you open it using Excel?

- ○ 0 points
  No file has been uploaded.

- ○ 1 point
  The file has been successfully uploaded with an XLSX extension (i.e. not a CSV file) but cannot be opened in Excel.

- ◉ **2 points**   JB
  The file has been successfully uploaded with an XLSX extension (i.e. not a CSV file) and can be opened in Excel.

PROMPT

Part 1 Task 3: Have you used the Filter feature to look for blanks and remove all empty rows from the data? Yes/No

Yes

RUBRIC

Refer to the Excel worksheet uploaded by the learner in Prompt 1. Have all the empty rows been removed from the data? There should be 53 rows of data in the workbook (54 rows including the header).

- ○ 0 points
  None of the empty rows have been removed from the data.

- ○ 1 point
  Some of the empty rows have been removed from the data.

- ◉ **2 points**   JB
  All the empty rows have been removed from the data.

PROMPT

Part 1 Task 4: Have you used either the Conditional Formatting or Remove Duplicates feature to look for and remove any duplicated records from the data?

RUBRIC

Yes/No

Yes

Refer to the Excel worksheet uploaded by the learner in Prompt 1. Has the learner used either the Conditional Formatting or Remove Duplicates feature to look for and remove any duplicated records from the data?

○ 0 points
None of the duplicated records have been removed from the data.

○ 1 point
Some of the duplicated records have been removed from the data.

◉ **2 points**
All the duplicated records have been removed from the data.
JB

PROMPT

Part 1 Task 5: Have you checked for spelling mistakes in the data and fixed them? Yes/No

Yes

RUBRIC

Refer to the Excel worksheet uploaded by the learner in Prompt 1. Have all the spelling mistakes in the data been fixed?

○ 0 points
None of the spelling mistakes have been fixed in the data.

○ 1 point
Some of the spelling mistakes have been fixed in the data.

◉ **2 points**
All the spelling mistakes have been fixed in the data.
JB

PROMPT

Part 1 Task 6: Have you used the Find and Replace feature to remove all double-spaces from the data? Yes/No

Yes

RUBRIC

Refer to the Excel worksheet uploaded by the learner in Prompt 1. Have all the double spaces in the data been removed?

○ 0 points
None of the double spaces in the data have been removed.

○ 1 point
Some of the double spaces in the data have been removed.

◉ **2 points**
All of the double spaces in the data have been removed.
JB

PROMPT

Part 1 Task 7: Have you used Flash Fill to reduce the department names to just one column, and then removed any unnecessary columns? Yes/No

RUBRIC

Yes

◄   ►

Refer to the Excel worksheet uploaded by the learner in Prompt 1. Are all the department names in a single column? Have the unnecessary columns been removed?

○ **0 points**
None of the department names are in a single column. None of the unnecessary columns have been removed.

○ **1 point**
Some of the department names are in a single column, but none of the unnecessary columns have been removed.

○ **2 points**
Some of the department names are in a single column, and some or all of the unnecessary columns have been removed.

○ **2 points**
All of the department names are in a single column, but none or some of the unnecessary columns have been removed.

◉ **3 points**   JB
All of the department names are in a single column, and all of the unnecessary columns have been removed.

PROMPT

Part 1 Task 2: Have you widened all columns so that all the data is visible? Yes/No

Yes

◄   ►

RUBRIC

Refer to the Excel worksheet uploaded by the learner in Prompt 1. Have all the columns been widened to display all the data?

○ **0 points**
None of the columns have been widened to display all the data.

◉ **1 point**   JB
All of the columns have been widened to display all the data.

PROMPT

Upload the completed Excel file named **Montgomery_Fleet_Equipment_Inventory_FA_PART_2_END.XLSX** that you saved in Task 7 in Part 2 of the final assignment.

Analyze data with excel
Analyze data with excel ↗

◄   ►

RUBRIC

Has the learner uploaded the completed Excel file named **Montgomery_Fleet_Equipment_Inventory_FA_PART_2_END.XLSX** for Part 2 of the final assignment, and can you open it using Excel?

○ **0 points**
No file has been uploaded.

○ **1 point**
The file has been successfully uploaded, but with a different filename, and it can be opened in Excel.

○ **1 point**

The file has been successfully uploaded with the correct filename, but it cannot be opened in Excel.

○ **2 points**   JB
The file has been successfully uploaded with the correct filename and it can be opened in Excel.

PROMPT

Part 2 Task 1: Have you used the Format as Table option to format the data as a table? Yes/No

yes

RUBRIC

Refer to the Excel worksheet uploaded by the learner in Prompt 8. Has the data been formatted as a table, similar to the image below? (the style colors used are not important)

○ 0 points
The data has not been formatted as a table.

◉ **1 point**   JB
The data has been successfully formatted as a table.

PROMPT

Part 2 Task 2: Have you used AutoSum to find the following values for column C and recorded each of the values? Record the five values below.
SUM
AVERAGE
MIN
MAX

RUBRIC

Refer to the Excel worksheet uploaded by the learner in Prompt 8. Have each of the following values been recorded correctly?
SUM = **1582**
AVERAGE = **32.28571429**
MIN = **1**

COUNT

yes

Average   32,28571429

Min   1

Max   379

Count   49

MAX = **379**

COUNT = **49**

○ 0 points
   None of the values have been recorded correctly.

○ 1 point
   Between 1 and 3 of the values have been recorded correctly.

◉ **2 points**   JB
   4 or 5 of the values have been recorded correctly.

PROMPT

Part 2 Task 3: Have you used the PivotTable feature to create a pivot table that displays the Department field in the Rows section, and the Equipment Count in the Values section, so that the pivot table displays the sum of equipment count by department? Yes/No

yes

RUBRIC

Refer to the Excel worksheet uploaded by the learner in Prompt 8. Has the correct pivot table been created? (The pivot table should look like the one below)

	Row Labels	Sum of Equipment Count
2		
3	**Row Labels** ▾	**Sum of Equipment Count**
4	Housing and Community Affairs	45
5	Human Rights	2
6	Libraries	6
7	Liquor Control	56
8	Office Of Homeland Security	1
9	Permitting Services	109
10	Public Information Office	1
11	Recreation	35
12	Sheriffs Office	85
13	State Attorneys Office	5
14	Technology Services	16
15	Transportation	1221
16	**Grand Total**	**1582**
17		

○ 0 points
   The pivot table has not been created.

○ 1 point
   There is a pivot table, but it is not the correct one.

◉ **2 points**   JB
   The correct pivot table has been created.

PROMPT

Part 2 Task 4: Have you used the 'Sort By Value' setting on the pivot table to sort it in descending order by the sum of equipment count? Yes/No

yes

RUBRIC

Refer to the Excel worksheet uploaded by the learner in Prompt 8. Has the pivot table been sorted correctly by the sum of equipment count? (The table should look like the one below)

2		
3	**Row Labels** ↵	**Sum of Equipment Count**
4	Transportation	1221
5	Permitting Services	109
6	Sheriffs Office	85
7	Liquor Control	56
8	Housing and Community Affairs	45
9	Recreation	35
10	Technology Services	16
11	Libraries	6
12	State Attorneys Office	5
13	Human Rights	2
14	Office Of Homeland Security	1
15	Public Information Office	1
16	**Grand Total**	**1582**

○ **0 points**
The pivot table has not been sorted correctly.

◉ **1 point**   JB
The pivot table has been sorted correctly.

PROMPT

Part 2 Task 5: Have you followed the same steps you performed in Part 2 - Tasks 3 and 4 to create two more identical pivot tables so that you end up with 3 worksheets that contain identical pivot tables? Yes/No

yes

RUBRIC

Refer to the Excel worksheet uploaded by the learner in Prompt 8. Have two additional pivot tables, identical to the one created in the previous prompt, been created, meaning there are now three identical pivot tables on three separate worksheets?

○ **0 points**
No additional identical pivot tables have been created.

○ **1 point**
1 of the additional identical pivot tables has been created.

◉ **2 points**   JB
Two additional identical pivot tables have been created.

PROMPT

Part 2 Task 6a: Have you used the PivotTable Fields pane to manipulate and analyze data in pivot table 2? In pivot table 2 have you added the Equipment Class field below the Department field so that the different vehicle types appear under each department with their respective counts? Have you collapsed all fields except the top one - **Transportation**? Yes/No

yes

RUBRIC

Refer to the Excel worksheet uploaded by the learner in Prompt 8. In pivot table 2 is the Equipment Class field below the Department field so that the different departments appear first, with the different vehicle types listed under each department with their respective counts? Have all the fields been collapsed except the top one - **Transportation**? (The pivot table and the PivotTable Fields pane should look like the images below).

	Row Labels	Sum of Equipment Count
2		
3	Row Labels	Sum of Equipment Count
4	⊟Transportation	1221
5	CUV	5
6	Heavy Duty	248
7	Medium Duty	98
8	Off Road Vehicle Equipment	276
9	Pick Up Trucks	93
10	Sedan	37
11	SUV	53
12	Transit Bus	379
13	Van	32
14	⊞Permitting Services	109
15	⊞Sheriffs Office	85
16	⊞Liquor Control	56
17	⊞Housing and Community Affairs	45
18	⊞Recreation	35
19	⊞Technology Services	16
20	⊞Libraries	6
21	⊞State Attorneys Office	5
22	⊞Human Rights	2
23	⊞Office Of Homeland Security	1
24	⊞Public Information Office	1
25	Grand Total	1582

PivotTable Fields ▼ ✕

Choose fields to add to report: ⚙ ▼

Search 🔍

☑ Department
☑ Equipment Class
☑ Equipment Count

More Tables...

Drag fields between areas below:

▼ Filters

▥ Columns

≡ Rows

Department ▼
Equipment Class ▼

Σ Values

Sum of Equipment Co... ▼

○ 0 points

The Equipment Class field has not been added below the Department field and is not listed in the PivotTable Fields pane at all.

○ 1 point

The Equipment Class field has not been added below the Department field, but it is in the PivotTable Fields pane in the wrong section.

○ 1 point

A different field has been added below the Department field and is listed in the PivotTable Fields pane.

○ 1 point

The Equipment Class field has been added below the Department field so that the different vehicle types appear under each department with their respective counts.

◉ **2 points**   JB

The Equipment Class field has been added below the Department field so that the different vehicle types appear under each department with their respective counts. Also, all the fields have been collapsed except Transportation.
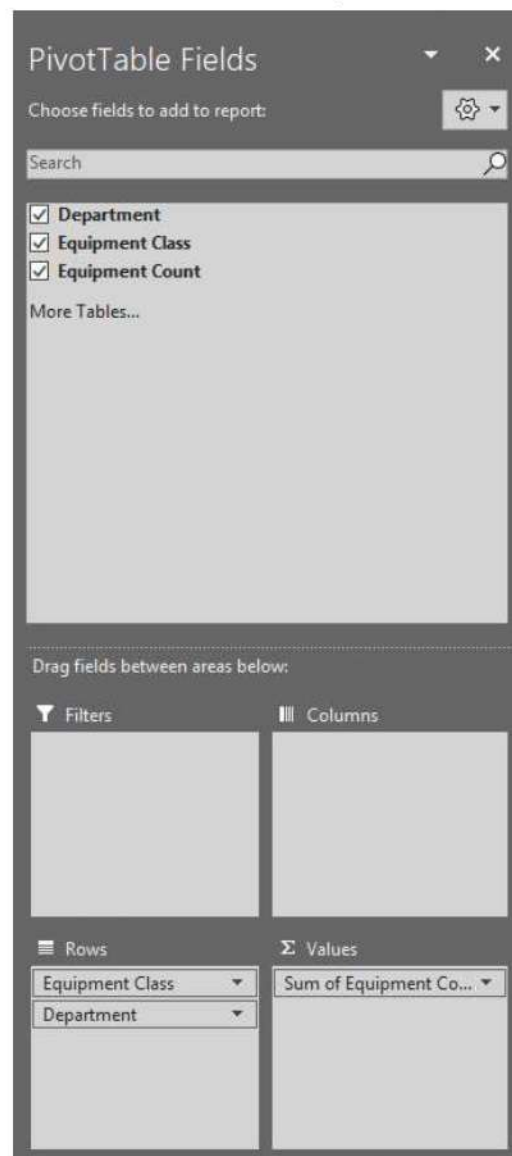

PROMPT

Part 2 Task 6b: Have you used the PivotTable Fields pane to manipulate and analyze data in pivot table 3? In pivot table 3 have you added the Equipment Class field above the Department field so that the different vehicle types appear first, with the different departments listed underneath each vehicle type with their respective counts? Have you collapsed all fields except the top one - **CUV**? Yes/No

yes

RUBRIC

Refer to the Excel worksheet uploaded by the learner in Prompt 8. In pivot table 3 is the Equipment Class field above the Department field so that the different vehicle types appear first, with the different departments listed underneath each vehicle type with their respective counts? Have all the fields been collapsed except the top one - **CUV**? (The pivot table and the PivotTable Fields pane should look like the images below).

	Row Labels	Sum of Equipment Count
2		
3	**Row Labels**	**Sum of Equipment Count**
4	⊟CUV	15
5	Permitting Services	9
6	Transportation	5
7	Technology Services	1
8	⊞**Heavy Duty**	290
9	⊞**Medium Duty**	100
10	⊞**Off Road Vehicle Equipment**	283
11	⊞**Pick Up Trucks**	150
12	⊞**Public Safety CUV**	4
13	⊞**Public Safety Pick Up Trucks**	1
14	⊞**Public Safety Sedan**	47
15	⊞**Public Safety SUV**	20
16	⊞**Public Safety Van**	8
17	⊞**Sedan**	130
18	⊞**SUV**	90
19	⊞**Transit Bus**	379
20	⊞**Van**	65
21	**Grand Total**	1582

PivotTable Fields ▾ ✕

Choose fields to add to report: ⚙ ▾

Search 🔍

☑ **Department**
☑ **Equipment Class**
☑ **Equipment Count**
More Tables...

Drag fields between areas below:

▼ Filters

▥ Columns

≡ Rows

| Equipment Class | ▾ |
| Department | ▾ |

Σ Values

| Sum of Equipment Co... | ▾ |

○ 0 points
The Equipment Class field has not been added above the Department field and is not listed in the PivotTable Fields pane at all.

○ 1 point
The Equipment Class field has not been added above the Department field, but it is in the PivotTable Fields pane in the wrong section.

○ 1 point
A different field has been added above the Department field and is listed in the PivotTable Fields pane.

○ 1 point
The Equipment Class field has been added above the Department field so that the different departments appear under each vehicle type with their respective counts.

◉ **2 points**
The Equipment Class field has been added above the Department field so that the different departments appear under each vehicle type with their respective counts. Also, all the fields have been collapsed except CUV.