

Advanced Spreadsheets

Rubric

Criteria	Below Basic	Basic	Proficient	Advanced
Freeze rows and columns	Rows and columns are not frozen, making scrolling through data difficult.	Rows and columns are frozen, but not in an efficient or user-friendly manner.	Rows and columns are frozen in an efficient and user-friendly manner.	Rows and columns are frozen in a highly efficient and user-friendly manner, making data navigation effortless.
Resize columns and wrap text	Columns are not resized and text is not wrapped, making data difficult to read.	Columns are resized and text is wrapped, but not in a consistent or appropriate manner.	Columns are resized and text is wrapped in a consistent and appropriate manner.	Columns are resized and text is wrapped in an expert manner, making data easy to read and understand.
Add filters to columns	Filters have not been added to columns.	Filters are added, but they are not clear and well-labeled.	Filters are added, are clear, and well-labeled.	Filters are clear, well-defined, and well-implemented, making data filtering effortless.
Document removed rows	No documentation of removed rows is provided.	Some documentation of removed rows is provided, but it is not complete or clear.	Complete and clear documentation of removed rows is provided.	Detailed and thorough documentation of removed rows is provided, making data cleaning steps easy to understand and replicate.
Remove listings for long-term rentals	Listings for long-term rentals are not removed.	Listings for long-term rentals are removed, but not in a consistent or accurate manner.	Listings for long-term rentals are removed in a consistent and accurate manner.	Listings for long-term rentals are removed in an expert manner, leaving only rentals with minimum night requirements of 7 days or less.
Remove listings with no reviews	Listings with no reviews during the last 12 months are not removed.	Listings with no reviews during the last 12 months are removed, but not in a consistent or accurate manner.	Listings with no reviews during the last 12 months are removed in a consistent and accurate manner.	Listings with no reviews during the last 12 months are removed in an expert manner.
Create "neighborhood_clean" column	"neighborhood_clean" column is not created.	"neighborhood_clean" column is created, but it does not standardize capitalization or remove trailing spaces.	"neighborhood_clean" column is created, standardizing capitalization and removing trailing spaces.	"neighborhood_clean" column is created, standardizing capitalization and removing trailing spaces in an expert manner, ensuring clean and consistent data.
Build pivot table for popular neighborhoods	Pivot table is not built to determine popular neighborhoods.	Pivot table is built, but it is not accurate or comprehensive.	Pivot table is built accurately and comprehensively to determine popular neighborhoods.	Pivot table is built expertly, determining not only the top 10 most popular neighborhoods, but also which neighborhoods have the most reviews during the last 12 months.
Create a new column called bedrooms_clean and use a formula to substitute the empty cells with zeros	Column is not created or formula is not used to substitute empty cells with zeros.	Column is created but formula is not used correctly or formula is not applied to all necessary cells.	Column is created and formula is used correctly and applied to all necessary cells.	Column is created and formula is used to substitute empty cells with zeros in an efficient and accurate way.
Build a pivot table with number of bedrooms that are most popular for rentals	Pivot table is not built or does not show the number of bedrooms that are most popular for rentals.	Pivot table is built but does not show the number of bedrooms that are most popular for rentals in an accurate or clear way.	Pivot table is built and accurately shows the number of bedrooms that are most popular for rentals.	Pivot table is built and effectively compares the number of bedrooms that are most popular for rentals and presents the data in an easy to understand format.

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Create a New Pivot Table	Pivot Table is not created or is not functional.	Pivot Table is created, but is not fully functional or does not use clean calendar data.	Pivot Table is created and is functional, using clean calendar data.	Pivot Table is created and is fully functional, using clean calendar data and includes additional features such as calculated fields or conditional formatting.
Calculate the AVERAGE of the occupied column	Average is not calculated or is incorrect.	Average is calculated, but is not accurate.	Average is calculated and is accurate.	Average is calculated, accurate, and includes additional calculations such as median or standard deviation.
Update Pivot Table by adding listing_id and average of occupied	Pivot Table is not updated or is not functional.	Pivot Table is updated, but is not fully functional or does not include the correct fields.	Pivot Table is updated and is functional, including the correct fields.	Pivot Table is updated and is fully functional, including the correct fields and additional features such as calculated fields or conditional formatting.
Create a bar chart	No chart is created or chart is not functional.	Chart is created, but is not fully functional or does not accurately show changes in average occupancy by day of the week.	Chart is created and is functional, accurately showing changes in average occupancy by day of the week.	Chart is created and is fully functional, accurately showing changes in average occupancy by day of the week and includes additional features such as data labels or trendlines.
Filter properties that are representative of a good investment	No filtering is applied or filtering is not accurate.	Filtering is applied, but is not fully accurate or does not include all relevant criteria.	Filtering is applied and is accurate, including all relevant criteria.	Filtering is applied and is highly accurate, including all relevant criteria and additional features such as dynamic filters or calculated fields.
Use VLOOKUP formula	No VLOOKUP formula is used or formula is not functional.	VLOOKUP formula is used, but is not fully functional or does not accurately add the average occupancy rate for each listing.	VLOOKUP formula is used and is functional, accurately adding the average occupancy rate for each listing.	VLOOKUP formula is used and is fully functional, accurately adding the average occupancy rate for each listing and includes additional features such as error handling or data validation.
Create a new Pivot Table to calculate average price	Pivot Table is not created or is not functional.	Pivot Table is created, but is not fully functional or does not accurately calculate average price and occupancy rate for the neighborhood and number of bedrooms identified as a good investment.	Pivot Table is created and is functional, accurately calculating average price and occupancy rate for the neighborhood and number of bedrooms identified as a good investment.	Pivot Table is created and is fully functional, accurately calculating average price and occupancy rate for the neighborhood and number of bedrooms identified as a good investment, and includes additional features such as calculated fields or conditional formatting.
Include estimated annual income in recommendations	Estimated annual income is not included or is not accurate.	Estimated annual income is included, but is not fully accurate or is not presented in an easily understandable format.	Estimated annual income is included and is accurate, presented in an easily understandable format.	Estimated annual income is included, accurate, presented in an easily understandable format, and includes additional calculations such as potential RO
Create an "Executive Summary" tab	No "Executive Summary" tab is created or the tab does not include an overview of the recommendations.	"Executive Summary" tab is created, but does not fully include an overview of the recommendations or is not well-organized.	"Executive Summary" tab is created and includes a clear and concise overview of the recommendations.	"Executive Summary" tab is created, includes a clear and concise overview of the recommendations, and includes additional information such as visualizations or key takeaways.
Create a New Pivot Table	Pivot Table is not created or is not functional.	Pivot Table is created, but is not fully functional or does not use clean calendar data.	Pivot Table is created and is functional, using clean calendar data.	Pivot Table is created and is fully functional, using clean calendar data and includes additional features such as calculated fields or conditional formatting.

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Update the pivot table to be able to recommend specific property sizes for each of the top 10 neighborhoods	Pivot table is not updated or does not recommend specific property sizes for each of the top 10 neighborhoods.	Pivot table is updated but does not recommend specific property sizes for each of the top 10 neighborhoods in an accurate or clear way.	Pivot table is updated and accurately recommends specific property sizes for each of the top 10 neighborhoods.	Pivot table is updated and effectively recommends specific property sizes for each of the top 10 neighborhoods based on data analysis and presents the recommendations in an easy to understand format.
Create a new column called "occupied"	The column is not created or values are not correctly assigned to "t" and "f"	The column is created, but values may not be correctly assigned or column may not be properly labeled	The column is created, values are correctly assigned to "t" and "f", and column is properly labeled	The column is created, values are correctly assigned to "t" and "f", column is properly labeled, and the column is used to support other data analysis tasks
Calculate the AVERAGE of the occupied column	Average is not calculated or is incorrect.	Average is calculated, but is not accurate.	Average is calculated and is accurate.	Average is calculated, accurate, and includes additional calculations such as median or standard deviation.
Add a new column called "day_of_week"	The column is not created or the WEEKDAY function is not utilized	The column is created, but may not be properly labeled or the WEEKDAY function is not utilized correctly	The column is created, properly labeled, and the WEEKDAY function is utilized correctly	The column is created, properly labeled, the WEEKDAY function is utilized correctly, and the column is used to support other data analysis tasks
Update Pivot Table by adding listing_id and average of occupied	Pivot Table is not updated or is not functional.	Pivot Table is updated, but is not fully functional or does not include the correct fields.	Pivot Table is updated and is functional, including the correct fields.	Pivot Table is updated and is fully functional, including the correct fields and additional features such as calculated fields or conditional formatting.
Create a bar chart	No chart is created or chart is not functional.	Chart is created, but is not fully functional or does not accurately show changes in average occupancy by day of the week.	Chart is created and is functional, accurately showing changes in average occupancy by day of the week.	Chart is created and is fully functional, accurately showing changes in average occupancy by day of the week and includes additional features such as data labels or trendlines.
Create a "Table of Contents"	No "Table of Contents" is created or the table of contents is not functional.	"Table of Contents" is created, but is not fully functional or does not accurately reflect the spreadsheet tabs.	"Table of Contents" is created and is functional, accurately reflecting the spreadsheet tabs.	"Table of Contents" is created, is functional, accurately reflecting the spreadsheet tabs, and includes additional features such as links to specific sections or dynamic updates.
Document data cleaning steps	No data cleaning steps are documented or documentation is not clear.	Data cleaning steps are documented, but documentation is not fully clear or does not include all relevant steps.	Data cleaning steps are documented and documentation is clear, including all relevant steps.	Data cleaning steps are documented, documentation is clear and includes all relevant steps, and includes additional information such as a rationale for certain cleaning methods or code snippets.