

# Data Cleansing and Analysis using Excel

Submitted on December 13, 2021

[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\\_Fleet\\_Equipment\\_Inventory\\_FA\\_PART\\_1-END.XLSX](#)

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

RD

**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  
**All the empty rows have been removed from the data.**

RD

**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? Yes/No

Yes

**RUBRIC**

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.**

RD

## 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.**

RD

**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.**

RD

**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

Yes

**RUBRIC**

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

RD

## 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  
**All of the columns have been widened to display all the data.**

RD

**PROMPT**

Upload the completed Excel file named **Montgomery\_Fleet\_Equipment\_Inventory\_FA\_PAR\_T\_2-END.XLSX** that you saved in Task 7 in Part 2 of the final assignment.

[Montgomery\\_Fleet\\_Equipment\\_Inventory\\_FA\\_PART\\_2-END.XLSX](#)

**RUBRIC**

Has the learner uploaded the completed Excel file named **Montgomery\_Fleet\_Equipment\_Inventory\_FA\_PAR\_T\_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**  
**The file has been successfully uploaded with the correct filename and it can be opened in Excel.**

RD

**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)

A	B	C
1 Department	Equipment Class	Equipment Count
2 Housing and Community Affairs	Pick Up Trucks	21
3 Housing and Community Affairs	SUV	1
4 Housing and Community Affairs	Sedan	23
5 Human Rights	Sedan	2
6 Libraries	Pick Up Trucks	3
7 Libraries	Van	2
8 Libraries	Medium Duty	1
9 Liquor Control	Van	2
10 Liquor Control	Heavy Duty	42
11 Liquor Control	SUV	1
12 Liquor Control	Sedan	11
13 Office Of Homeland Security	SUV	1
14 Permitting Services	CUV	9
15 Permitting Services	SUV	27
16 Permitting Services	Pick Up Trucks	24
17 Permitting Services	Van	1
18 Permitting Services	Sedan	48
19 Public Information Office	Van	1
20 Recreation	Sedan	6
21 Recreation	Pick Up Trucks	5
22 Recreation	SUV	2
23 Recreation	Van	15
24 Recreation	Off Road Vehicle Equipment	7
25 Sheriffs Office	Public Safety SUV	20
26 Sheriffs Office	Sedan	1
27 Sheriffs Office	Medium Duty	1
28 Sheriffs Office	Pick Up Trucks	3
29 Sheriffs Office	SUV	1
30 Sheriffs Office	Public Safety Van	8
31 Sheriffs Office	Public Safety CUV	4
32 Sheriffs Office	Public Safety Sedan	46
33 Sheriffs Office	Public Safety Pick Up Trucks	1
34 State Attorneys Office	Public Safety Sedan	1
35 State Attorneys Office	Van	1
36 State Attorneys Office	SUV	1

- 0 points  
The data has not been formatted as a table.
- 1 point  
**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

COUNT

SUM = **1582**

AVERAGE = **32.28571429**

MIN = **1**

MAX = **379**

COUNT = **49**

## 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**

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  
**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	
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  
**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)

	Row Labels	Sum of Equipment Count
2		
3	Row Labels	
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

**The pivot table has been sorted correctly.**

RD

## 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  
**Two additional identical pivot tables have been created.**

RD

#### 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
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      Values

Department      Sum of Equipment Co...

Equipment Class

Rows	Σ Values
Department	Sum of Equipment Co...
Equipment Class	

- 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  
**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.**

RD

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

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
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      Values

Equipment Class  
Department

Sum of Equipment Co...  
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.

Rows	Σ Values
Equipment Class	Sum of Equipment Co...
Department	

- 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.**

RD