**Data Cleaning and Pivot Table Analysis - Assignment**

This assignment was completed as part of my **“Excel basics for Data Analysis”** course.  
It specifically helped me strengthen my skills in **data cleaning**, **table formatting**, and **pivot table analysis** using Excel for the Web. As a Junior Data Analyst, I cleaned and analysed a government fleet dataset using Excel.

• **Dataset:**

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**Part 1: Data Cleaning (dataset 1)**

* Converted CSV to XLSX format.
* Adjusted column widths for visibility.
* Removed empty rows, duplicates, and corrected spelling errors.
* Cleaned extra spaces and merged department names using Flash Fill.
* Prepared and saved a clean version of the dataset.

**Part 2: Data Formatting and Pivot Table Analysis (dataset 2)**

* Formatted the dataset as a table.
* Used AutoSum to calculate SUM, AVERAGE, MIN, MAX, and COUNT for a numeric column.

|  |  |
| --- | --- |
| Sum- | 1582 |
| Average- | 32.29 |
| Min- | 1 |
| Max- | 379 |
| Count- | 49 |

* Created and sorted a Pivot Table to display equipment count by department.

|  |  |
| --- | --- |
| **Departmenr** | **Sum of Equipment Count** |
| Transportation | 1221 |
| Permitting Services | 109 |
| Sheriffs Office | 85 |
| Liquor Control | 56 |
| Housing and Community Affairs | 45 |
| Recreation | 35 |
| Technology Services | 16 |
| Libraries | 6 |
| State Attorneys Office | 5 |
| Human Rights | 2 |
| Office Of Homeland Security | 1 |
| Public Information Office | 1 |
| **Grand Total** | **1582** |

* **Pivot Table 2:** Equipment Class added below Department.

|  |  |
| --- | --- |
| **Departmenr** | **Sum of Equipment Count** |
| **Transportation** | **1221** |
| CUV | 5 |
| Heavy Duty | 248 |
| Medium Duty | 98 |
| Off Road Vehicle Equipment | 276 |
| Pick Up Trucks | 93 |
| Sedan | 37 |
| SUV | 53 |
| Transit Bus | 379 |
| Van | 32 |
| **Permitting Services** | **109** |
| **Sheriffs Office** | **85** |
| **Liquor Control** | **56** |
| **Housing and Community Affairs** | **45** |
| **Recreation** | **35** |
| **Technology Services** | **16** |
| **Libraries** | **6** |
| **State Attorneys Office** | **5** |
| **Human Rights** | **2** |
| **Office Of Homeland Security** | **1** |
| **Public Information Office** | **1** |
| **Grand Total** | **1582** |

* **Pivot Table 3:** Equipment Class added above Department.

|  |  |
| --- | --- |
| **Departmenr** | **Sum of Equipment Count** |
| **CUV** | **15** |
| Permitting Services | 9 |
| Transportation | 5 |
| Technology Services | 1 |
| **Heavy Duty** | **290** |
| **Medium Duty** | **100** |
| **Off Road Vehicle Equipment** | **283** |
| **Pick Up Trucks** | **150** |
| **Public Safety CUV** | **4** |
| **Public Safety Pick Up Trucks** | **1** |
| **Public Safety Sedan** | **47** |
| **Public Safety SUV** | **20** |
| **Public Safety Van** | **8** |
| **Sedan** | **130** |
| **SUV** | **90** |
| **Transit Bus** | **379** |
| **Van** | **65** |
| **Grand Total** | **1582** |

**For the full output and complete analysis, please refer to this attached Excel file.**

