

1. Cleaning and Preparing Data – [Link](#) (Data Analysis)

The dataset used in this project is from the following source: <https://data.montgomerycountymd.gov/Government/Fleet-Equipment-Inventory/93vc-wpdr> under a Public Domain license.

Tasks performed:

1. **Saved the CSV file as an XLSX file:** Clicked the 'Edit Workbook' button in the ToolTip to save the file as an XLSX file. The file was converted when I clicked 'OK' in the prompt.
2. **Column widths:** Sorted out the widths of all columns so that the data is clearly visible in all cells.
3. **Empty rows:** Used the Filter feature to look for blanks and remove all empty rows from the data.
4. **Duplicate records:** Used either the Conditional Formatting or Remove Duplicates feature to look for and removed any duplicated records from the data.
5. **Spelling:** Checked for spelling mistakes in the data and fixed them.
6. **Whitespace:** Used the Find and Replace feature to remove all double-spaces from the data.

Raw data:

	A	B	C	D	E	F
1	Department	Equipment	Equipment Count			
2	Board of E	Van	1			
3	Board of E	Off Road V	2			
4	Circuit Cou	SUV	1			
5	Communit	Pick Up Tr	8			
6	Communit	Off Road V	7			
7	Communit	SUV	2			
8	Communit	Sedan	1			
9	Consumer	Sedan	1			
10	Correction	Off Road V	3			
11	Correction	Public Safe	1			
12	Correction	Public Safe	2			
13	Correction	SUV	3			
14	Correction	Pick Up Tr	1			
15	Correction	Van	8			
16	Correction	Sedan	10			
17	Correction	CUV	1			
18	County Ex	Sedan	2			
19	County Ex	Public Safe	3			
20	Economic	SUV	1			
21	Environme	SUV	18			
22	Environme	Sedan	15			
23	Environme	Van	3			
24	Environme	CUV	1			
25	Environme	Medium D	2			
26	Environme	Pick Up Tr	33			
27	Finance	Sedan	3			
28	Fire and Re	Public Safe	27			
29	Fire and Re	Public Safe	12			
30	Fire and Re	Public Safe	18			

Cleaned data:

V38			
	A	B	C
1	Department	Equipment Class	Equipment Count
2	Board of Elections	Van	1
3	Board of Elections	Off Road Vehicle Equipment	2
4	Circuit Court	SUV	1
5	Community Engagement Cluster	Pick Up Trucks	8
6	Community Engagement Cluster	Off Road Vehicle Equipment	7
7	Community Engagement Cluster	SUV	2
8	Community Use of Public Facilities	Sedan	1
9	Consumer Protection	Sedan	1
10	Correction and Rehabilitation	Off Road Vehicle Equipment	3
11	Correction and Rehabilitation	Public Safety Sedan	1
12	Correction and Rehabilitation	Public Safety SUV	2
13	Correction and Rehabilitation	SUV	3
14	Correction and Rehabilitation	Pick Up Trucks	1
15	Correction and Rehabilitation	Van	8
16	Correction and Rehabilitation	Sedan	10
17	Correction and Rehabilitation	CUV	1
18	County Executives Office	Sedan	2
19	County Executives Office	Public Safety SUV	3
20	Economic Development	SUV	1
21	Environmental Protection	SUV	18
22	Environmental Protection	Sedan	15
23	Environmental Protection	Van	3
24	Environmental Protection	CUV	1
25	Environmental Protection	Medium Duty	2
26	Environmental Protection	Pick Up Trucks	33
27	Finance	Sedan	3
28	Fire and Rescue	Public Safety SUV	27
29	Fire and Rescue	Public Safety Pick Up Trucks	12
30	Fire and Rescue	Public Safety Sedan	18
31	Fire and Rescue	Public Safety Van	11
32	Fire and Rescue	SUV	6
33	Fire and Rescue	Van	4
34	Fire and Rescue	Off Road Vehicle Equipment	2
35	Fire and Rescue	Pick Up Trucks	12
36	Fire and Rescue	Sedan	1
37	Fire and Rescue	Public Safety CUV	4
38	Fire and Rescue	Public Safety Heavy Duty	1
39	Fire and Rescue	Heavy Duty	1
40	Fire and Rescue	Transit Bus	1
41	General Services	Public Safety Van	1
42	General Services	SUV	21
43	General Services	Public Safety Heavy Duty	1
44	General Services	Off Road Vehicle Equipment	45
45	General Services	Sedan	31
46	General Services	Medium Duty	3
47	General Services	Van	42
48	General Services	CUV	5