Final Course Project: Your First Deliverable as a Data Analyst

✓ **Ungraded Plugin:** Final Assignment - Part 1: Clean and Prepare the Data
15 min

✓ **Ungraded Plugin:** Final Assignment - Part 2: Analyze the Data
15 min

Peer-graded Assignment: Final Assignment - Part 3: Submit Your Work and Peer Review
1h

✓ **Review Your Peers:** Final Assignment - Part 3: Submit Your Work and Peer Review

Course Wrap-Up

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

ⓘ It looks like this is your first peer-graded assignment. Learn more ✕

Instructions   My submission   Discussions

Clean, Prepare and Analyze the Data

Submitted on January 15, 2024   Shareable Link

PROMPT	RUBRIC
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 Montgomery_Fleet_Equipment_Inventory_FA_PART_1 ↗	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 SA The file has been successfully uploaded with an XLSX extension (i.e. not a CSV file) and can be opened in Excel.

PROMPT	RUBRIC
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	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 SA All the empty rows have been removed from the data.

PROMPT	RUBRIC
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	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 SA All the duplicated records have been removed from the data.

PROMPT	RUBRIC
Part 1 Task 5: Have you checked for spelling mistakes in the data and fixed them? Yes/No Yes, I have checked for spelling mistakes	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 SA All the spelling mistakes have been fixed in the data.

PROMPT	RUBRIC
Part 1 Task 6: Have you used the Find and Replace feature to remove all double-spaces from the data? Yes/No Yes	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 SA All of the double spaces in the data have been removed.

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

Yes

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** SA
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.

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** SA
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.

Montgomery_Fleet_Equipment_Inventory_FA_PART_2
Montgomery_Fleet_Equipment_Inventory_FA_PART_2 🡕

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** SA
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** SA
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 or 32 (rounded to the next whole number)

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.

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

○ 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.

SA

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
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

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

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

SA

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.

SA

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
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

PivotTable Fields

Choose fields to add to report:

Search

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

Drag fields between areas below:

▼ Filters	‖ Columns

≡ 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**   SA
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
⊟ 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

PivotTable Fields

Choose fields to add to report:

Search

☑ Department
☑ Equipment Class
☑ Equipment Count

More Tables...

Drag fields between areas below:

▼ Filters	‖ Columns

≡ 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**   SA
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.

Start new attempt

Comments
Comments left for the learner are visible only to that learner and the person who left the comment.

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