1. Start making a new file with naming conventions
   1. Do not use CAPITAL letters in file name
   2. Do not use S P A C E S in file name
2. Do not start from a cell other than AI in Excel
3. You should know your header location
4. Do not have empty cells in your file rather write null or NA
5. Do not use column names with space or capital letters or special characters
6. Use \_ instead of space when required
7. Always be carefull when adding data, do not put extrac spaces or characters inside values you are adding
   1. Country name ( Pakistan )
   2. Use the format you are using for each column
8. Use similar text every time
   1. PAkistan
   2. paKistan
   3. **Pakistan**
9. **Do not hide any column**
10. **Do not leave a space for column**