SUMMARY

For Task 1 ,dataset used is sales dataset .During the data cleaning and preprocessing the following steps were performed to prepare the cleaned dataset.

1.HANDLING MISSING VALUES:

- Finding the missing values and filling appropriate value
- Selected the specific column with empty cells
- Press ctrl+G
- Click special
- Select blanks
- Click ok
- Type the value/data in the highlighted cell
- Press ctrl+enter

2.REMOVING DUPLICATES:

- Checking for duplicate records to ensure data accuracy
- Select entire data
- Press ctrl+T
- Click ok
- Go to table tab design
- Click on remove duplicate option

3.STANDARDIZNG TEXT DATA:

- Converted text colunmns to propercase
- Removed extra spaces by using trim function

4.FIXING DATA TYPES:

- converted date columns into proper date format
- select date column
- format cells
- choose date
- select format – dd-mm-yyyy

5.RENAMING COLUNMS:

- Converting to propercase
- Removed spaced and added underscore