



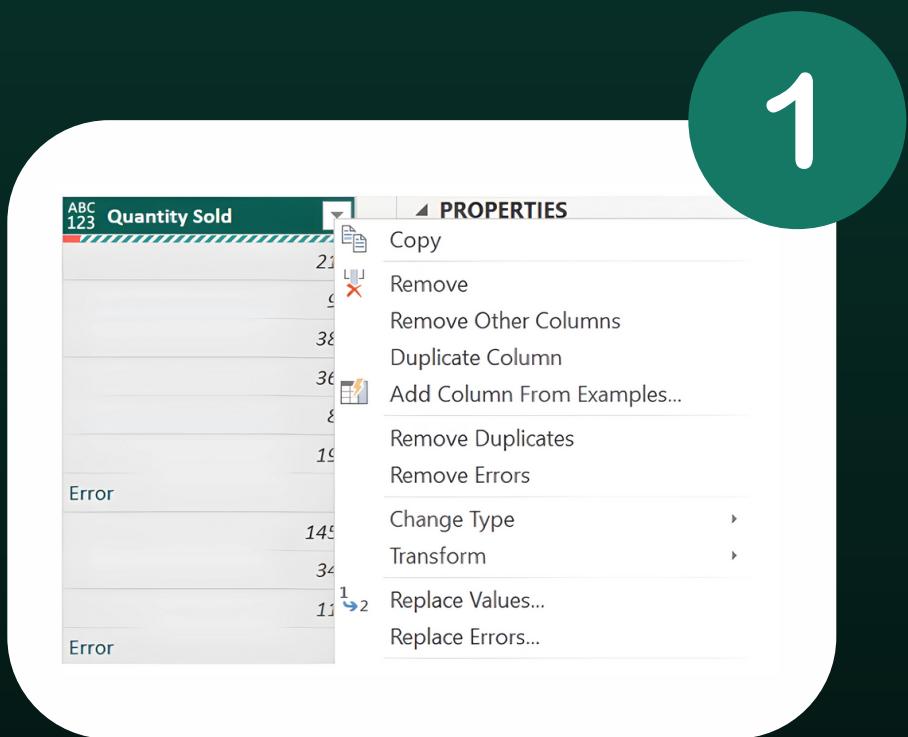
Analytics Made eaZy



# 10 MOST IMPORTANT DATA TRANSFORMATION



# REMOVE ERRORS

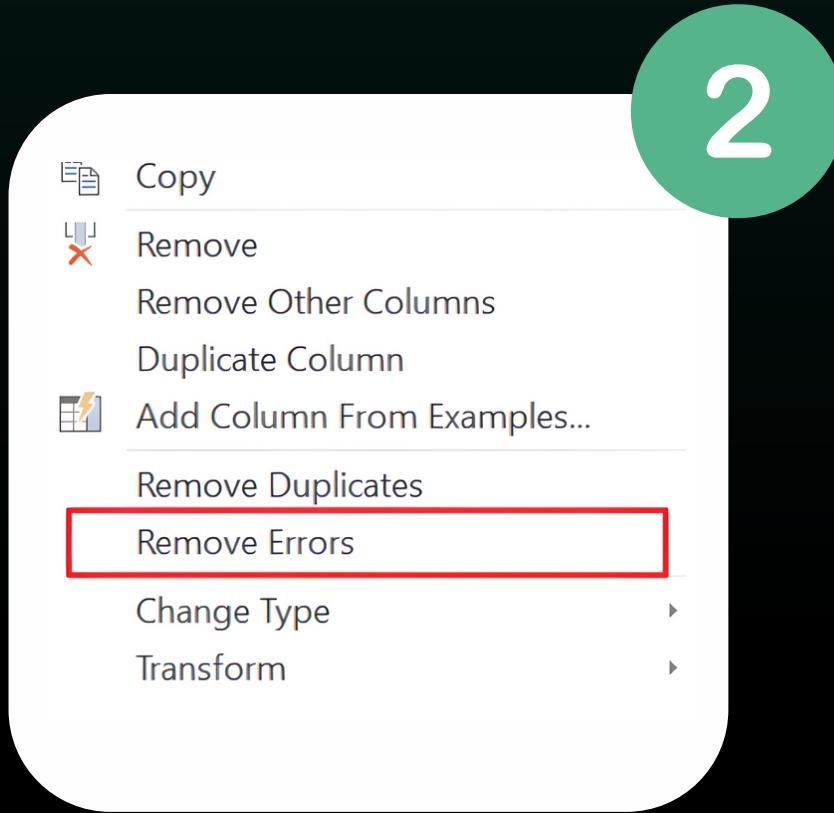


Right-click the error-containing column header

1

C3	Quantity Sold
	21
	9
	38
	36
	8
	19

3

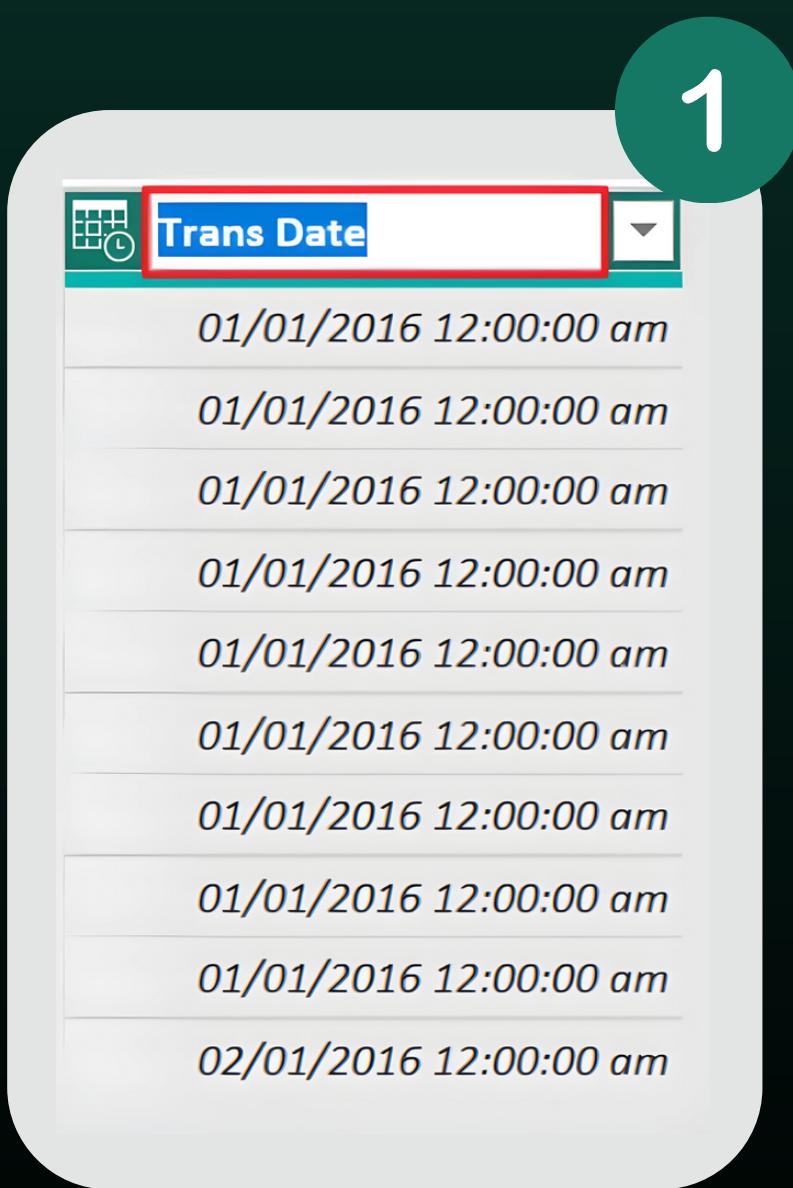


Column is error-free

2

Choose "Remove Errors"

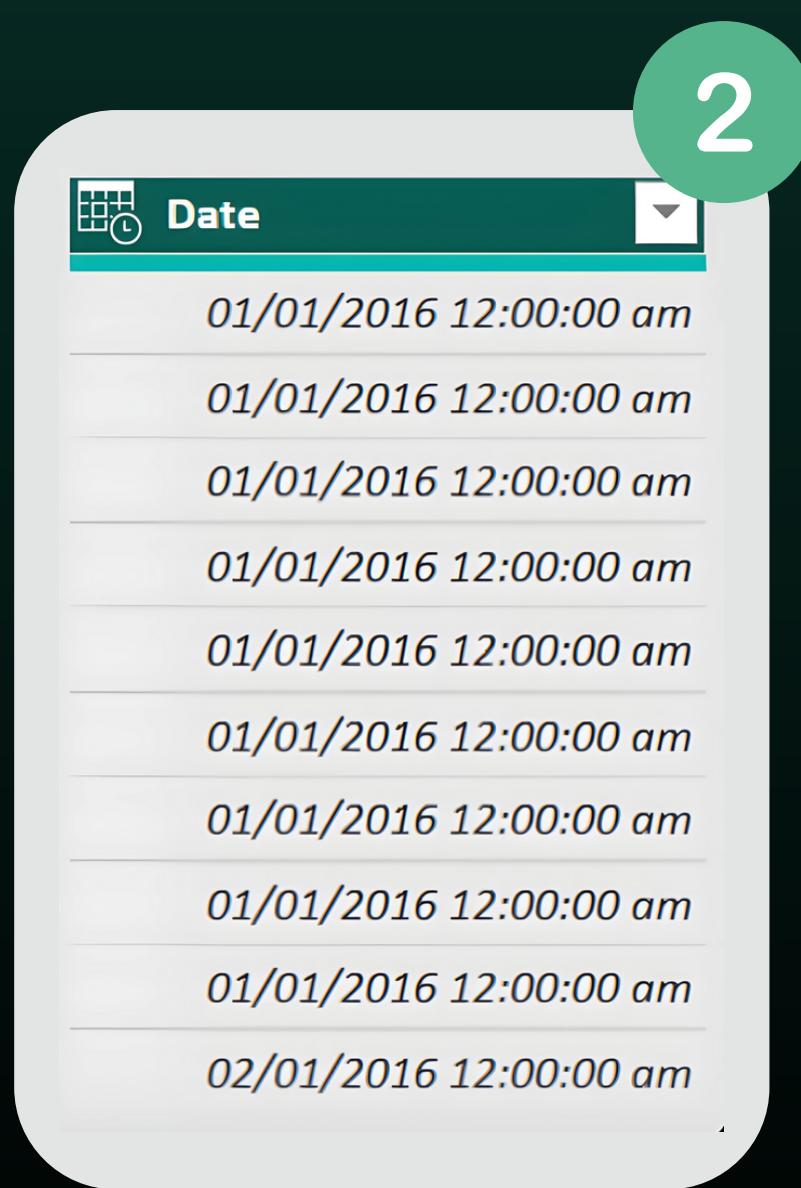
# RENAMING COLUMNS



1

Trans Date
01/01/2016 12:00:00 am
02/01/2016 12:00:00 am

Double-click on  
column name



2

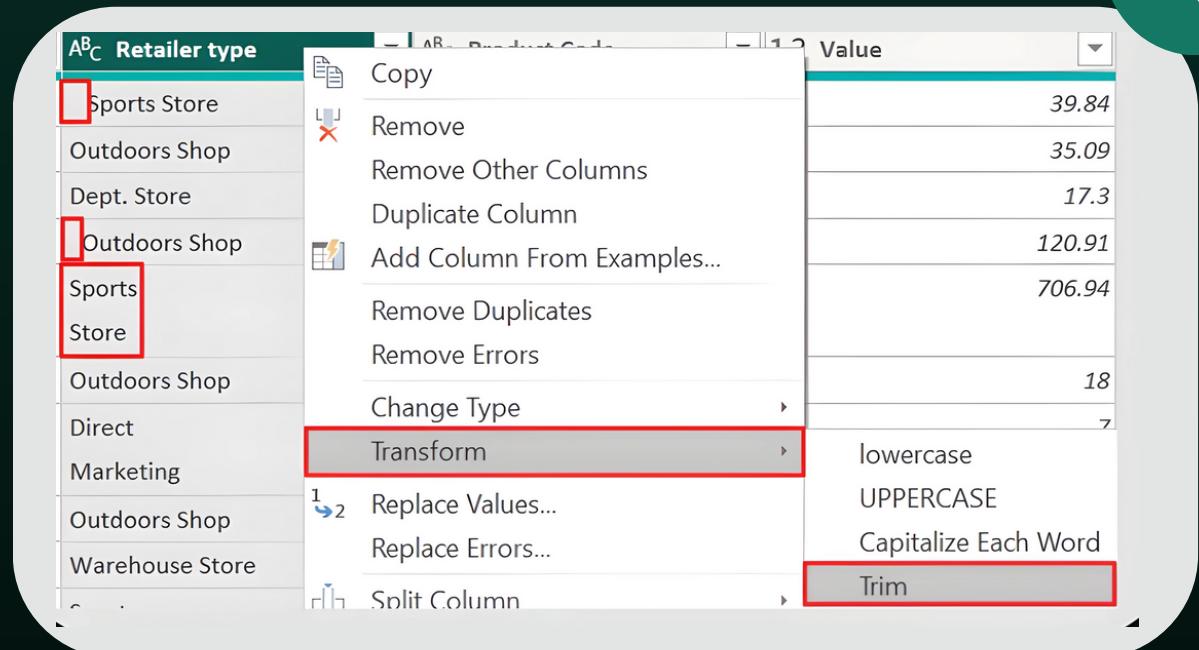
Date
01/01/2016 12:00:00 am
02/01/2016 12:00:00 am

Type new name,  
press Enter

# MOVING LEADING AND LAGGING SPACES

1

Right-click column header > Transform > Trim



2

Transform >  
Clean

lowercase  
UPPERCASE  
Capitalize Each Word  
Trim  
Clean  
Length  
JSON  
XML

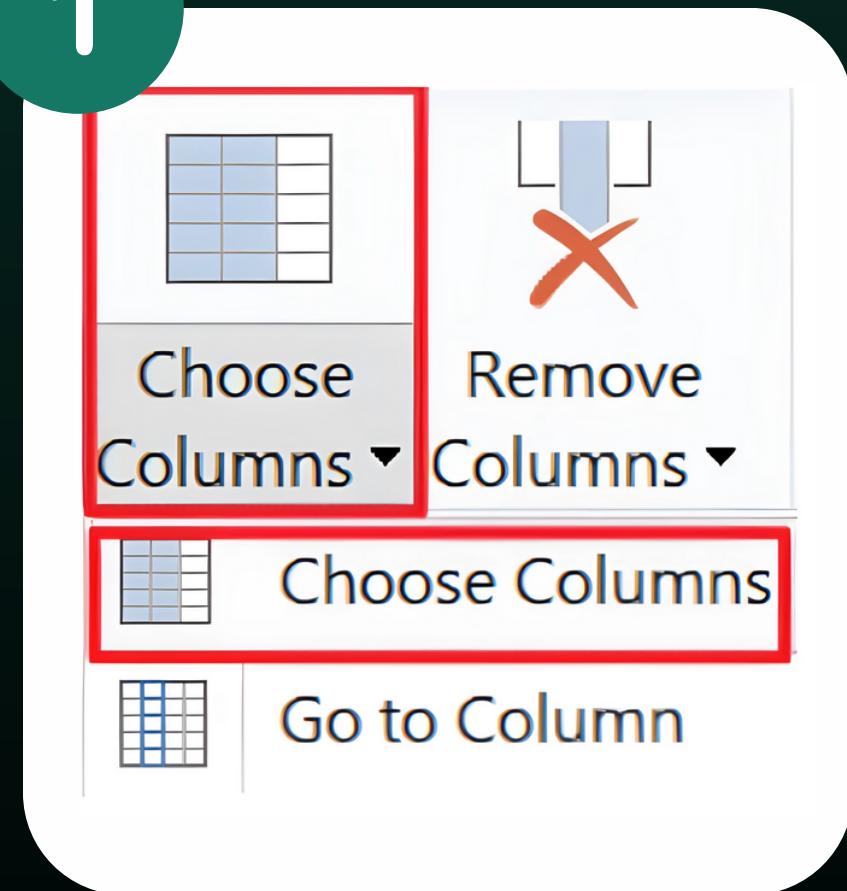
3

Column has no leading or trailing spaces

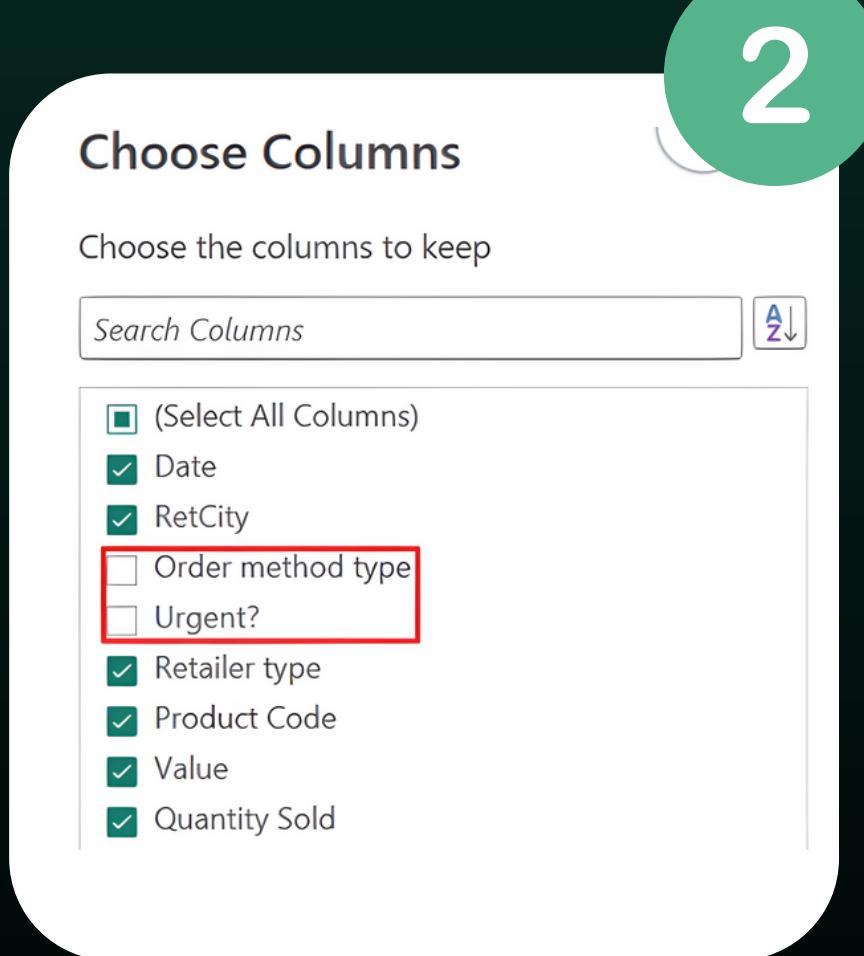
Retailer type
Sports Store
Outdoors Shop
Dept. Store
Outdoors Shop
Sports Store
Outdoors Shop
Direct Marketing
Outdoors Shop
Warehouse Store
Sports Store
Outdoors Shop
Dept. Store
Outdoors Shop
Sports Store
Outdoors Shop
Direct Marketing
Outdoors Shop
Warehouse Store
Sports Store
Dept. Store
Dept. Store
Direct Mark.
Sports Store
Warehouse Store

# REMOVING MULTIPLE COLUMNS AT ONCE

1



2



Home tab > Choose Columns

Uncheck irrelevant columns, click OK

# MOVING DUPLICATES

1

New York City  
Los Angeles  
Los Angeles  
Chicago  
Houston  
Melbourne  
Sydney

2

- Copy
- Remove
- Remove Other Columns
- Duplicate Column
- Add Column From Examples...
- Remove Duplicates
- Remove Errors

Right-click header,  
choose Remove  
duplicates

Select column with  
duplicates

Column now has no  
duplicates

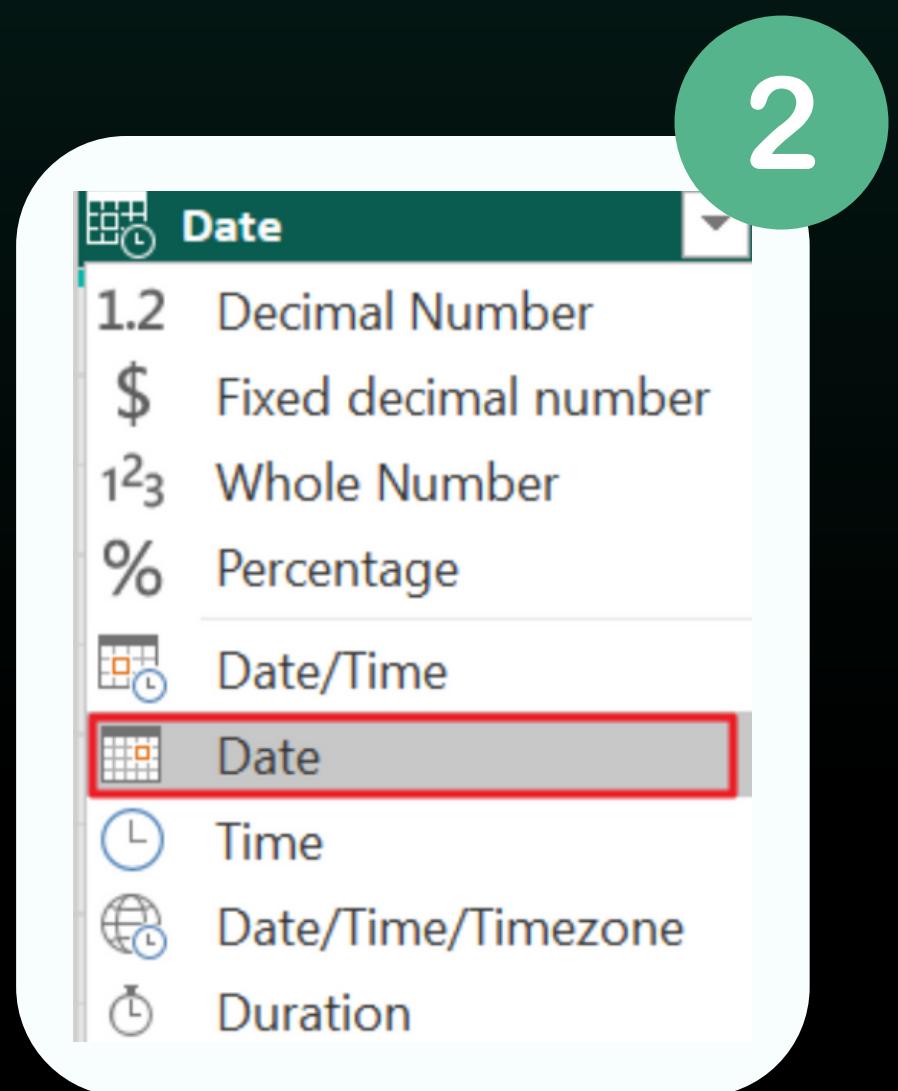
3

New York City  
Los Angeles  
Chicago  
Houston  
Melbourne  
Sydney

# CHANGING THE DATA TYPE

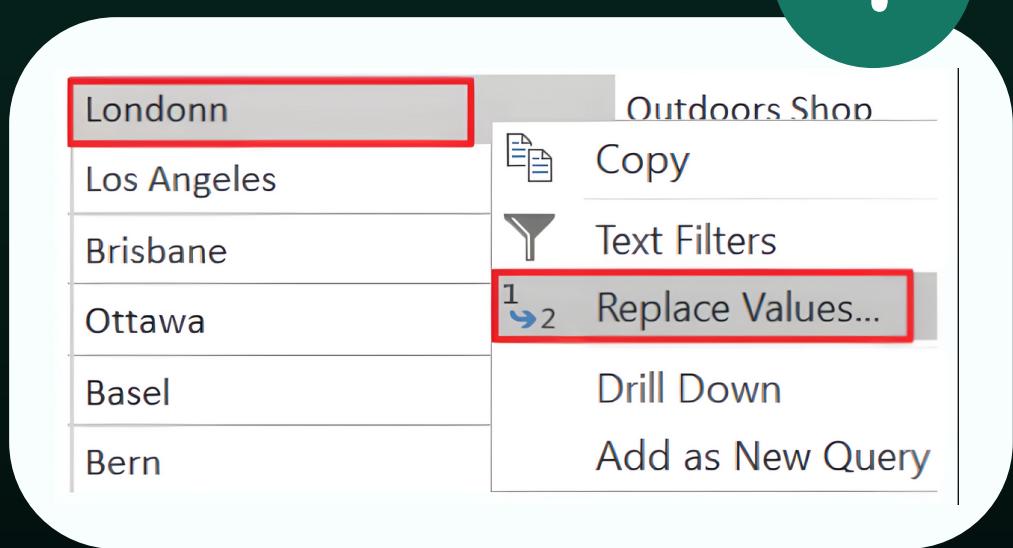


Click left icon of column header



Choose column's data type

# CORRECTING THE SPELLING MISTAKES



1

## Replace Values

Replace one value with another in the selected columns.

Value To Find

ABc ▾ Londonn

Replace With

ABc ▾ London

Enter correct spelling  
in Replace With box,  
click OK

Right-click incorrect  
word in column >  
Replace values

Column now has  
correct spelling

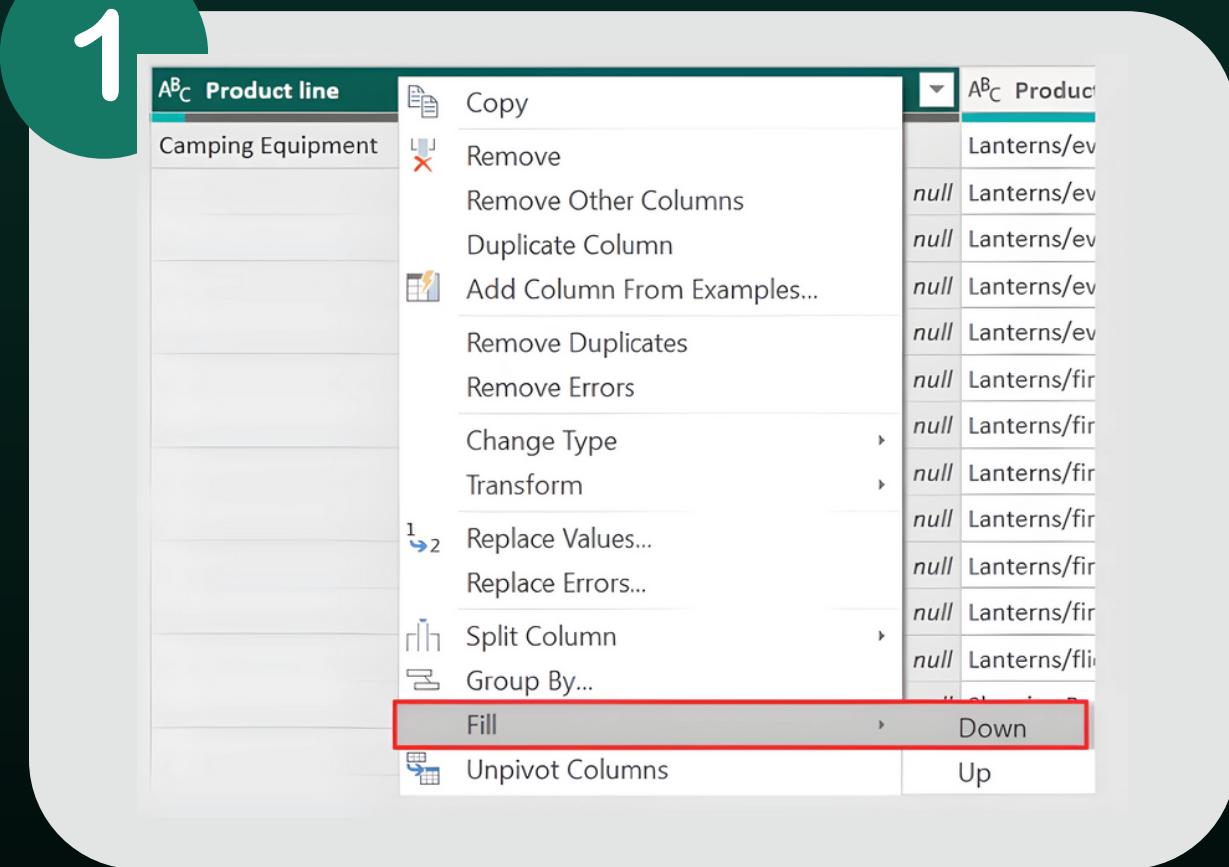
A screenshot of a spreadsheet application showing a column labeled 'RetCity'. The column contains the following data: Cologne, Berlin, Zurich, Canberra, Cologne, London, and Los Angeles. The 'London' entry is highlighted with a red box.

RetCity
Cologne
Berlin
Zurich
Canberra
Cologne
London
Los Angeles

3

# FILLING DOWN THE VALUES

1



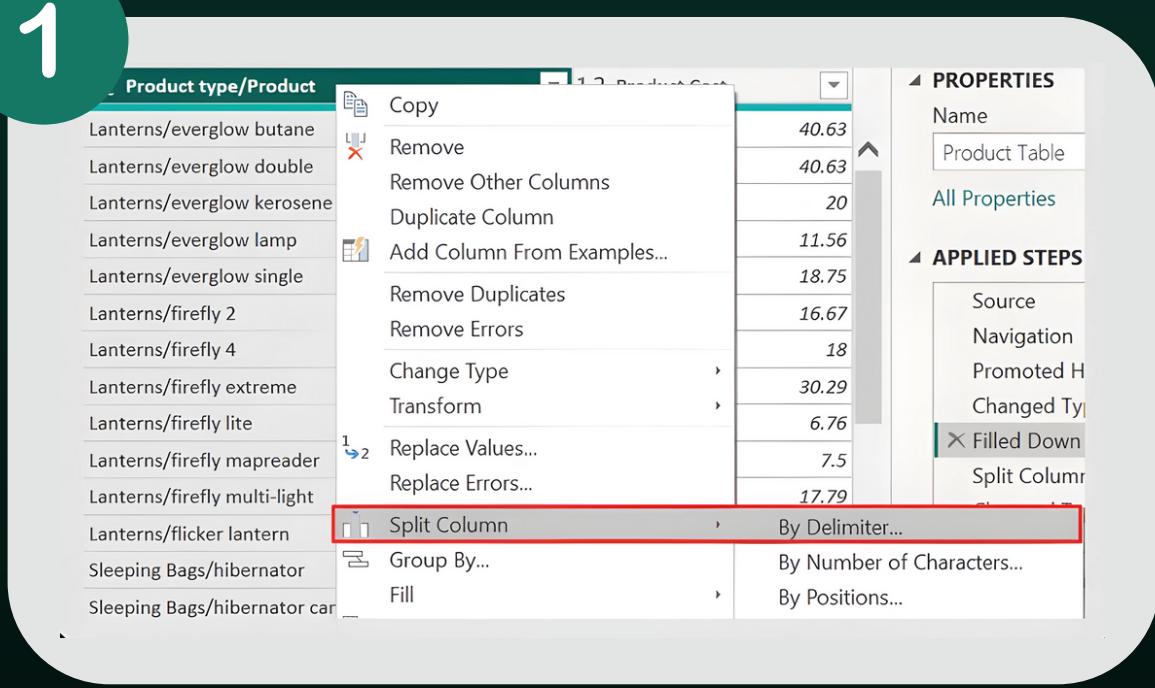
# Right-click column header > Fill > Down

**Empty cells  
now filled with  
value above**

2

# SPLIT A COLUMN INTO MULTIPLE COLUMNS

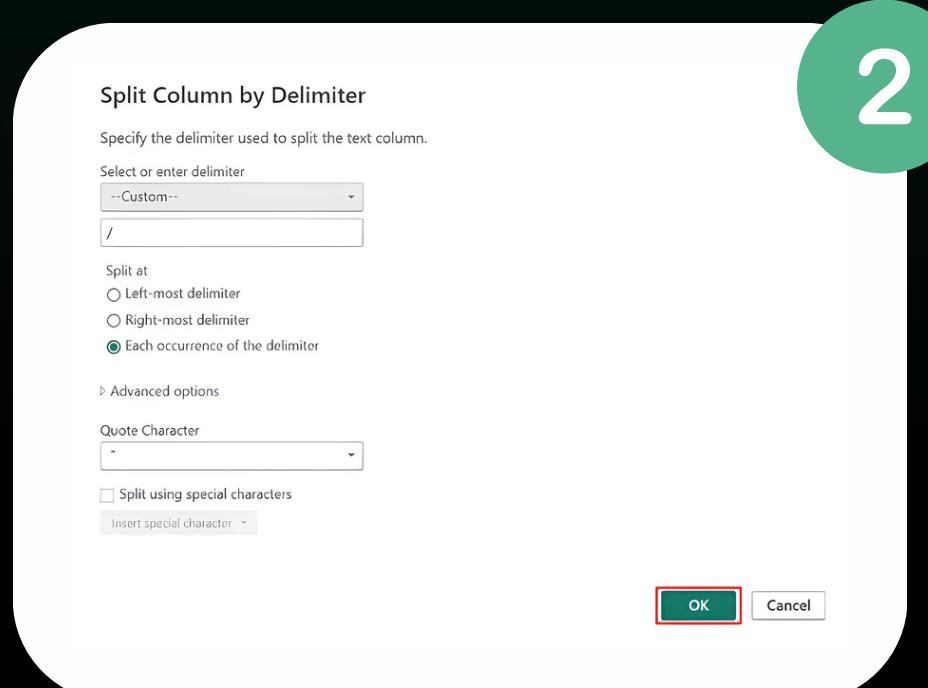
1



Right-click column header > Split Column > By Delimiter

3

2



AB <sub>C</sub> Product type/Product.1	AB <sub>C</sub> Product type/Product.2
Lanterns	everglow butane
Lanterns	everglow double
Lanterns	everglow kerosene
Lanterns	everglow lamp
Lanterns	everglow single
Lanterns	firefly 2
Lanterns	firefly 4

Column split into multiple columns

Click OK in the dialog box

# COMBINING 2 COLUMNS INTO 1

1

A screenshot of a spreadsheet application showing two columns: "Product type" and "Product". The "Product type" column contains values like "Lanterns", "firefly 2", etc. The "Product" column contains values like "everglow butane", "everglow double", etc. A context menu is open over the "Product" column, listing options such as Copy, Remove Columns, Add Column From Examples..., Remove Duplicates, Remove Errors, Replace Values..., Fill, Change Type, Transform, and Merge Columns. The "Merge Columns" option is highlighted with a red box.

Select columns (hold Shift) > Merge columns

2

Merge Columns

Choose how to merge the selected columns.

Separator

Space

New column name (optional)

Merged

In Merge columns dialog, choose space as separator

3

Merged
Lanterns everglow butane
Lanterns everglow double
Lanterns everglow kerosene
Lanterns everglow lamp
Lanterns everglow single
Lanterns firefly 2
Lanterns firefly 4
Lanterns firefly extreme
Lanterns firefly lite

Merged column with combined values appears



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