**Part A - Preprocessing**

Data in the real world is almost never clean. Often before doing anything with it, we have to clean it, which can involve many different steps. In this task, the aim is to explore a messy dataset, and correct any issues you may find. This is a required step before any visualization, which will take place in part B.

Below you are given a data set that contains details of a bank's customers. The task here is to use the preprocessing techniques that we’ve shown in the class to clean and transform this data set.

1. Uni-variate analysis:
   1. Type of each feature
   2. Mean, median, quantiles for continues
   3. Histogram or frequency tables for categorical
2. Are there duplicates? If so, remove them.
3. Outliers:
   1. Identify the outliers
   2. Choose the correct treatment
4. Missing values:
   1. Identify missing values
   2. Impute missing values with your preferred way
5. Transform categorical variables with your preferred way
6. Scale the data set