Dataset used: Employee_Details

Cleaning steps:

1. First, remove any duplicate records to ensure data accuracy
2. Handle missing values using conditional formatting, applying rules specific to each department for better visualization and tracking.
3. Change data types as needed - for example, set the Date column to Date format and the Salary column to Currency format for correct calculations and reporting.
4. Use the Trim function to remove extra spaces from text fields, ensuring data uniformity.

Formulas used:

1. TRIM
2. AVERAGEIF
3. FIXED WIDTH
4. TEXT(A2,"dd/mm/yyyy")
5. ROUND
6. MONTH
7. YEAR
8. COUNTIF
9. TODAY
10. NOW
11. GROUP BY

Key insights:

1. The average salary in Australia and the UK is very low compared to other countries, which affects sales results.

2. Performance ratings for all countries in the female category are low, so training is needed to boost performance.

3. Performance ratings for the male category are low in Australia compared to other countries. Provide required training and monitor performance closely.

4. Compared to India, employee performance in other countries is low, so prioritize those countries and provide required training.

5. Except in the IT department, average salaries for females are low compared to males. Offer competitive salaries to female employees in those departments to improve performance.

6. The average salary in marketing is very low compared to other departments. Provide better salaries to this department to improve performance.

7. India leads in performance compared to other countries, but female performance in India is low. Address this by providing relevant training to achieve higher performance and new levels.