|  |  |
| --- | --- |
| **Expand columns**  Select All >> Double Click Column divider |  |
| **Remove Empty Rows**  Select All >> Find & Select >> Go To Special… >> Blanks  Cells >> Delete Sheet Rows |  |
| **Fill Empty Cells Per Column**  Select 1 Column >> Find & Select >> Go To Special… >> Blanks  Type Text >> CTRL + Enter |  |
| **Clear Formatting**  Select All >> Editing >> Clear >> Clear Formats |  |
| **Remove Duplicate Rows**  Data >> Data Tools >> Remove Duplicates >> Select All |  |
| **Format Columns**  Select Column >> Number >> Format |  |
| **Check if Numbers Stored as Text**  Bottom Tab >> Right-Click >> Numerical Count |  |
| **Convert Text to Numbers**   * Select Column >> Find & Select >> Replace…>> , to . * Insert New Column >> CRTL+SHIFT+Enter >> VALUE >> Select first cell with number>> CTRL + ENTER |  |
| **Remove Trailing Spaces**  Insert New Column >> CRTL+SHIFT+ENTER >> TRIM >> Select first cell with text >> CRTL + ENTER |  |
| **Changing Text Functions**  Insert New Column >> CRTL+SHIFT+ENTER >> PROPER >> Select first cell with text >> CRTL + ENTER |  |
| **Find and Replace Text**  Select Column >> CTRL + H |  |
| **Convert Data to Table**  Select any cell >> CRTL + T |  |

**Data Cleaning in Excel**