Importing and cleaning data

Step 1: Import data using the Data tab: Get Data > From File > From Folder

Graphical user interface, application, table, Excel

Description automatically generated

Step 2: The data is then reordered and pre-cleaned before being imported into the file using the Power Query Editor

Table, Excel

Description automatically generated

The log of steps taken to modify the data is listed in the `APPLIED STEPS` window on the right side. Many steps have been taken and their details can be viewed directly from this window.

Step 3: The data is then imported to a sheet and stored there as the originally raw data

Graphical user interface, application, table, Excel

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This raw data is then copied to another sheet (`S2 Clean data 1`) for cleaning.

Step 4: The cleaning steps include

* Translating column names to English
* Translating the column `Primary Category` into English using the Sort & Filter > Advanced function in the Data tab to create the list of unique values then translate this list accordingly, after that using the XLOOKUP() function to look up the corresponding English translation of the listed categories in Vietnamese
* Adding the column Index
* Adding the column posted date using the DATE() function

The data is then properly formatted and put into a table for further manipulations

Step 5: The final data is then copied to the tab `Final Data`

Graphical user interface, application, table, Excel

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