

Tips for Data Cleaning in Microsoft Excel

Organizing Data

	Explanation
Text to Table	Split text of cell into multiple columns based on a user-specified delimiter. (In older versions of Excel: “Data, Text to Columns”)
Formulas	Tip: Try to use formulas as much as you can. That way, other users can follow your train of thought and easily update the spreadsheet as necessary.
Freeze Panes	Tip: If you have a large dataset, freeze header names (i.e., your first row and/or first column) so that you can still see them as you scroll.

Navigating a Dataset

	Shortcut	Explanation
Ctrl Keys	Ctrl + Arrow Keys	Skips to next non-empty cell in the direction of the arrow key (Adding Shift allows you to select using this method).
GoTo	F5	Navigate to specific cell or range in worksheet.
Display Formulas	Ctrl + `	Display formulas instead of values.
Enter/Edit Mode	F2	Allows you to move cursor while typing into cell.

Cleaning Your Data

	Shortcut	Explanation
Paste Special	Ctrl + Alt + V	Paste values or formulas into worksheet.
Drag Values	--	Copies values or formulas across multiple adjoining cells.
Select Column/Row	Ctrl (or Shift) + Space	Select all values in a column (or row).
Absolute vs Local References	F4	Set formula to reference values in specific cell, column, or row.
Find	Ctrl + F	Find a specific value in spreadsheet.
Replace	Ctrl + H	Replace specific value in spreadsheet.

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