Tips for Data Cleaning in Microsoft Excel

Organizing Data

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|  | 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

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|  | 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

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|  | 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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