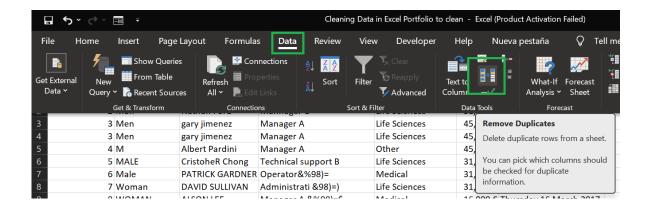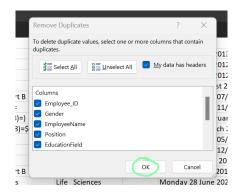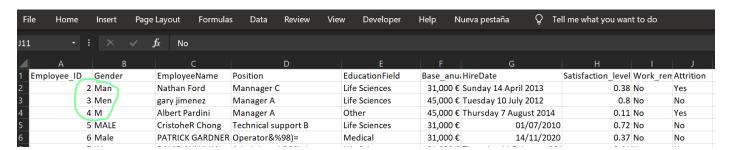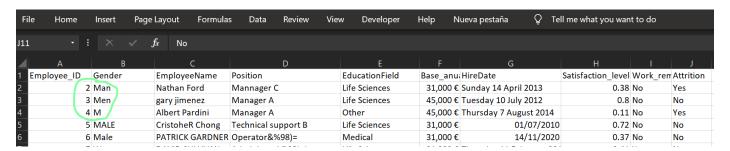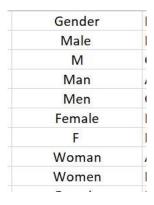## A. Removing Duplicates.

Outcome.

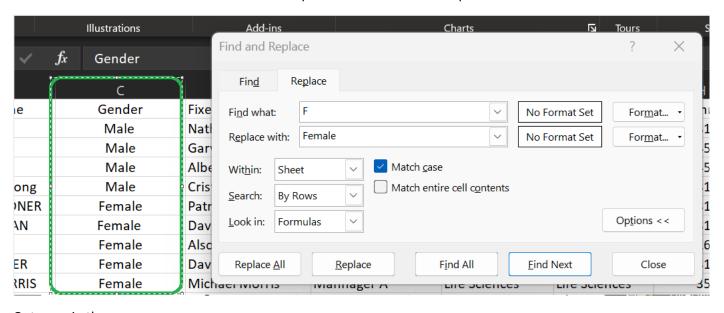## B. Correcting most common misspelt.

B.1 Standardised a variable.

Keeping an eye on the table. We can see we have a few ways to name gender. We need just onstandardisedized our data.

Select column "B" and click Ctrl + "H"   - >   "Replace Column" will show up.

Outcome in the green square.

B.2 Names mistyped.

Another common error to fix.

EmployeeName
Nathan Ford
gary jimenez
Albert Pardini
CristopheR Chong
PATRICK GARDNER
DAVID SULLIVAN
ALSON LEE

We can apply the "LOWER" AND "UPPER" functions. But the "PROPER" function is ideal for fixing all misspells simultaneously.

B EmployeeName	C FixedEmployeeName
Nathan Ford	Nathan Ford
gary jimenez	Gary Jimenez
Albert Pardini	Albert Pardini
CristopheR Chong	Cristopher Chong
PATRICK GARDNER	Patrick Gardner
DAVID SULLIVAN	David Sullivan
ALSON LEE	Alson Lee
DAVID KUSHNER	David Kushner

B.3 Removing xtra spaces.

12	ARTHUR KENNEY	Arthur Kenney	Technical support B	Medical	Medical	
13	PATRICIA JACKSON	Patricia Jackson	Commercial sales	Life Sciences	Life Sciences	
14	EDWARD HARRINGT(	Edward Harrington	Manager A	Life Sciences	Life Sciences	
15	JOHN MARTIN	John Martin	Technical support A	Medical	Medical	16,000 €
16	DAVID FRANKLIN	David Franklin	Administrative	Life Sciences	Life Scienc	25,000 €

Applying the "TRIM" Function. Even the function will remove the spaces we can't see after the sentence.

Medical	Medical
Medical	Medical
Life Sciences	Life Sciences
Life Sciences	Life Sciences
Medical	Medical

B.4 Currencies.

We will have issues inserting currencies in SQL due to symbols. SQL will detect them as a string instead. That's the reason why we need to change to number type.

Outcome.

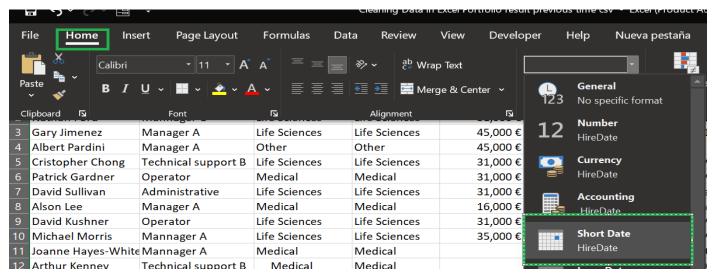| Base_anual_sal	FixedBase_anu
31,000 €	31000
45,000 €	45000
45,000 €	45000
31,000 €	31000
31,000 €	31000
31,000 €	31000
16,000 €	16000
31,000 €	31000
35,000 €	35000

B.5 Different types of Dates inserted.

G
HireDate
Sunday 14 April 2013
Tuesday 10 July 2012
Thursday 7 August 2014
01/07/2010
14/11/2020
Thursday 11 February 2016
Thursday 16 March 2017
19/05/2013
02/12/2016
Saturday 14 April 2018
Monday 13 May 2019
Monday 28 June 2021
Monday 12 January 2015

	HireDate	FixHireDate
3	Gary Jimenez	Manager A	Life Sciences	Life Sciences	45,000 €
4	Albert Pardini	Manager A	Other	Other	45,000 €
5	Cristopher Chong	Technical support B	Life Sciences	Life Sciences	31,000 €
6	Patrick Gardner	Operator	Medical	Medical	31,000 €
7	David Sullivan	Administrative	Life Sciences	Life Sciences	31,000 €
8	Alson Lee	Manager A	Medical	Medical	16,000 €
9	David Kushner	Operator	Life Sciences	Life Sciences	31,000 €
10	Michael Morris	Mannager A	Life Sciences	Life Sciences	35,000 €
11	Joanne Hayes-White	Mannager A	Medical	Medical	
12	Arthur Kenney	Technical support B	Medical	Medical	

I	J
HireDate	FixHireDate
Sunday 14 April 2013	14/04/2013
Tuesday 10 July 2012	10/07/2012
Thursday 7 August 2014	07/08/2014
01/07/2010	01/07/2010
14/11/2020	14/11/2020
Thursday 11 February 20	11/02/2016
Thursday 16 March 2017	16/03/2017
19/05/2013	19/05/2013
02/12/2016	02/12/2016
Saturday 14 April 2018	14/04/2018
Monday 13 May 2019	13/05/2019
Monday 28 June 2021	28/06/2021
Monday 12 January 2015	12/01/2015
21/09/2011	21/09/2011
03/03/2019	03/03/2019
28/10/2018	28/10/2018
Saturday 30 July 2022	30/07/2022

C. Grouping values.

C.1 Age brackets usin "IF" Functions.

=IF(C2<31,"Young Age", IF(AND(C2>=31,C2<51),"Middle Age", IF(C2>=51, "Senior Age")))

	C	D	E
fx		=IF(C2<31,"Young Age", IF(A	
	Age	Age bracket	Civil Sta
6	50	Senior Age	Divorce
6	59	Senior Age	Single
8	30	Young Age	Single
8	39	Middle Age	Single
8	59	Senior Age	Single
8	59	Senior Age	Single
9	51	Senior Age	Malearr
9	45	Middle Age	Single
9	55	Senior Age	Malearr
9	54	Senior Age	Malearr
7	39	Middle Age	Malearr
8	38	Middle Age	Single