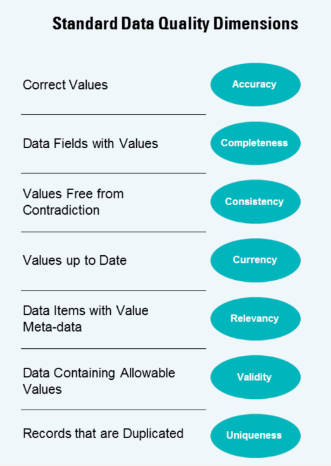
* No of records
* Customer address: 3999 entries
* Customer demographics: 4000 entries
* New customer list: 1000 entries
* Transactions: 20000 entries
* Do a quick read on filter tool



* Correct values
* Data field with values
* Values free from contradiction
* Values up to date
* Data items with value metadata
* Data containing allowable values
* Records that are duplicated

excel filter tool to a noob

The Filter tool in Microsoft Excel is a useful feature for sorting, organizing, and analyzing large amounts of data. It allows you to view only the data that meets certain criteria, making it easier to find what you're looking for. Here's a simple explanation on how to use the filter tool in Excel:

1. Select the data you want to filter.
2. Click on the "Data" tab in the ribbon, then click on the "Filter" button in the "Sort & Filter" group.
3. You will see drop-down arrows appear next to each column header. Click on one of these drop-down arrows to access the filter options.
4. In the drop-down menu, select the criteria you want to filter on, such as "Greater Than" or "Equals".
5. Enter the value that you want to use as the filter criteria.
6. Click "OK" to apply the filter and display only the rows that meet the criteria.

Note: You can also use multiple filters to further refine your data.

i want examples

Sure! Here are a few examples of how you can use the filter tool in Excel:

1. Filter by date: If you have a column with dates and you want to see only the rows with dates in a specific date range, you can use the filter tool to do this. You can select a date range such as "Between 01/01/2021 and 12/31/2021" and Excel will show you only the rows that meet that criteria.
2. Filter by text: If you have a column with text data and you want to see only the rows that contain a specific word, you can use the filter tool to do this. You can select the "Contains" option and enter the word you are looking for, and Excel will show you only the rows that contain that word.
3. Filter by number: If you have a column with numerical data and you want to see only the rows that have values above or below a certain number, you can use the filter tool to do this. You can select the "Greater Than" or "Less Than" option and enter the number you are looking for, and Excel will show you only the rows that meet that criteria.
4. Filter by multiple criteria: You can use the filter tool to apply multiple criteria to your data. For example, you can filter a table to show only the rows that contain the word "apple" in one column and have a value of "Red" in another column.

how do you sort a date column in excel in ascending order

Sorting a date column in ascending order in Microsoft Excel is easy. Here's how:

1. Select the column of dates that you want to sort.
2. Go to the "Data" tab in the ribbon and click on the "Sort A-Z" button in the "Sort & Filter" group. (Alternatively, you can right-click the column and select "Sort A-Z" from the context menu.)
3. The dates will be sorted in ascending order, with the earliest date appearing first and the latest date appearing last.

Note: If your dates are not recognized as dates by Excel, they may be sorted as text. In this case, you will need to convert the data to the date format before you can sort it properly. To do this, you can use the "Text to Columns" feature or the "Date" function.

data quality assesment on excel

Data quality assessment in Microsoft Excel involves evaluating the accuracy, completeness, consistency, and relevance of data in an Excel sheet. Here are a few steps you can follow to perform a data quality assessment:

1. Check for errors: Use the "Error Checking" feature in Excel to quickly identify potential errors in your data, such as invalid data types, inconsistent formulas, and missing data.
2. Verify data accuracy: Compare the data in your Excel sheet to source data or information to verify that it is accurate. You can use tools such as conditional formatting to highlight any differences.
3. Check for duplicates: Use the "Remove Duplicates" feature in Excel to identify and eliminate any duplicate rows in your data.
4. Evaluate completeness: Check that all required data is present in your Excel sheet. Use filters or pivot tables to identify any missing values or data points.
5. Check for consistency: Ensure that the data in your Excel sheet is consistent and conforms to established rules and standards. Use tools such as data validation to enforce these rules and ensure consistency.
6. Validate relevance: Assess whether the data in your Excel sheet is still relevant and up-to-date. Consider deleting any outdated or irrelevant data to improve the quality of your data.

Note: Data quality assessment is an ongoing process, and it is important to regularly evaluate your data to ensure its accuracy and usefulness.

explain step by step how to do the above as you would explain to a noob

Here is a step-by-step explanation of how to perform a data quality assessment in Microsoft Excel:

1. Check for errors: a. Select the entire data range that you want to assess. b. Go to the "Formulas" tab in the ribbon. c. Click on the "Error Checking" button in the "Formula Auditing" group. d. Excel will identify any potential errors in your data, such as invalid data types, inconsistent formulas, and missing data. e. Correct any errors as needed.
2. Verify data accuracy: a. Compare the data in your Excel sheet to source data or information to verify that it is accurate. b. Use the "Conditional Formatting" feature to highlight any differences. c. To use conditional formatting, select the range of data you want to format, go to the "Home" tab in the ribbon, and click on the "Conditional Formatting" button in the "Styles" group. d. Choose a highlight rule, such as "Highlight Cells Rules" > "Duplicate Values", to highlight duplicate values in the selected range. e. Verify that the highlighted cells are correct, and make any necessary corrections.
3. Check for duplicates: a. Select the entire data range that you want to assess. b. Go to the "Data" tab in the ribbon. c. Click on the "Remove Duplicates" button in the "Data Tools" group. d. Excel will display a message indicating how many duplicate values were found and how many unique values remain. e. Click "OK" to remove the duplicates.
4. Evaluate completeness: a. Use the "Filter" tool to identify any missing values in your data. b. To use the filter tool, select the entire data range, go to the "Data" tab in the ribbon, and click on the "Filter" button in the "Sort & Filter" group. c. In each column header, click on the drop-down arrow to access the filter options. d. Choose "Text Filters" > "Blanks" to show only the blank cells in the selected range. e. Fill in any missing values as needed.
5. Check for consistency: a. Use the "Data Validation" feature to enforce rules and ensure consistency in your data. b. To use data validation, select the range of data you want to validate, go to the "Data" tab in the ribbon, and click on the "Data Validation" button in the "Data Tools" group. c. Choose a validation rule, such as "Whole Number" or "Date", to enforce the type of data in the selected range. d. Choose any additional options as needed, such as a minimum or maximum value. e. Click "OK" to apply the data validation rule.
6. Validate relevance: a. Assess whether the data in your Excel sheet is still relevant and up-to-date. b. Delete any outdated or irrelevant data to improve the quality of your data. c. To delete data, simply select the cells you want to delete and press the "Delete" key on your keyboard. d. Save the changes to your Excel sheet.

Note: Data quality assessment is an ongoing process, and it is important to regularly evaluate your data to ensure its accuracy and usefulness.

Customer demo

* Useless column in default
* No duplicates
* Empty entries in last name column,
* Inconsistent coding in gender column
* Outlier values in DOB
* Blank values in job title
* Incomplete entry (n/a) in industry

Customer address

* No blank entries
* No apparent errors
* Missing customer ids

Transaction data

* First sold date is formatted as text
* Empty entries in first sold date
* Missing entries in brand
* Missing entries in online order