**Data Cleaning steps using Microsoft Power Query**

Step 1) Imported the raw data into Power Query

Step 2) Clicked the Transform data option in order to clean the data

Step 3) Removed duplicated on the “Order\_Number” column

Step 4) Highlighted all columns, then in the transform tab, I selected the clean then the trim option to clean the data and remove empty spaces

Step 5) Merged the 2 tables using the “Left” join, where I tool data from the courier table and merged it with the data from the order table using the “Order\_Number” column.

Step 6) Did not change the “Total” column to currency as I was not sure which currency must be used.

Step 7) Loaded the data into the new worksheet.

Step 8) I began doing my Data analysis