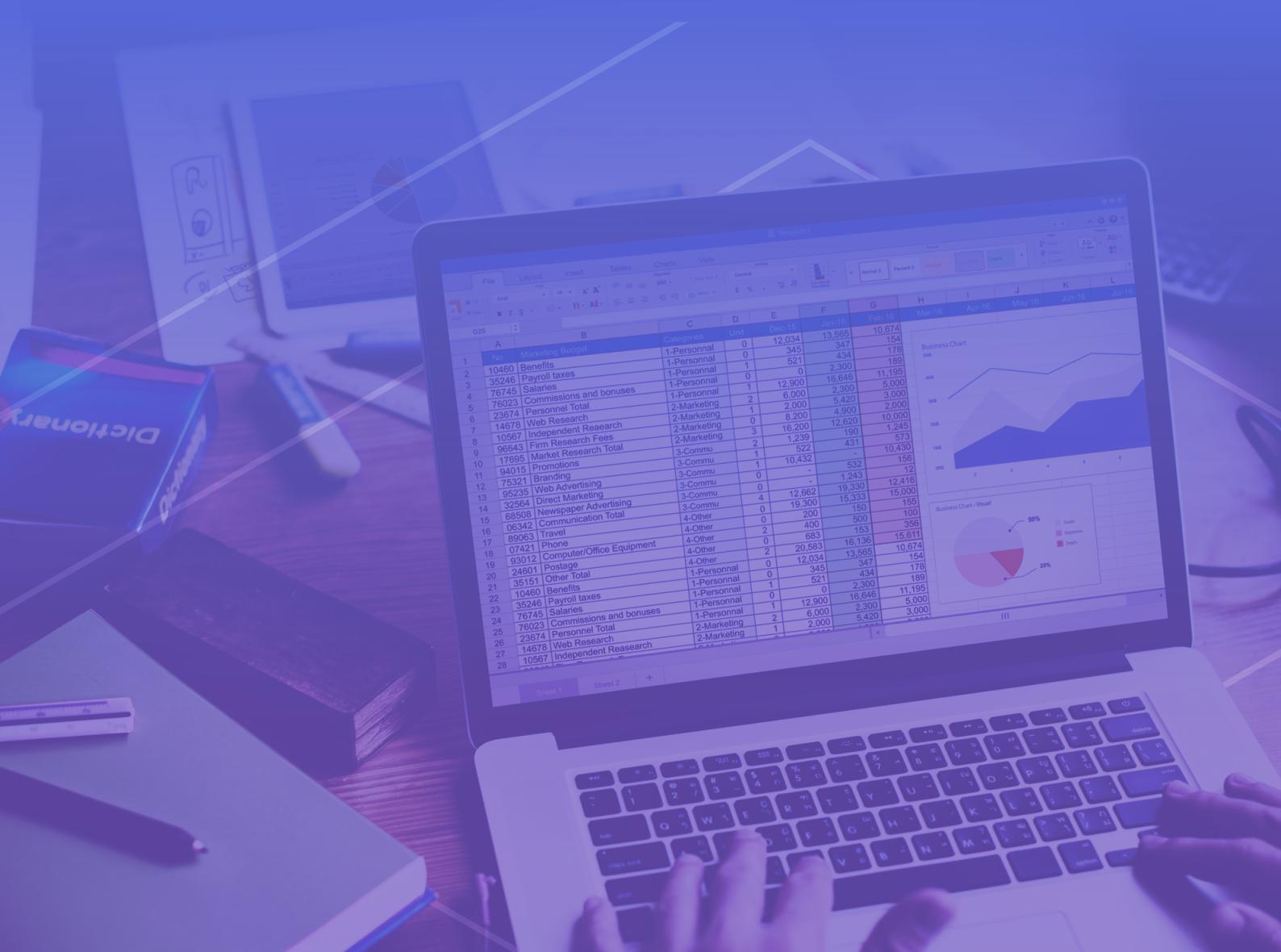


The Fundamental Guide to Data Cleaning in Excel



INTRODUCTION

Data is a fundamental element in every industry today, and the quality of your data significantly impacts the reliability of the insights you derive from it.

Excel remains a popular tool used by many for a variety of tasks, including data analysis, financial modeling, and more. Its comprehensive set of features ensures that users can maintain clean and reliable data.

Interestingly, many of us overlooked Excel in school, not realizing its value. Yet, as we dive into data analytics, the significance of Excel becomes clear, making it an essential tool in our professional toolkit.

This guide teaches beginners easy data cleaning methods in Excel, with clear examples for quick application and results.



1

Finding Duplicates

Duplicates can mess up your analysis by giving you wrong results. Excel can help you find and get rid of these repeated entries, making sure your data is unique.

Example:

Imagine you have a list of email addresses, and some are repeated. Excel can find these repeats for you.

How to Do It:

The screenshot shows the Microsoft Excel ribbon with the 'Data' tab selected. Below the ribbon, a table of numbers is displayed in columns A and B. The first column (A) contains the numbers 9, 8, 9, 7, 9, 6, 5, and 9. The second column (B) is empty. The 'Data' tab is highlighted with a red box and an arrow. The 'Remove Duplicates' button in the Data Tools group is also highlighted with a red box and an arrow.

	A	B
1	9	
2	8	
3	9	
4	7	
5	9	
6	6	
7	5	
8	9	
9		

Choose the column with emails, click on 'Data' > '**Remove Duplicates**', and then hit **OK**. Excel will delete the repeats, leaving only one of each.



2

Dealing with Missing Data

Missing data can ruin your analysis. Excel lets you spot these gaps and fill them in.

Example:

If your sales data has missing values, there are several techniques to address them, such as using mean, median, standard values, or more sophisticated methods. The best approach depends on the specific context of your business data.

How to Do It:

Use functions like “**IF**” or use “**Go To Special**” (**Ctrl+G**) to find and replace empty spots with an average number or a note like “**No Data**.”



3

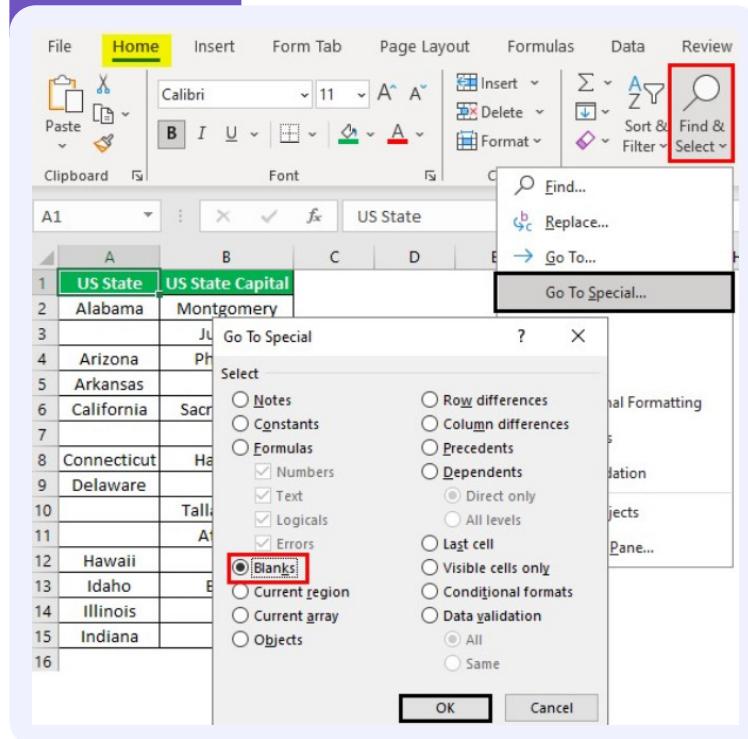
Removing Empty Cells

Empty cells can cause problems when you're analyzing your data. Getting rid of them or filling them in is important.

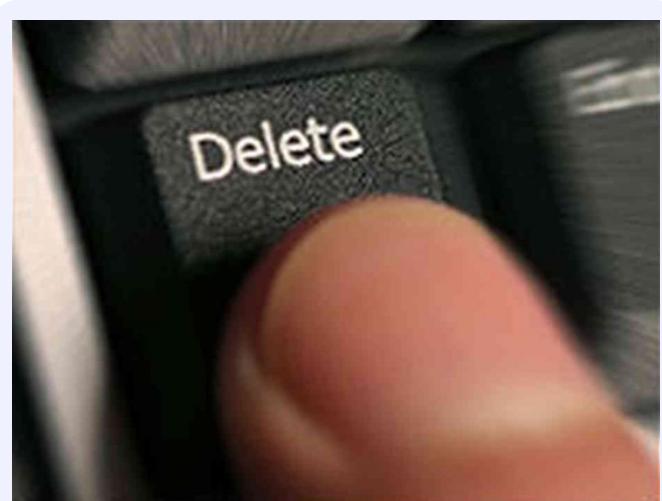
Example:

If some cells under "Product Code" are empty, you'll need to fill or remove these.

How to Do It:



To remove rows with empty cells, use "**Go To Special**" > "**Blanks**", select these empty cells, and delete them.



4

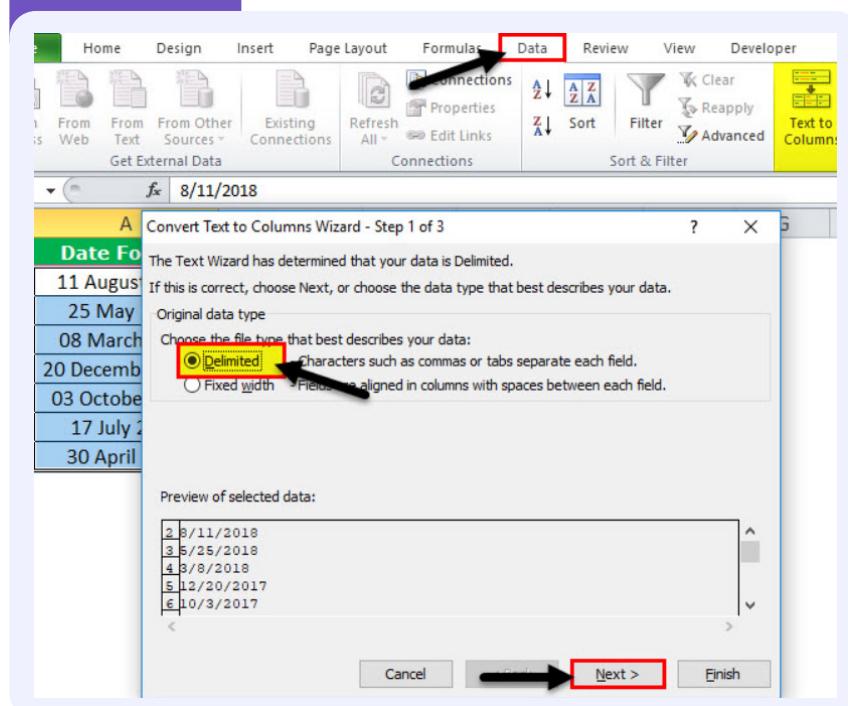
Splitting Text into Columns

This feature divides the contents of one cell into several based on a certain separator, making your data easier to handle.

Example:

You have full names in one cell and want to split them into first and last names.

How to Do It:



Select the column, go to '**Data**' > '**Text to Columns**', pick "**Delimited**", choose your separator (like a space), and set where you want the new data to go.



5

Fixing Text Format

If your text isn't formatted consistently (like some being in all caps), it can be hard to work with. Making all text look the same helps keep things neat.

Example:

Some names are all uppercase, others are lowercase or mixed.

How to Do It:

	A	B
1	excel	Excel
2	eXCEL	Excel
3	ExcEL	Excel
4	EXCEL	Excel
5		

Use functions like **UPPER**, **LOWER**, or **PROPER** to make the text uniform. For instance, **=PROPER(A1)** changes text in cell A1 to have only the first letter of each word capitalized.

LET'S FIX TEXT FORMAT



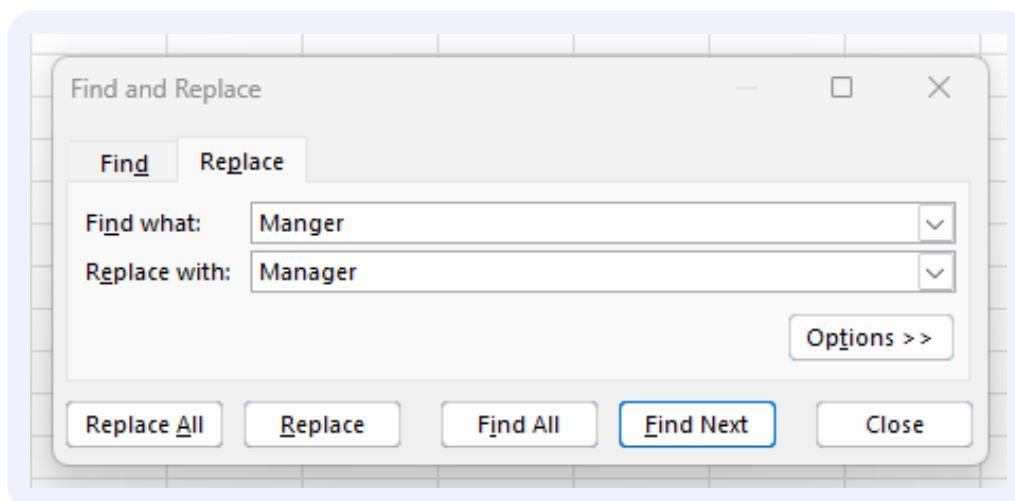
6

Using Find and Replace

This tool lets you quickly find certain words and replace them with others, which helps keep your data consistent.

Example:

If "Manager" is often misspelled as "Manger," you can fix it throughout your dataset.



Press **Ctrl+H**, type "Manger" in "Find what" and "Manager" in "Replace with," then click "**Replace All**."



7

Getting Rid of Extra Spaces

Extra spaces, especially before and after text, can cause issues. Excel's TRIM function is great for cleaning these up.

Example:

There are unwanted spaces around some words in a column.

How to Do It:

Use `=TRIM(A1)`, which removes extra spaces from around the text in cell A1.



8

Combining Data

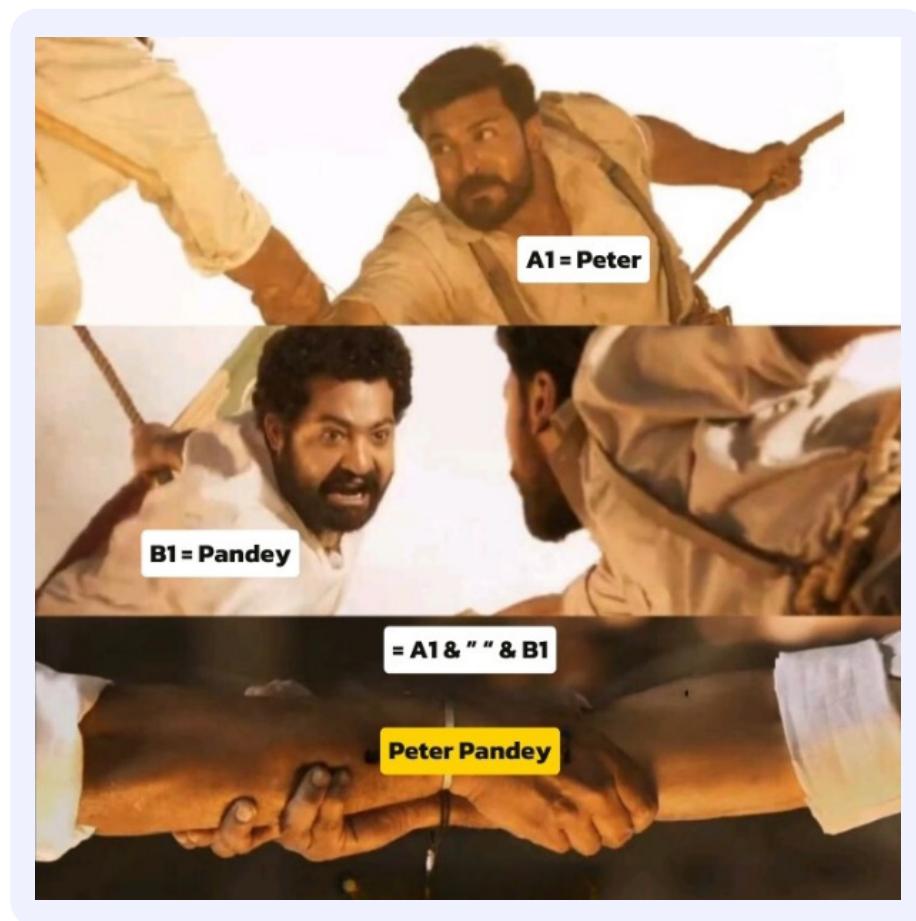
Sometimes, you need to put data from several cells into one, or combine data from different sheets. This makes your data easier to manage.

Example:

You need to combine first and last names into one full name.

How to Do It:

Use the **CONCATENATE function** or the “&” operator, like `=A1 & " " & B1`, to merge data from cells A1 and B1 with a space between them.



CONCLUSION

While cleaning data in Excel can be effective for one-time tasks, wouldn't it be amazing to automate the process for future datasets? Enter Power Query! This powerful tool lets you clean data efficiently and consistently, saving you time and ensuring clean data for every analysis. Stay tuned for our upcoming resource on Power Query for data cleaning – it'll revolutionize your workflow!



E n a b l i n g C a r e e r s

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