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Excel Data Cleaning Assignment

Objective

Clean and prepare raw data in Excel using built-in tools and formulas. Learn how to identify and fix data quality issues while maintaining data integrity.

Assignment Setup

You'll work on a file named **Raw_Sales_Data.xlsx**.

It contains **one worksheet**: Raw_Data.

1. **Duplicate** the Raw_Data sheet → rename it **Cleaned_Data**.
2. **Add** a third worksheet named **Log** to record every cleaning step.
3. The final workbook should have:
 - Raw_Data (original, untouched)
 - Cleaned_Data (your cleaned version)
 - Log (your documentation)

Cleaning Tasks

On the Cleaned_Data sheet, identify and fix issues such as:

| Issue | Example Fix |
|--------------------------|--|
| Duplicates | Use Remove Duplicates (Data tab) |
| Missing values | Replace blanks with "Unknown" or proper entry |
| Inconsistent text | Use TRIM , PROPER , or Find & Replace |
| Dates as text | Convert with Text-to-Columns or DATEVALUE |
| Wrong totals | Recalculate =Units Sold * Unit Price |
| Category inconsistencies | "Elec" → "Electronics" |

| | |
|-----------------------|-------------------------|
| Extra spaces or typos | Clean using TRIM |
|-----------------------|-------------------------|

Cleaning Log

Record all steps in the Log sheet.

Use a simple table like this:

| Step | Issue | Tool/Formula | Action Taken | Result |
|------|-------------------------|-------------------|--------------------|-------------------|
| 1 | Duplicates | Remove Duplicates | Deleted 12 rows | 398 clean records |
| 2 | Text case inconsistency | PROPER() | Fixed region names | Standardized text |

At the end, add a short **reflection** (3–5 sentences) about what you learned.

Submission Checklist

- Workbook named: YourName_DataCleaning_Assignment.xlsx
- Contains: Raw_Data, Cleaned_Data, and Log
- Cleaned data formatted as a **Table (Ctrl + T)**
- Formulas replaced with values where appropriate
- Cleaning steps clearly documented