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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
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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