

DATA CLEANING USING EXCEL

➤ Types of data cleaning

1. Remove Duplicates
 2. Remove Blank rows
 3. Remove Blank Spaces
 4. Change case using Formulas
 5. Fix negative values
 6. Split data
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1. Remove Duplicates

Steps:

1. Select the entire data range (including headers).
2. Go to Data tab.
3. Click on Remove Duplicates.
4. Choose columns to check for duplicates.
5. Click OK.

Tip: Always keep a backup of your data before removing duplicates.

2. Remove Blank Rows

Method 1 – Using Filters:

1. Select your data.
2. Go to Data > Filter.
3. Apply filter on a key column.
4. Choose Blanks from the dropdown.
5. Select the blank rows → Right-click → Delete Row.

Method 2 – Using Go To Special:

1. Select the column(s).
 2. Press Ctrl + G → Click Special.
 3. Choose Blanks → Click OK.
 4. Right-click one of the selected blank cells → Delete → Entire row.
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3. Remove Extra Blank Spaces

Use the TRIM function to remove leading, trailing, and multiple spaces:

excel

Steps:

1. Insert a new column.
 2. Use =TRIM(Cell) formula.
 3. Drag it down.
 4. Copy the cleaned column → Paste as Values over the original.
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4. Change case using Formulas

Steps:

1. Insert a new column beside the data.
 2. Use the desired formula (UPPER, LOWER, or PROPER).
 3. Fill down the formula.
 4. Copy and paste values over the original.
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5. Fix negative values

Method 1 – Convert to Positive:

=ABS(A2)

Method 2 – Keep Positive as-is, convert only negative:

=IF(A2<0, A2*-1, A2)

Steps:

1. Use formula in a new column.
 2. Drag down to apply to all rows.
 3. Copy → Paste as Values over the original column.
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6. Split data

Use Case Example: Split “FirstName LastName” into two columns.

Steps:

1. Select the column with the data.
2. Go to Data > Text to Columns.
3. Choose Delimited → Click Next.
4. Select Space, Comma, or another delimiter.
5. Click Finish.

Tip: Use this also to split emails, addresses, dates, etc.