Part 1: SDG Selection and Problem Definition

**Specific Problem:** Many rural communities lack sufficient educational facilities, qualified teachers, and essential learning materials, resulting in lower enrollment and higher dropout rates. This contributes to educational inequality and limits future opportunities for children in these areas.

**1. Determine the Data Source**

* Identify where your data is coming from: CSV files, databases, web pages, or other Excel files.

**2. Open Excel and Start Importing**

* Launch Excel and go to the **Data** tab.
* Select the appropriate option based on your data source:
  + **From Text/CSV**: For CSV files.
  + **From Web**: For data from web pages.
  + **From Database**: For SQL databases, Access, etc.
  + **Get Data**: For a broader selection, including other Excel files.

**3. Import the Data**

* Follow the prompts to locate and select your data source.
* For CSV or text files, you may need to specify delimiters (e.g., commas, tabs) and text qualifiers.

**4. Preview and Transform Data**

* After selecting your data, Excel will usually display a preview.
* Use the **Power Query Editor** (if applicable) to clean or transform your data before loading:
  + Remove unnecessary columns or rows.
  + Change data types (e.g., text to dates).
  + Filter or aggregate data as needed.

**5. Load Data into Excel**

* Choose to load the data directly into a worksheet or create a connection for later use.
* Click **Load** to insert the data into your Excel workbook.

**6. Check for Consistency**

* **Data Types**: Ensure all entries in a column share the same data type (e.g., dates, numbers).
* **Formatting**: Apply consistent formatting (e.g., currency, percentages) to similar data.
* **Data Validation**: Use the Data Validation feature to set rules for what can be entered in certain cells, helping maintain consistency.
* **Remove Duplicates**: Use the Remove Duplicates feature under the Data tab to eliminate any repeated entries.
* **Error Checking**: Utilize Excel's error checking tools to identify and correct issues (e.g., incorrect formulas, inconsistencies).

**7. Regular Updates and Maintenance**

* If you frequently update the data source, set up connections that allow you to refresh the data easily.
* Regularly review the data for consistency as updates may introduce new discrepancies