■ Excel Data Cleaning Notes

Data cleaning in Excel ensures accuracy and consistency by removing duplicates, fixing errors, handling blanks, standardizing values, and preparing the dataset for analysis.

Remove Duplicates

Path: Data → Remove Duplicates
Details: Select data → Pick columns → OK

Example: Remove duplicate President names

Find & Replace

Path: Ctrl + H
Details: Find incorrect text → Replace correct text

Example: Fix 'Democratic- Republican' → 'Democratic-Republican'

Text Functions

Path: Formulas: TRIM, PROPER, UPPER, LOWER, SUBSTITUTE
Details: Apply to clean names/strings

Example: =TRIM(A2), =PROPER(A2)

Handle Blanks

Path: Go To Special → Blanks
Details: Select blanks → Replace with N/A or 0

Shortcut: Ctrl + G → Special → Blanks

Date Cleaning

Path: Text to Columns / Format Cells
Details: Convert text to proper date format

Example: 2021-07-14 → Date type

Number Formatting

Path: VALUE() / Home → Number → Currency
Details: Convert text numbers to numeric format

Example: Salaries

Standardizing Values

Path: Find & Replace / SUBSTITUTE()
Details: Ensure consistent naming

Example: Standardize political party names

Flash Fill

Path: Ctrl + E
Details: Type example → Excel fills pattern

Example: Extract last names

Convert to Table

Path: Ctrl + T
Details: Turn data range into Excel table

Helps filtering & formatting

Sorting & Filtering

Path: Data → Sort & Filter
Details: Sort ascending/descending or filter by condition

Example: Sort by Salary

■■ Useful Shortcuts

- Alt → A → M → Remove Duplicates - Ctrl + H → Find & Replace - Ctrl + T → Convert to Table -
Ctrl + E → Flash Fill - Ctrl + G → Special → Blanks → Select empty cells

■ Cheat Sheet: Data Cleaning in Excel

Task	Tool/Function	Steps	Shortcut
Remove Duplicates	Data → Remove Duplicates	Select → Choose columns	Alt → A → M
Find & Replace	Ctrl + H	Find → Replace values	Ctrl + H
Remove Extra Spaces	TRIM()	Formula =TRIM(A2)	-
Fix Case	PROPER(), UPPER, LOWER	Apply to text fields	-
Replace Text	SUBSTITUTE()	Formula =SUBSTITUTE(A2,"- ","-")	-
Handle Blanks	Go To Special → Blanks	Replace with N/A or 0	Ctrl + G
Format Dates	Home → Number → Date	Convert text to Date	-
Format Numbers	VALUE(), Currency Format	Convert text to number	-
Flash Fill	Ctrl + E	Enter example → Auto fill	Ctrl + E
Convert to Table	Ctrl + T	Convert range to Table	Ctrl + T
Sort & Filter	Data → Sort & Filter	Sort/Filter values	Alt → D → S