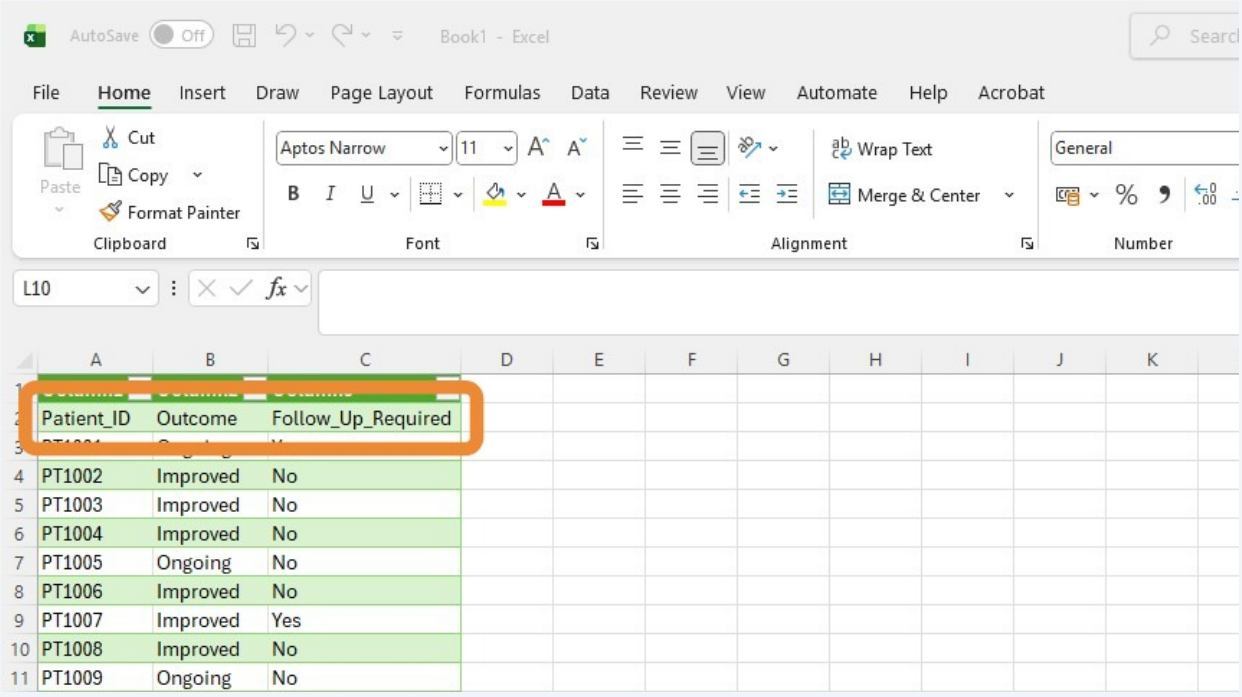
Scenario Demonstration Skill Builder 2 - Importing Messy Data

This guide is essential for anyone looking to efficiently import and clean messy data in Excel. It provides a step-by-step visual approach, making it easy to follow along and apply the techniques directly. By mastering these skills, users can enhance their data management capabilities, ensuring accuracy and organization in their datasets. Whether you're a beginner or looking to refine your skills, this guide offers valuable insights for effective data handling.

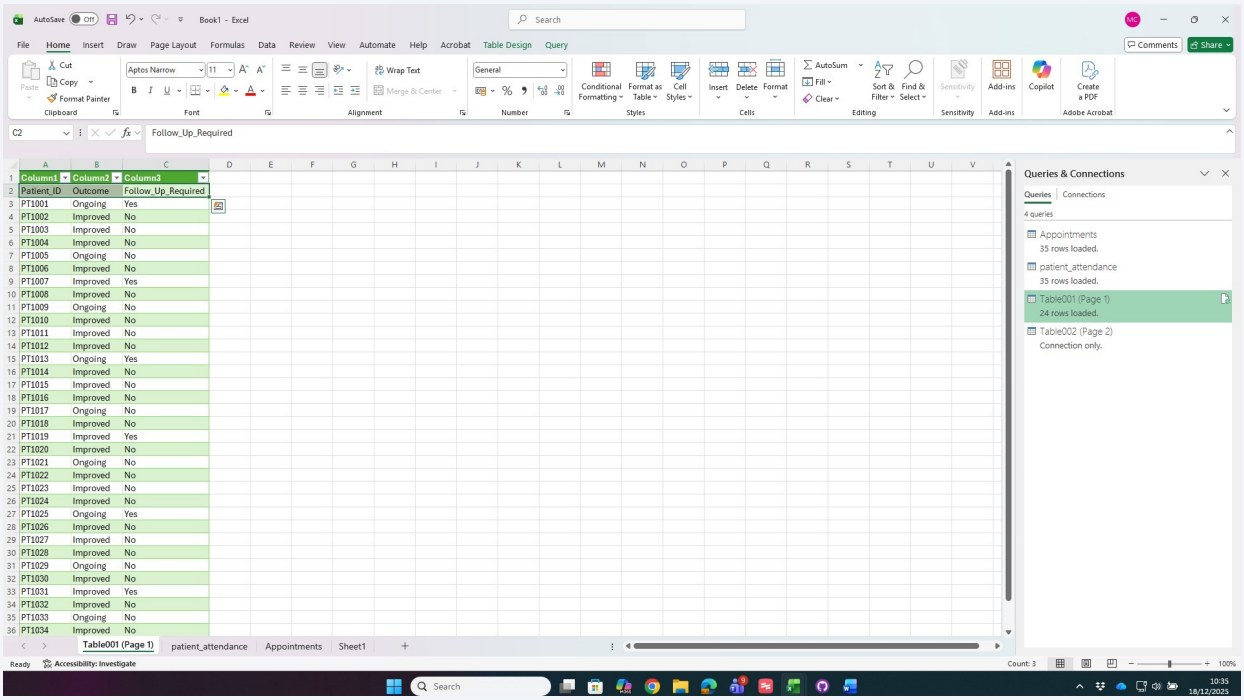
1 Let's start first of all by improving one of the tables which currently as poorly named column headers.

Select the **Table001** data import you did previously.

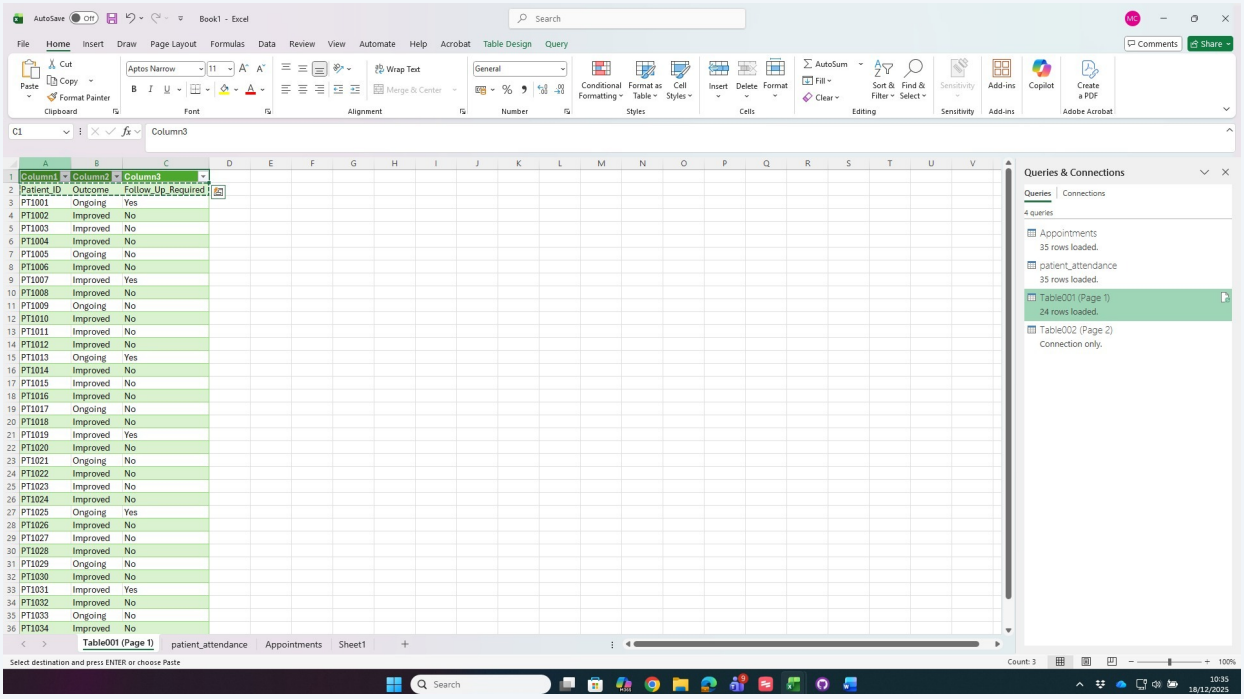
If you look carefully Row B contains information that should be the column headers in Row A.



2 Highlight Row B and press **Ctrl** + **X**

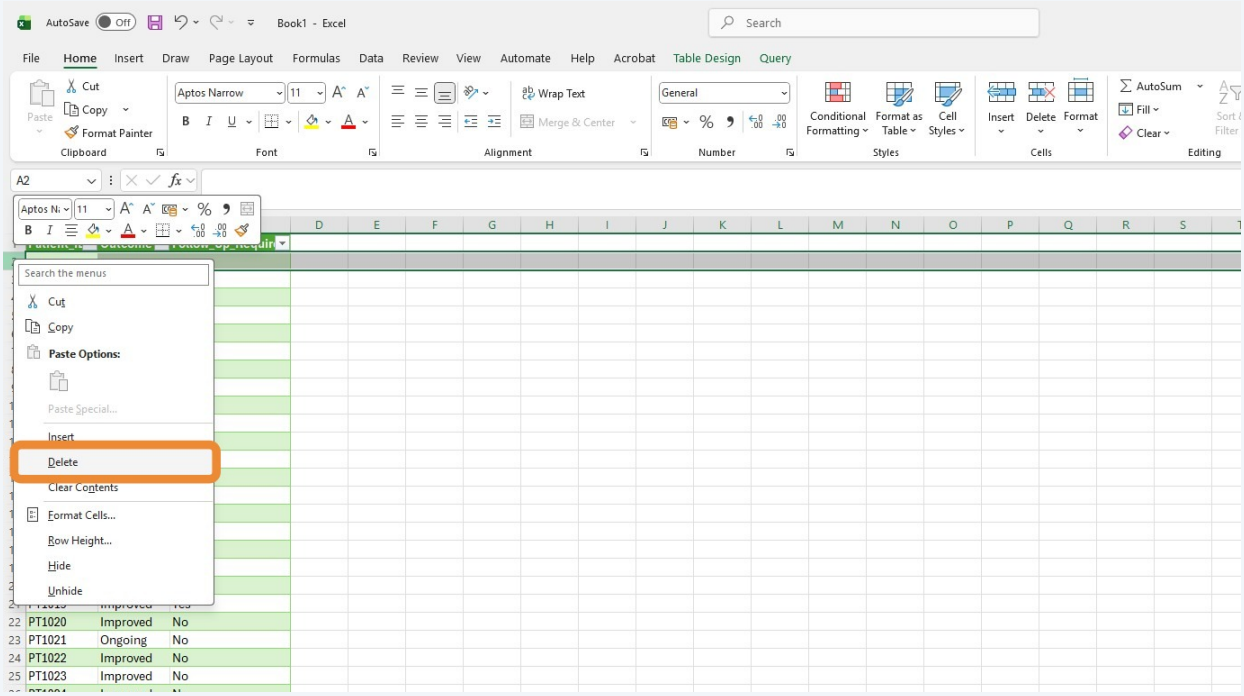


3 Now highlight cells A1:A3 and press **Ctrl** + **V**



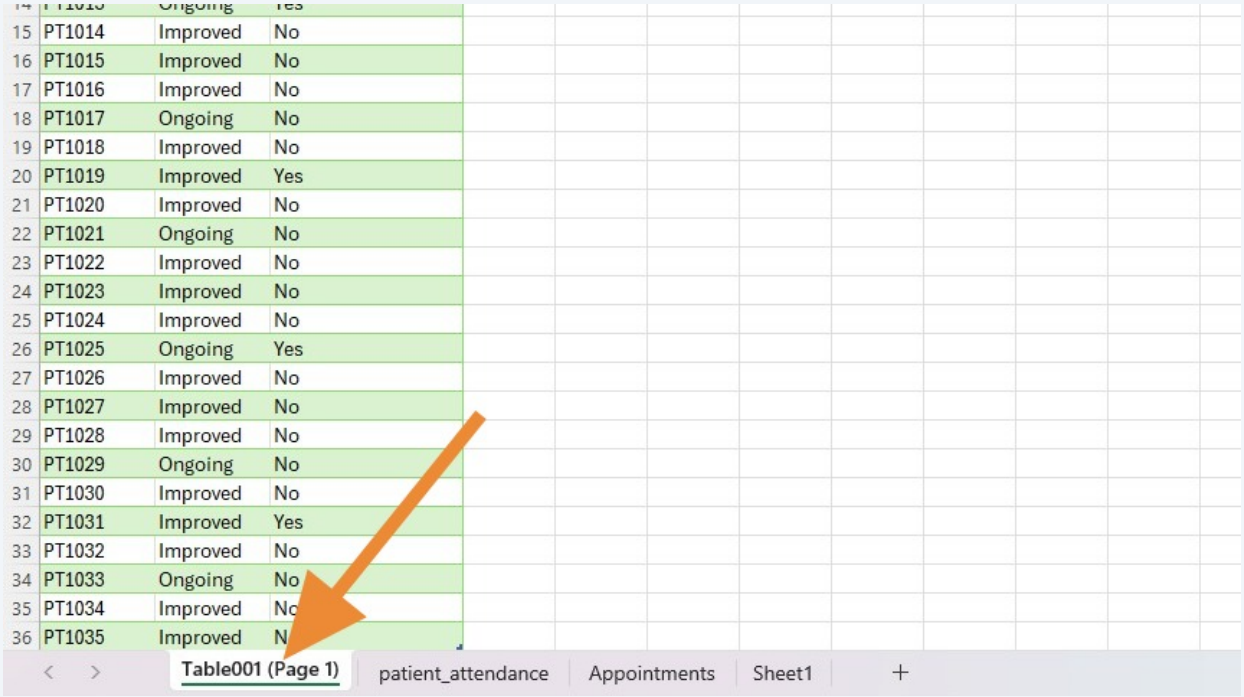
4

After you have pasted the correct value into the column headers, select row 2 and right-click then click **Delete**



5

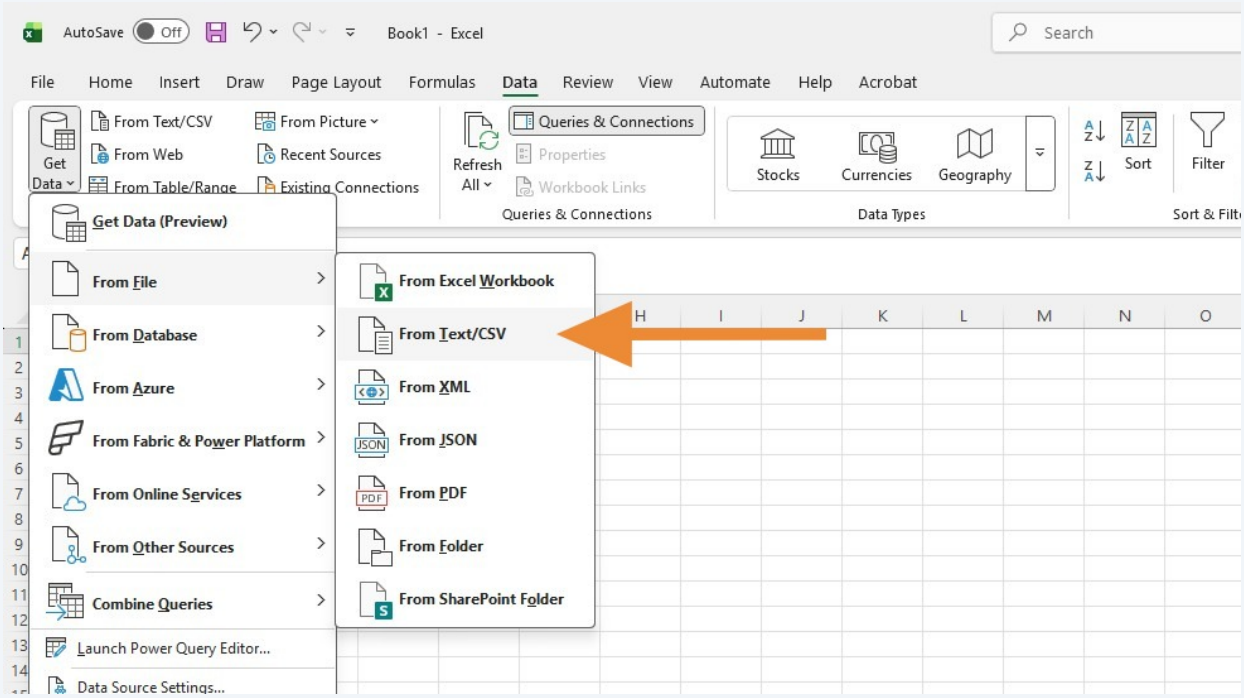
Let's name the sheet something more meaningful - double-click **Table001 (Page 1)** and rename it to **patient_outcome**



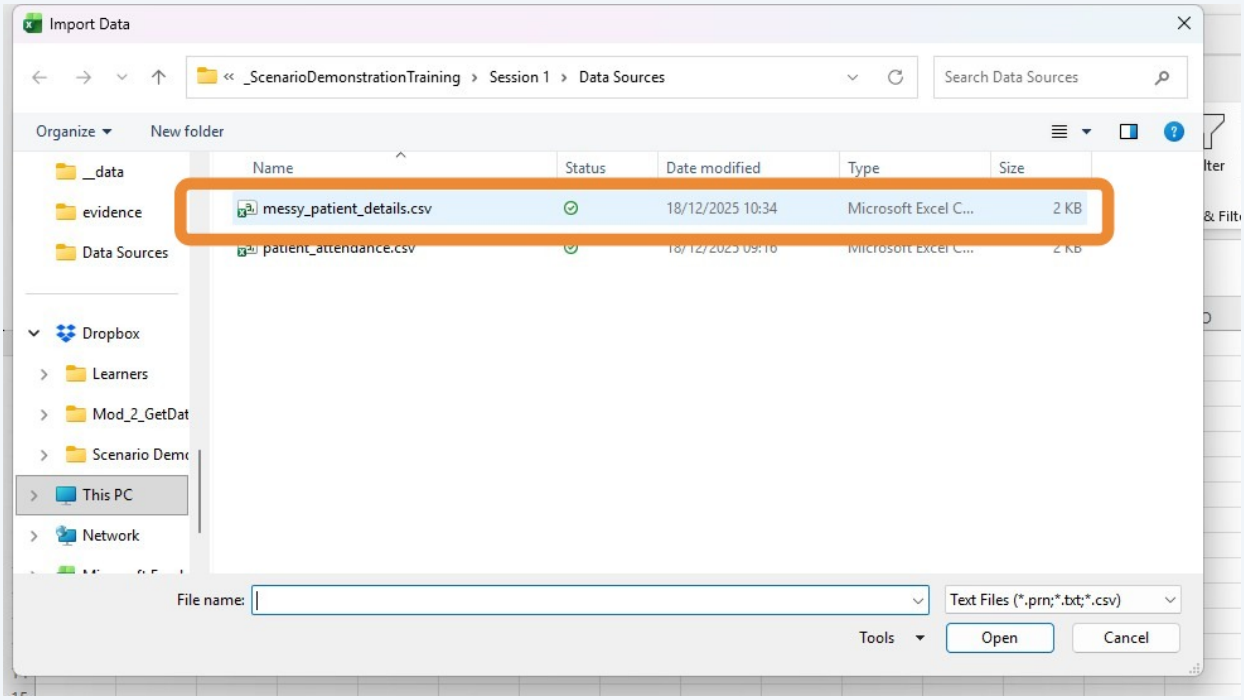
6 Now let's bring in the last collection of data - click on **Sheet 1**

7 Click on **Get Data > From File > From Text/CSV.**

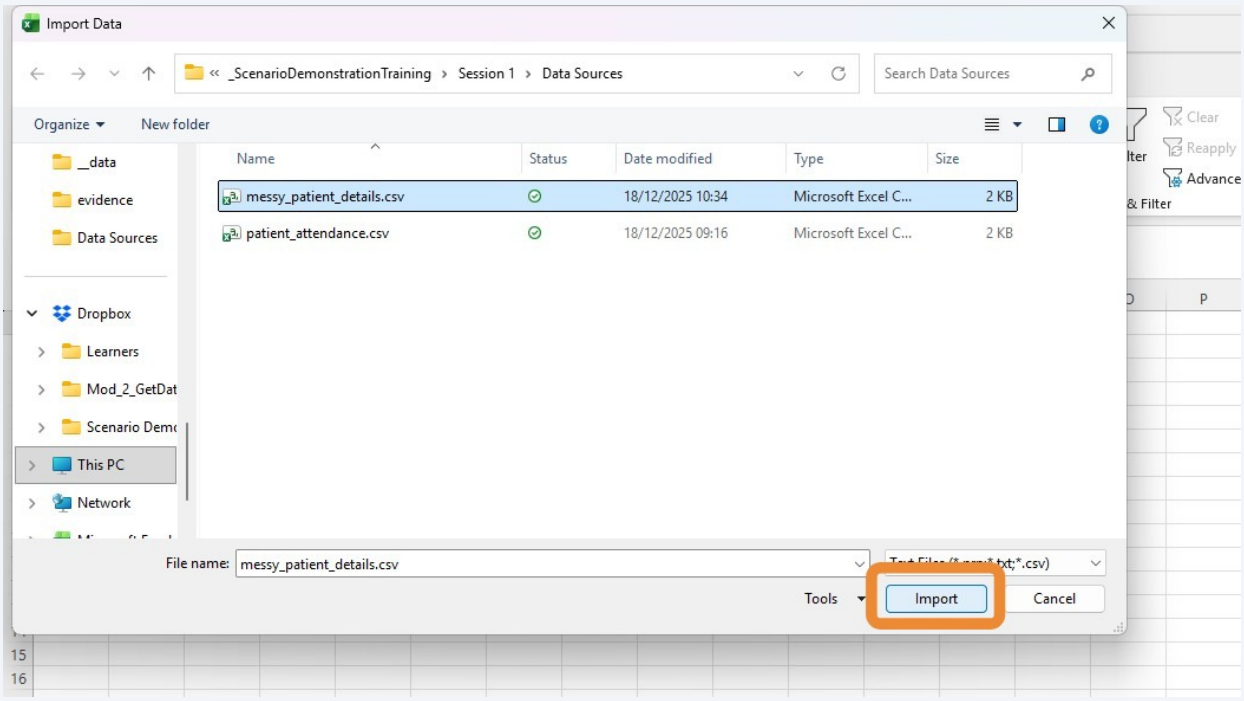
You shout be an expert at this by now.



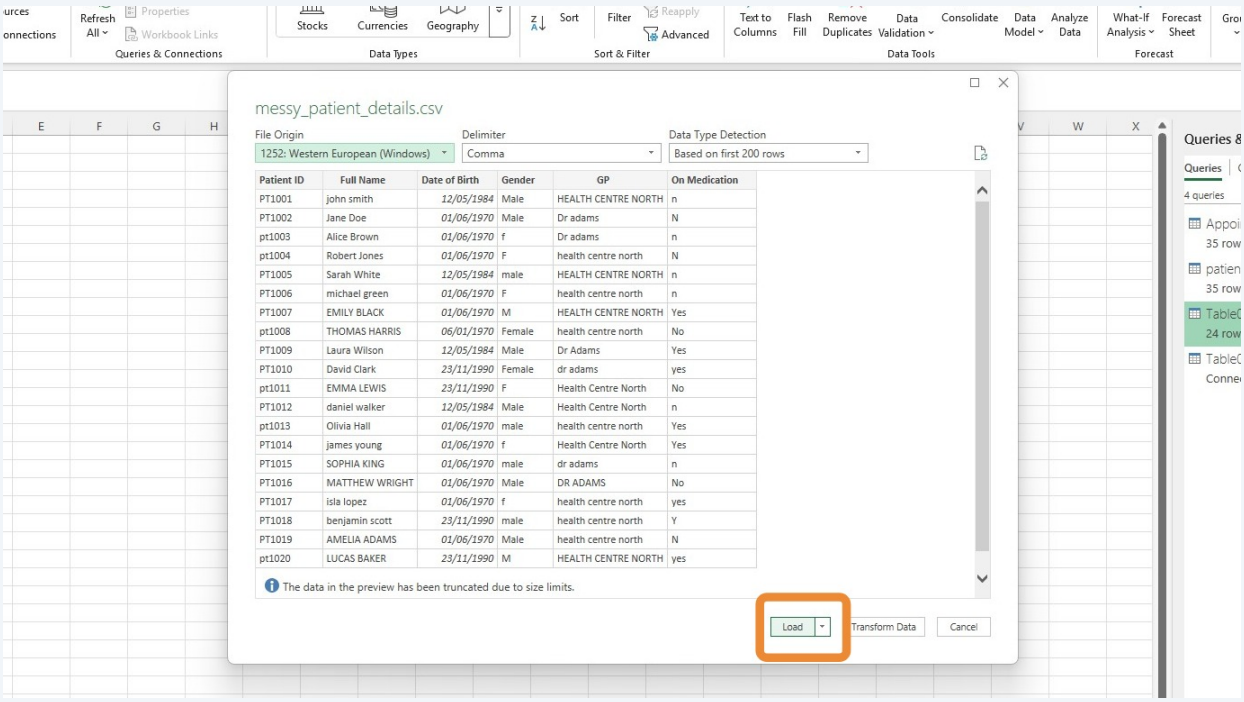
8 Click **messy_patient_details,csv**



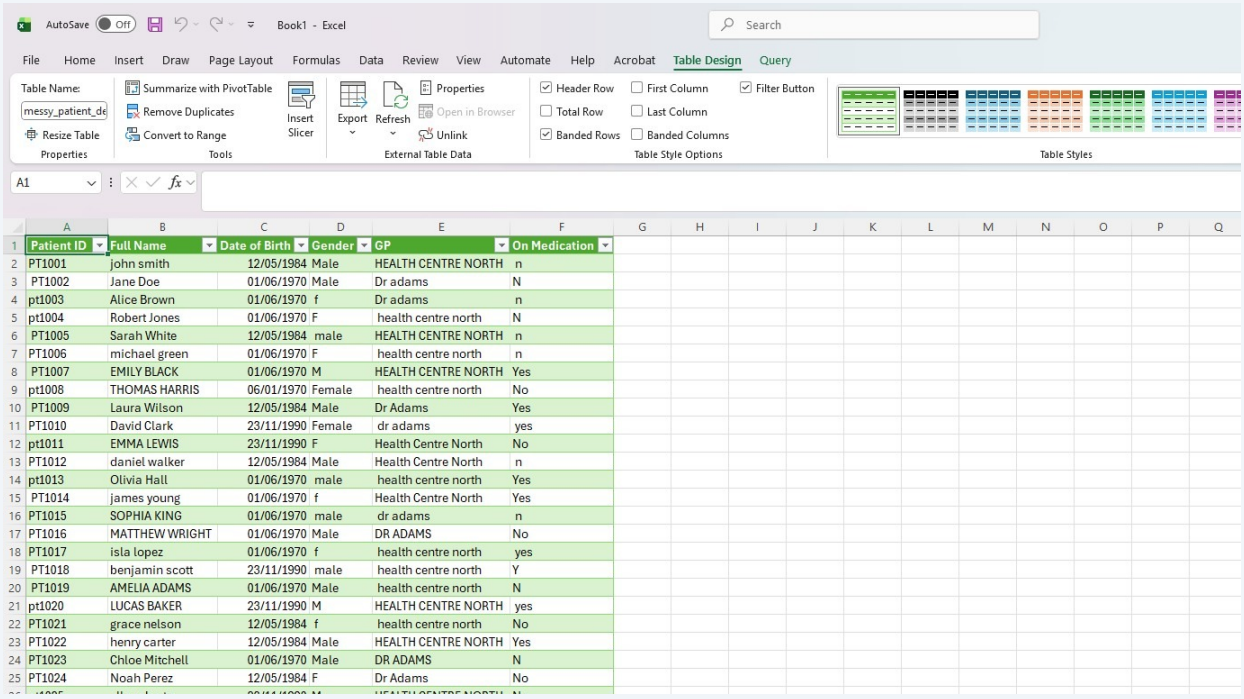
9 Click **Import**



10 In the Navigator window, click **Load**



11 You should now find all your data has loaded, in all it's messy magnificence



12 Well done, you have completed **Scenario Demonstration Skill Builder 2**