

Scenario Demonstration Skill Builder 3 - Trim()

This guide provides a step-by-step approach to mastering the TRIM function in Excel, which is essential for cleaning up text data by removing unnecessary spaces. By following the detailed instructions, users can enhance their data management skills, streamline their workflows, and improve the accuracy of their spreadsheets. Whether you're a beginner or looking to refine your Excel expertise, this guide offers practical insights that can significantly boost your productivity.

1

You may notice that in the first column of your messy data, there are some spaces **before** some of the entries, and you can be sure there are some sneaky ones **after** the entries as well, so the first thing we will do it trim these out.

The *trim()* function is excellent for this as it does not specify if it needs to be before or after the data, it will take both of them out with just one simple, but powerful, function.

| A | B | C | D | E | F | G | H | I |
|----|------------|----------------|---------------|--------|---------------------|---------------|---|---|
| 1 | Patient ID | Full Name | Date of Birth | Gender | GP | On Medication | | |
| 2 | PT1001 | John smith | 12/05/1984 | Male | HEALTH CENTRE NORTH | n | | |
| 3 | PT1002 | Jane Doe | 01/06/1970 | Male | Dr adams | N | | |
| 4 | pt1003 | Alice Brown | 01/06/1970 | f | Dr adams | n | | |
| 5 | pt1004 | Robert Jones | 01/06/1970 | F | health centre north | N | | |
| 6 | PT1005 | Sarah White | 12/05/1984 | male | HEALTH CENTRE NORTH | n | | |
| 7 | PT1006 | michael green | 01/06/1970 | F | health centre north | n | | |
| 8 | PT1007 | MILY BLACK | 01/06/1970 | M | HEALTH CENTRE NORTH | Yes | | |
| 9 | pt1008 | HOMAS HARRIS | 06/01/1970 | Female | health centre north | No | | |
| 10 | PT1009 | Laura Wilson | 12/05/1984 | Male | Dr Adams | Yes | | |
| 11 | PT1010 | David Clark | 23/11/1990 | Female | dr adams | yes | | |
| 12 | pt1011 | MMA LEWIS | 23/11/1990 | F | Health Centre North | No | | |
| 13 | PT1012 | Daniel walker | 12/05/1984 | Male | Health Centre North | n | | |
| 14 | pt1013 | Olivia Hall | 01/06/1970 | male | health centre north | Yes | | |
| 15 | PT1014 | James young | 01/06/1970 | f | Health Centre North | Yes | | |
| 16 | PT1015 | OPHIA KING | 01/06/1970 | male | dr adams | n | | |
| 17 | PT1016 | MATTHEW WRIGHT | 01/06/1970 | Male | DR ADAMS | No | | |
| 18 | PT1017 | Isla Lopez | 01/06/1970 | f | health centre north | yes | | |
| 19 | PT1018 | benjamin scott | 23/11/1990 | male | health centre north | Y | | |
| 20 | PT1019 | MELIA ADAMS | 01/06/1970 | Male | health centre north | N | | |
| 21 | pt1020 | UCAS BAKER | 23/11/1990 | M | HEALTH CENTRE NORTH | yes | | |
| 22 | PT1021 | Race Nelson | 12/05/1984 | f | health centre north | No | | |
| 23 | PT1022 | henry carter | 12/05/1984 | Male | HFAITH CFNTRF NORTH | Yes | | |

- 2 Let's start by selecting an empty cell to hold the trimmed values - select cell **G2** to hold our successfully trimmed data

| | | | | | | |
|------|-----|--|--|--|--|--|
| | N | | | | | |
| | n | | | | | |
| | N | | | | | |
| PTTH | n | | | | | |
| | n | | | | | |
| PTTH | Yes | | | | | |
| | No | | | | | |
| | Yes | | | | | |
| | yes | | | | | |
| | No | | | | | |
| | n | | | | | |
| | Yes | | | | | |
| | Yes | | | | | |
| | n | | | | | |
| | No | | | | | |
| | yes | | | | | |
| | Y | | | | | |
| | N | | | | | |
| PTTH | yes | | | | | |
| | No | | | | | |
| PTTH | Yes | | | | | |
| | N | | | | | |
| | No | | | | | |
| PTTH | No | | | | | |

- 3 Click on the **fx** button to open the function picker

Book1 - Excel

File Home Insert Draw Page Layout Formulas Data Review View Automate Help A

Cut Copy Format Painter

Aptos Narrow 11 A A

B I U Font

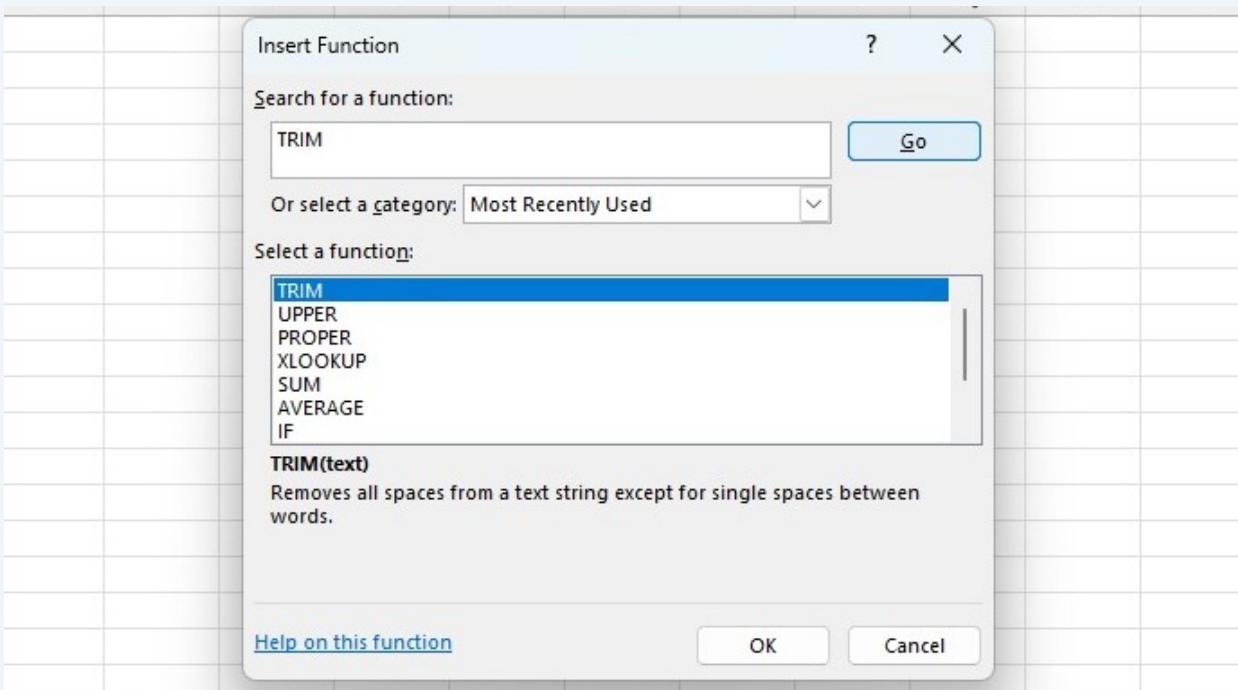
Wrap Text Merge & Center

Clipboard

G2 : fx

| Patient ID | Full Name | Date of Birth | Gender | GP | On Medication |
|------------|--------------|---------------|--------|---------------------|---------------|
| PT1001 | john smith | 12/05/1984 | Male | HEALTH CENTRE NORTH | n |
| PT1002 | Jane Doe | 01/06/1970 | Male | Dr adams | N |
| pt1003 | Alice Brown | 01/06/1970 | f | Dr adams | n |
| pt1004 | Robert Jones | 01/06/1970 | F | health centre north | N |
| PT1005 | Sarah White | 12/05/1984 | male | HEALTH CENTRE NORTH | n |

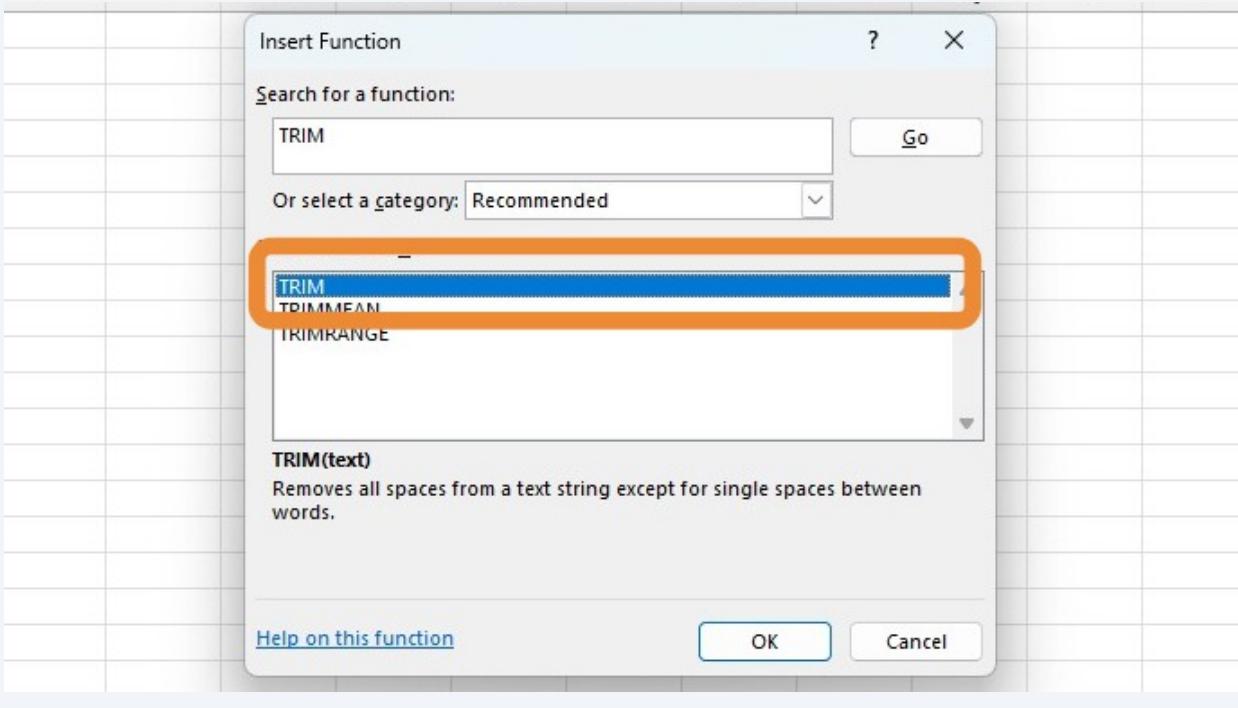
- 4 In the box that appears, type **trim** and the click on **Go**



- 5 The lists of functions will be filtered to just those with **trim** in the. You can see here this first return is perfect for us

TRIM, Removes all spaces from a text string except for single spaces between words.

Select it and click on **OK**



- 6** You will now see a Wizard-like interface with one box where you identify the data you want to trim.

Click on the box, and then on the spreadsheet, click **A2** to tell the function this is what you want to be trimmed.

Notice that Excel is writing the formula for you in **G2**, the cell we chose previously.

The screenshot shows a Microsoft Excel spreadsheet with a green header row. Cell G1 contains the formula '=TRIM()'. A 'Function Arguments' dialog box is open over the spreadsheet, centered on cell G2. The dialog box has the following details:

- Text:** An input field containing the value from cell A2.
- Description:** 'Removes all spaces from a text string except for single spaces between words.'
- Text Definition:** 'Text is the text from which you want spaces removed.'
- Formula result:** A placeholder for the result of the formula.
- Buttons:** 'OK' and 'Cancel'.

7 Click OK

The screenshot shows a Microsoft Excel spreadsheet with a table of patient data. A formula is being entered into cell G2. A 'Function Arguments' dialog box is open, showing the formula =TRIM(@[@ Patient ID]). The 'Text' field contains "@[@ Patient ID]". Below it, the result is shown as "PT1001". The dialog box includes a 'Help on this function' link and 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with an orange box.

| C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|------------|--------|---------------------|---------------|-------|---|---|---|---|---|---|---|---|---|---|---|---|---|
| of Birth | Gender | GP | On Medication | | | | | | | | | | | | | | |
| 12/05/1984 | Male | HEALTH CENTRE NORTH | n | ID]]) | | | | | | | | | | | | | |
| 01/06/1970 | Male | Dr adams | n | | | | | | | | | | | | | | |
| 01/06/1970 | f | Dr adams | n | | | | | | | | | | | | | | |
| 01/06/1970 | F | health centre north | N | | | | | | | | | | | | | | |
| 12/05/1984 | male | HEALTH CENTRE NORTH | n | | | | | | | | | | | | | | |
| 01/06/1970 | F | health centre north | n | | | | | | | | | | | | | | |
| 01/06/1970 | M | HEALTH CENTRE NORTH | Yes | | | | | | | | | | | | | | |
| 06/01/1970 | Female | health centre north | No | | | | | | | | | | | | | | |
| 12/05/1984 | Male | Dr Adams | Yes | | | | | | | | | | | | | | |
| 23/11/1990 | Female | dr adams | yes | | | | | | | | | | | | | | |
| 23/11/1990 | F | Health Centre North | No | | | | | | | | | | | | | | |
| 12/05/1984 | Male | Health Centre North | n | | | | | | | | | | | | | | |
| 01/06/1970 | male | health centre north | Yes | | | | | | | | | | | | | | |
| 01/06/1970 | f | Health Centre North | Yes | | | | | | | | | | | | | | |
| 01/06/1970 | male | dr adams | n | | | | | | | | | | | | | | |
| 01/06/1970 | Male | DR ADAMS | No | | | | | | | | | | | | | | |
| 01/06/1970 | f | health centre north | yes | | | | | | | | | | | | | | |
| 23/11/1990 | male | health centre north | Y | | | | | | | | | | | | | | |
| 01/06/1970 | Male | health centre north | N | | | | | | | | | | | | | | |
| 23/11/1990 | M | HEALTH CENTRE NORTH | yes | | | | | | | | | | | | | | |
| 12/05/1984 | f | health centre north | No | | | | | | | | | | | | | | |
| 12/05/1984 | Male | HEALTH CENTRE NORTH | Yes | | | | | | | | | | | | | | |
| 01/06/1970 | Male | DR ADAMS | N | | | | | | | | | | | | | | |
| 12/05/1984 | F | Dr Adams | No | | | | | | | | | | | | | | |
| 23/11/1990 | M | HEALTH CENTRE NORTH | No | | | | | | | | | | | | | | |
| 12/05/1984 | f | HEALTH CENTRE NORTH | N | | | | | | | | | | | | | | |
| 06/01/1970 | Female | HEALTH CENTRE NORTH | Yes | | | | | | | | | | | | | | |
| 12/05/1984 | male | HEALTH CENTRE NORTH | Y | | | | | | | | | | | | | | |
| 12/05/1984 | M | dr adams | N | | | | | | | | | | | | | | |
| 12/05/1984 | f | Dr adams | Y | | | | | | | | | | | | | | |
| 23/11/1990 | M | HEALTH CENTRE NORTH | Yes | | | | | | | | | | | | | | |
| 01/06/1970 | F | DR ADAMS | n | | | | | | | | | | | | | | |

8 You should now see all of the cells in column G fill with the correctly trimmed entries from column A

The screenshot shows the same Microsoft Excel spreadsheet after the TRIM function has been applied. The formula in cell G2 has been replaced by the result "PT1001". The entire column G now contains correctly trimmed versions of the values from column A. The rest of the table remains unchanged.

| C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|------------|--------|---------------------|---------------|--------|---|---|---|---|---|---|---|---|---|---|---|---|---|
| of Birth | Gender | GP | On Medication | Column | | | | | | | | | | | | | |
| 12/05/1984 | Male | HEALTH CENTRE NORTH | n | PT1001 | | | | | | | | | | | | | |
| 01/06/1970 | Male | Dr adams | N | PT1002 | | | | | | | | | | | | | |
| 01/06/1970 | f | Dr adams | n | pt1003 | | | | | | | | | | | | | |
| 01/06/1970 | F | health centre north | N | pt1004 | | | | | | | | | | | | | |
| 12/05/1984 | male | HEALTH CENTRE NORTH | n | PT1005 | | | | | | | | | | | | | |
| 01/06/1970 | F | health centre north | n | PT1006 | | | | | | | | | | | | | |
| 01/06/1970 | M | HEALTH CENTRE NORTH | Yes | PT1007 | | | | | | | | | | | | | |
| 06/01/1970 | Female | health centre north | No | pt1008 | | | | | | | | | | | | | |
| 12/05/1984 | Male | Dr Adams | Yes | PT1009 | | | | | | | | | | | | | |
| 23/11/1990 | Female | dr adams | yes | PT1010 | | | | | | | | | | | | | |
| 23/11/1990 | F | Health Centre North | No | pt1011 | | | | | | | | | | | | | |
| 12/05/1984 | Male | Health Centre North | n | PT1012 | | | | | | | | | | | | | |
| 01/06/1970 | male | health centre north | Yes | pt1013 | | | | | | | | | | | | | |
| 01/06/1970 | f | Health Centre North | Yes | PT1014 | | | | | | | | | | | | | |
| 01/06/1970 | male | dr adams | n | PT1015 | | | | | | | | | | | | | |
| 01/06/1970 | Male | DR ADAMS | No | PT1016 | | | | | | | | | | | | | |
| 01/06/1970 | f | health centre north | yes | PT1017 | | | | | | | | | | | | | |
| 23/11/1990 | M | HEALTH CENTRE NORTH | Y | PT1018 | | | | | | | | | | | | | |
| 01/06/1970 | Male | health centre north | N | PT1019 | | | | | | | | | | | | | |
| 23/11/1990 | M | HEALTH CENTRE NORTH | yes | pt1020 | | | | | | | | | | | | | |
| 12/05/1984 | f | health centre north | No | PT1021 | | | | | | | | | | | | | |
| 12/05/1984 | Male | HEALTH CENTRE NORTH | Yes | PT1022 | | | | | | | | | | | | | |
| 01/06/1970 | Male | DR ADAMS | N | PT1023 | | | | | | | | | | | | | |
| 12/05/1984 | F | Dr Adams | No | PT1024 | | | | | | | | | | | | | |
| 23/11/1990 | M | HEALTH CENTRE NORTH | No | pt1025 | | | | | | | | | | | | | |
| 12/05/1984 | f | HEALTH CENTRE NORTH | N | PT1026 | | | | | | | | | | | | | |
| 06/01/1970 | Female | HEALTH CENTRE NORTH | Yes | PT1027 | | | | | | | | | | | | | |
| 12/05/1984 | male | HEALTH CENTRE NORTH | Y | PT1028 | | | | | | | | | | | | | |
| 12/05/1984 | M | dr adams | N | pt1029 | | | | | | | | | | | | | |
| 12/05/1984 | f | Dr adams | Y | PT1030 | | | | | | | | | | | | | |
| 23/11/1990 | M | HEALTH CENTRE NORTH | Yes | pt1031 | | | | | | | | | | | | | |
| 01/06/1970 | F | DR ADAMS | n | PT1032 | | | | | | | | | | | | | |

9

We do not want multiple copies of **Patient ID** though, so we want to copy the information in column G back to column A, so select it all and **right-click > Copy**

A screenshot of Microsoft Excel showing a context menu. The menu is open over a table in cell G2. The 'Copy' option is highlighted with a red box. Other options visible include Cut, Paste Options, Refresh, Insert, Delete, Select, Clear Contents, Quick Analysis, Srt, Filter, Table, Get Data from Table/Range..., New Comment, and New Note.

| Patient ID | Full Name | Date of Birth | Gender | GP | On Medication | Column |
|------------|----------------|---------------|--------|---------------------|---------------|--------|
| pt1003 | Alice Brown | 01/06/1970 | f | Dr Adams | n | pt1003 |
| pt1004 | Robert Jones | 01/06/1970 | F | Health Centre North | N | pt1004 |
| PT1005 | Sarah White | 12/05/1984 | male | HEALTH CENTRE NORTH | n | PT1005 |
| PT1006 | michael green | 01/06/1970 | F | health centre north | n | PT1006 |
| PT1007 | EMILY BLACK | 01/06/1970 | M | HEALTH CENTRE NORTH | Yes | PT1007 |
| pt1008 | THOMAS HARRIS | 06/01/1970 | Female | health centre north | No | pt1008 |
| PT1009 | Laura Wilson | 12/05/1984 | Male | Dr Adams | Yes | PT1009 |
| PT1010 | David Clark | 23/11/1990 | Female | dr adams | yes | PT1010 |
| pt1011 | EMMA LEWIS | 23/11/1990 | F | Health Centre North | No | pt1011 |
| PT1012 | daniel walker | 12/05/1984 | Male | Health Centre North | n | PT1012 |
| pt1013 | Olivia Hall | 01/06/1970 | male | health centre north | Yes | pt1013 |
| PT1014 | james young | 01/06/1970 | f | Health Centre North | Yes | PT1014 |
| PT1015 | SOPHIA KING | 01/06/1970 | male | dr adams | n | PT1015 |
| PT1016 | MATTHEW WRIGHT | 01/06/1970 | Male | DR ADAMS | No | PT1016 |
| PT1017 | isla lopez | 01/06/1970 | f | health centre north | yes | PT1017 |
| PT1018 | benjamin scott | 23/11/1990 | male | health centre north | Y | PT1018 |
| PT1019 | AMELIA ADAMS | 01/06/1970 | Male | health centre north | N | PT1019 |
| pt1020 | LUCAS BAKER | 23/11/1990 | M | HEALTH CENTRE NORTH | yes | pt1020 |
| PT1021 | grace nelson | 12/05/1984 | f | health centre north | No | PT1021 |
| PT1022 | henry carter | 12/05/1984 | Male | HEALTH CENTRE NORTH | Yes | PT1022 |
| PT1023 | Chloe Mitchell | 01/06/1970 | Male | DR ADAMS | N | PT1023 |
| PT1024 | Noah Perez | 12/05/1984 | F | Dr Adams | No | PT1024 |
| pt1025 | ella roberts | 23/11/1990 | M | HEALTH CENTRE NORTH | No | pt1025 |
| PT1026 | samuel turner | 12/05/1984 | f | HEALTH CENTRE NORTH | N | PT1026 |
| PT1027 | Mia Phillips | 06/01/1970 | Female | HEALTH CENTRE NORTH | Yes | PT1027 |

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Select **A2** and drag down to cover the data. However we need to be careful here, because column A is part of the formula we used on the trim, so if we paste over we will get a circular reference error, which basically means we are taking out part of the data we used in the calculation.

A screenshot of Microsoft Excel showing a table. The first row (A1-G1) is selected. Cell A36 contains the formula '=PT1035'. The table data is identical to the one in the previous screenshot.

| Patient ID | Full Name | Date of Birth | Gender | GP | On Medication | Column |
|------------|----------------|---------------|--------|---------------------|---------------|--------|
| PT1001 | john smith | 12/05/1984 | Male | HEALTH CENTRE NORTH | n | PT1001 |
| PT1002 | Jane Doe | 01/06/1970 | Male | Dr Adams | N | PT1002 |
| pt1003 | Alice Brown | 01/06/1970 | f | Dr Adams | n | pt1003 |
| pt1004 | Robert Jones | 01/06/1970 | F | health centre north | N | pt1004 |
| PT1005 | Sarah White | 12/05/1984 | male | HEALTH CENTRE NORTH | n | PT1005 |
| PT1006 | michael green | 01/06/1970 | F | health centre north | n | PT1006 |
| PT1007 | EMILY BLACK | 01/06/1970 | M | HEALTH CENTRE NORTH | Yes | PT1007 |
| pt1008 | THOMAS HARRIS | 06/01/1970 | Female | health centre north | No | pt1008 |
| PT1009 | Laura Wilson | 12/05/1984 | Male | Dr Adams | Yes | PT1009 |
| PT1010 | David Clark | 23/11/1990 | Female | dr adams | yes | PT1010 |
| pt1011 | EMMA LEWIS | 23/11/1990 | F | Health Centre North | No | pt1011 |
| PT1012 | daniel walker | 12/05/1984 | Male | Health Centre North | n | PT1012 |
| pt1013 | Olivia Hall | 01/06/1970 | male | health centre north | Yes | pt1013 |
| PT1014 | james young | 01/06/1970 | f | Health Centre North | Yes | PT1014 |
| PT1015 | SOPHIA KING | 01/06/1970 | male | dr adams | n | PT1015 |
| PT1016 | MATTHEW WRIGHT | 01/06/1970 | Male | DR ADAMS | No | PT1016 |
| PT1017 | isla lopez | 01/06/1970 | f | health centre north | yes | PT1017 |
| PT1018 | benjamin scott | 23/11/1990 | male | health centre north | Y | PT1018 |
| PT1019 | AMELIA ADAMS | 01/06/1970 | Male | health centre north | N | PT1019 |
| pt1020 | LUCAS BAKER | 23/11/1990 | M | HEALTH CENTRE NORTH | yes | pt1020 |
| PT1021 | grace nelson | 12/05/1984 | f | health centre north | No | PT1021 |
| PT1022 | henry carter | 12/05/1984 | Male | HEALTH CENTRE NORTH | Yes | PT1022 |
| PT1023 | Chloe Mitchell | 01/06/1970 | Male | DR ADAMS | N | PT1023 |
| PT1024 | Noah Perez | 12/05/1984 | F | Dr Adams | No | PT1024 |

11

However we are only interested in the *values*, not the formula so we can get around this by right-clicking and choosing **Paste Values...**

A screenshot of a Microsoft Excel context menu. The menu is open over a table of patient data. The 'Paste Options' submenu is visible, with an orange arrow pointing to the 'Paste Values' option. The submenu also includes 'Paste Special...', 'Other Options', and 'Quick Analysis'.

| | | | | |
|-------|-----------------|---------------------|----------|--------|
| pt100 | /06/1970 F | health centre north | N | pt1004 |
| PT10 | /05/1984 male | HEALTH CENTRE NORTH | n | PT1005 |
| PT100 | /06/1970 F | health centre north | n | PT1006 |
| PT10 | /06/1970 M | HEALTH CENTRE NORTH | Yes | PT1007 |
| pt100 | /01/1970 Female | health centre north | No | pt1008 |
| PT10 | /05/1984 Male | Dr Adams | Yes | PT1009 |
| PT101 | | r adams | yes | PT1010 |
| pt101 | | health Centre North | No | pt1011 |
| PT101 | | health Centre North | n | PT1012 |
| pt101 | | health centre north | Yes | pt1013 |
| PT10 | | health Centre North | Yes | PT1014 |
| PT101 | | r adams | n | PT1015 |
| PT101 | | R ADAMS | No | PT1016 |
| PT101 | | health centre north | yes | PT1017 |
| PT10 | | ealth centre north | Y | PT1018 |
| PT10 | | health centre north | N | PT1019 |
| pt102 | | HEALTH CENTRE NORTH | yes | pt1020 |
| PT102 | | health centre north | No | PT1021 |
| PT102 | | /05/1984 Male | Yes | PT1022 |
| PT102 | | DR ADAMS | N | PT1023 |
| PT102 | | /05/1984 F | No | PT1024 |
| pt102 | | /11/1990 M | No | pt1025 |
| PT10 | | /05/1984 f | No | PT1026 |
| PT102 | | /01/1970 Female | Yes | PT1027 |
| PT102 | | /05/1984 male | Y | PT1028 |
| PT102 | | /05/1984 M | dr adams | pt1029 |

12

Now let's look at column B - **Full Name**

A screenshot of an Excel spreadsheet titled 'Book1 - Excel'. The table contains patient information with columns: Patient ID, Full Name, Date of Birth, Gender, GP, and On Medication. The 'Full Name' column (B) is highlighted with an orange box. The data is as follows:

| | A | B | C | D | E | F |
|---|------------|--------------|---------------|--------|---------------------|---------------|
| 1 | Patient ID | Full Name | Date of Birth | Gender | GP | On Medication |
| 2 | PT1001 | john smith | 12/05/1984 | Male | HEALTH CENTRE NORTH | n |
| 3 | PT1002 | Jane Doe | 01/06/1970 | Male | Dr adams | N |
| 4 | pt1003 | Alice Brown | 01/06/1970 | f | Dr adams | n |
| 5 | pt1004 | Robert Jones | 01/06/1970 | F | health centre north | N |
| 6 | PT1005 | Sarah White | 12/05/1984 | male | HEALTH CENTRE NORTH | n |

13 Let's split this into First Name | Surname.

Queries & Connections Data Types Sort & Filter Data Tools Forecast

time

| C | D | GP | F | On Medication | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|------------|--------|---------------------|-----|---------------|--------|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 12/05/1984 | Male | HEALTH CENTRE NORTH | n | | PT1001 | | | | | | | | | | | | | |
| 01/06/1970 | Male | Dr adams | N | | PT1002 | | | | | | | | | | | | | |
| 01/06/1970 | f | Dr adams | n | | pt1003 | | | | | | | | | | | | | |
| 01/06/1970 | F | health centre north | N | | pt1004 | | | | | | | | | | | | | |
| 12/05/1984 | male | HEALTH CENTRE NORTH | n | | PT1005 | | | | | | | | | | | | | |
| 01/06/1970 | F | health centre north | n | | PT1006 | | | | | | | | | | | | | |
| 01/06/1970 | M | HEALTH CENTRE NORTH | Yes | | PT1007 | | | | | | | | | | | | | |
| 06/01/1970 | Female | health centre north | No | | pt1008 | | | | | | | | | | | | | |
| 12/05/1984 | Male | Dr Adams | Yes | | PT1009 | | | | | | | | | | | | | |
| 23/11/1990 | Female | dr adams | yes | | PT1010 | | | | | | | | | | | | | |
| 23/11/1990 | F | Health Centre North | No | | pt1011 | | | | | | | | | | | | | |
| 12/05/1984 | Male | Health Centre North | n | | PT1012 | | | | | | | | | | | | | |
| 01/06/1970 | male | health centre north | Yes | | pt1013 | | | | | | | | | | | | | |
| 01/06/1970 | f | Health Centre North | Yes | | PT1014 | | | | | | | | | | | | | |
| 01/06/1970 | male | dr adams | n | | PT1015 | | | | | | | | | | | | | |
| 01/06/1970 | Male | DR ADAMS | No | | PT1016 | | | | | | | | | | | | | |
| 01/06/1970 | f | health centre north | yes | | PT1017 | | | | | | | | | | | | | |
| 23/11/1990 | male | health centre north | Y | | PT1018 | | | | | | | | | | | | | |
| 01/06/1970 | Male | health centre north | N | | PT1019 | | | | | | | | | | | | | |
| 23/11/1990 | M | HEALTH CENTRE NORTH | yes | | pt1020 | | | | | | | | | | | | | |
| 12/05/1984 | f | health centre north | No | | PT1021 | | | | | | | | | | | | | |
| 12/05/1984 | Male | HEALTH CENTRE NORTH | Yes | | PT1022 | | | | | | | | | | | | | |
| 01/06/1970 | Male | DR ADAMS | N | | PT1023 | | | | | | | | | | | | | |
| 12/05/1984 | F | Dr Adams | No | | PT1024 | | | | | | | | | | | | | |
| 23/11/1990 | M | HEALTH CENTRE NORTH | Yes | | pt1031 | | | | | | | | | | | | | |
| 01/06/1970 | F | DR ADAMS | n | | PT1032 | | | | | | | | | | | | | |

Queries 8
5 queries
Appoi 35 row
patien 35 row
TableC 24 row
TableC Connec
messy 35 row

14

Let's first make some space for the new data - right-click **B1** and select **Insert** to add a column to the right

AutoSave Off Book1 - Excel

File Home Insert Draw Page Layout Formulas Data Review View Automate Help Acrobat Table Design Query

From Text/CSV From Picture Refresh All Queries & Connections Properties Workbook Links Data Types Sort & Filter Advanced Text to Columns Flash Fill Remove Duplicates Data Validation Consolidate Data Tools

C1 Column2

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P |
|----|------------|----------------|---------|---------------|--------|---------------------|---------------|--------|---|---|---|---|---|---|---|
| 1 | Patient ID | Full Name | Column2 | Date of Birth | Gender | GP | On Medication | Column | | | | | | | |
| 2 | PT1001 | john smith | | 12/05/1984 | Male | HEALTH CENTRE NORTH | n | PT1001 | | | | | | | |
| 3 | PT1002 | Jane Brown | | 01/06/1970 | Male | Dr adams | N | PT1002 | | | | | | | |
| 4 | pt1003 | alex brown | | 01/06/1970 | f | Dr adams | n | pt1003 | | | | | | | |
| 5 | pt1004 | Robert Jones | | 01/06/1970 | F | health centre north | N | pt1004 | | | | | | | |
| 6 | PT1005 | Sarah White | | 12/05/1984 | male | HEALTH CENTRE NORTH | n | PT1005 | | | | | | | |
| 7 | PT1006 | michael green | | 01/06/1970 | F | health centre north | n | PT1006 | | | | | | | |
| 8 | PT1007 | EMILY BLACK | | 01/06/1970 | M | HEALTH CENTRE NORTH | Yes | PT1007 | | | | | | | |
| 9 | pt1008 | THOMAS HARRIS | | 06/01/1970 | Female | health centre north | No | pt1008 | | | | | | | |
| 10 | PT1009 | Laura Wilson | | 12/05/1984 | Male | Dr Adams | Yes | PT1009 | | | | | | | |
| 11 | PT1010 | David Clark | | 23/11/1990 | Female | dr adams | yes | PT1010 | | | | | | | |
| 12 | pt1011 | EMMA LEWIS | | 23/11/1990 | F | Health Centre North | No | pt1011 | | | | | | | |
| 13 | PT1012 | daniel walker | | 12/05/1984 | Male | Health Centre North | n | PT1012 | | | | | | | |
| 14 | pt1013 | Olivia Hall | | 01/06/1970 | male | health centre north | Yes | pt1013 | | | | | | | |
| 15 | PT1014 | james young | | 01/06/1970 | f | Health Centre North | Yes | PT1014 | | | | | | | |
| 16 | PT1015 | SOPHIA KING | | 01/06/1970 | male | dr adams | n | PT1015 | | | | | | | |
| 17 | PT1016 | MATTHEW WRIGHT | | 01/06/1970 | Male | DR ADAMS | No | PT1016 | | | | | | | |
| 18 | PT1017 | isla lopez | | 01/06/1970 | f | health centre north | yes | PT1017 | | | | | | | |
| 19 | PT1018 | benjamin scott | | 23/11/1990 | male | health centre north | Y | PT1018 | | | | | | | |
| 20 | PT1019 | AMELIA ADAMS | | 01/06/1970 | Male | health centre north | N | PT1019 | | | | | | | |
| 21 | pt1020 | LUCAS BAKER | | 23/11/1990 | M | HEALTH CENTRE NORTH | yes | pt1020 | | | | | | | |
| 22 | PT1021 | grace nelson | | 12/05/1984 | f | health centre north | No | PT1021 | | | | | | | |
| 23 | PT1022 | henry carter | | 12/05/1984 | Male | HEALTH CENTRE NORTH | Yes | PT1022 | | | | | | | |
| 24 | PT1023 | Chloe Mitchell | | 01/06/1970 | Male | DR ADAMS | N | PT1023 | | | | | | | |
| 25 | PT1024 | Noah Perez | | 12/05/1984 | F | Dr Adams | No | PT1024 | | | | | | | |

15 Now select column B in it's entirety

A1 Patient ID Full Name Column2 Date of Birth Gender GP On Medication Column9

PT1001 John Smith 12/05/1984 Male HEALTH CENTRE NORTH n PT1001

PT1002 Jane Doe 01/06/1970 Male Dr Adams N PT1002

PT1003 Alice Brown 01/06/1970 f Dr Adams n pt1003

PT1004 Robert Jones 01/06/1970 F health centre north N PT1004

PT1005 Sarah White 12/05/1984 male HEALTH CENTRE NORTH n PT1005

PT1006 Michael Green 01/06/1970 F health centre north n PT1006

PT1007 Emily Black 01/06/1970 M HEALTH CENTRE NORTH Yes PT1007

PT1008 Thomas Harris 06/01/1970 Female health centre north No pt1008

PT1009 Laura Wilson 12/05/1984 Male Dr Adams Yes PT1009

PT1010 David Clark 23/11/1990 Female dr adams yes PT1010

PT1011 Emma Lewis 23/11/1990 F Health Centre North No pt1011

PT1012 Daniel Walker 12/05/1984 Male Health Centre North n PT1012

PT1013 Olivia Hall 01/06/1970 male health centre north Yes pt1013

PT1014 James Young 01/06/1970 f Health Centre North Yes PT1014

PT1015 Sophia King 01/06/1970 male dr adams n PT1015

PT1016 Matthew Wright 01/06/1970 Male DR ADAMS No PT1016

PT1017 Isla Lopez 01/06/1970 f health centre north yes PT1017

PT1018 Benjamin Scott 23/11/1990 male health centre north Y PT1018

PT1019 Amelia Adams 01/06/1970 Male health centre north N PT1019

PT1020 Lucas Baker 23/11/1990 M HEALTH CENTRE NORTH yes pt1020

PT1021 Grace Nelson 12/05/1984 f health centre north No PT1021

PT1022 Henry Carter 12/05/1984 Male HEALTH CENTRE NORTH Yes PT1022

PT1023 Chloe Mitchell 01/06/1970 Male DR ADAMS N PT1023

PT1024 Noah Perez 12/05/1984 F Dr Adams No PT1024

PT1025 Ella Roberts 23/11/1990 M HEALTH CENTRE NORTH No pt1025

PT1026 Samuel Turner 12/05/1984 f HEALTH CENTRE NORTH N PT1026

PT1027 Mia Phillips 06/01/1970 Female HEALTH CENTRE NORTH Yes PT1027

PT1028 Oliver Campbell 12/05/1984 male HEALTH CENTRE NORTH Y PT1028

PT1029 Lily Parker 12/05/1984 M dr adams N pt1029

PT1030 Ethan Evans 12/05/1984 f Dr Adams Y PT1030

PT1031 Zoe Edwards 23/11/1990 M HEALTH CENTRE NORTH Yes pt1031

PT1032 Joshua Collins 01/06/1970 F DR ADAMS n PT1032

PT1033 Ava Stewart 12/05/1984 Female Dr Adams yes pt1033

PT1034 Ryan Morris 12/05/1984 f DR ADAMS No PT1034

PT1035 Hannah Rogers 01/06/1970 male Dr Adams yes PT1035

16 Go to Data > Text to Columns...

C D E F G H I J K L M N O P Q R S

Full Name Date of Birth Gender GP On Medication Column9

PT1001 John Smith 12/05/1984 Male HEALTH CENTRE NORTH n PT1001

PT1002 Jane Doe 01/06/1970 Male Dr Adams N PT1002

PT1003 Alice Brown 01/06/1970 f Dr Adams n pt1003

PT1004 Robert Jones 01/06/1970 F health centre north N PT1004

PT1005 Sarah White 12/05/1984 male HEALTH CENTRE NORTH n PT1005

PT1006 Michael Green 01/06/1970 F health centre north n PT1006

PT1007 Emily Black 01/06/1970 M HEALTH CENTRE NORTH Yes PT1007

PT1008 Thomas Harris 06/01/1970 Female health centre north No pt1008

PT1009 Laura Wilson 12/05/1984 Male Dr Adams Yes PT1009

PT1010 David Clark 23/11/1990 Female dr adams yes PT1010

PT1011 Emma Lewis 23/11/1990 F Health Centre North No pt1011

PT1012 Daniel Walker 12/05/1984 Male Health Centre North n PT1012

PT1013 Olivia Hall 01/06/1970 male health centre north Yes pt1013

PT1014 James Young 01/06/1970 f Health Centre North Yes PT1014

PT1015 Sophia King 01/06/1970 male dr adams n PT1015

PT1016 Matthew Wright 01/06/1970 Male DR ADAMS No PT1016

PT1017 Isla Lopez 01/06/1970 f health centre north yes PT1017

PT1018 Benjamin Scott 23/11/1990 male health centre north Y PT1018

PT1019 Amelia Adams 01/06/1970 Male health centre north N PT1019

PT1020 Lucas Baker 23/11/1990 M HEALTH CENTRE NORTH yes pt1020

PT1021 Grace Nelson 12/05/1984 f health centre north No PT1021

PT1022 Henry Carter 12/05/1984 Male HEALTH CENTRE NORTH Yes PT1022

PT1023 Chloe Mitchell 01/06/1970 Male DR ADAMS N PT1023

PT1024 Noah Perez 12/05/1984 F Dr Adams No PT1024

PT1025 Ella Roberts 23/11/1990 M HEALTH CENTRE NORTH No pt1025

PT1026 Samuel Turner 12/05/1984 f HEALTH CENTRE NORTH N PT1026

PT1027 Mia Phillips 06/01/1970 Female HEALTH CENTRE NORTH Yes PT1027

PT1028 Oliver Campbell 12/05/1984 male HEALTH CENTRE NORTH Y PT1028

PT1029 Lily Parker 12/05/1984 M dr adams N pt1029

PT1030 Ethan Evans 12/05/1984 f Dr Adams Y PT1030

PT1031 Zoe Edwards 23/11/1990 M HEALTH CENTRE NORTH Yes pt1031

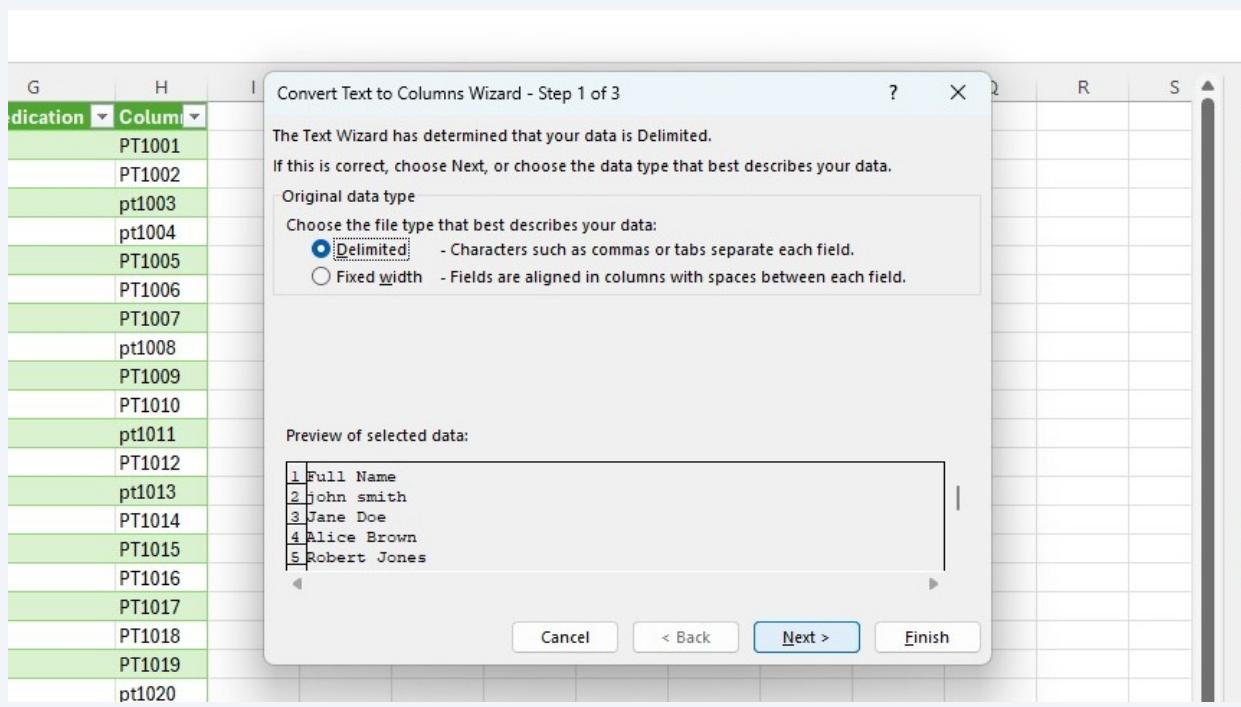
PT1032 Joshua Collins 01/06/1970 F DR ADAMS n PT1032

PT1033 Ava Stewart 12/05/1984 Female Dr Adams yes pt1033

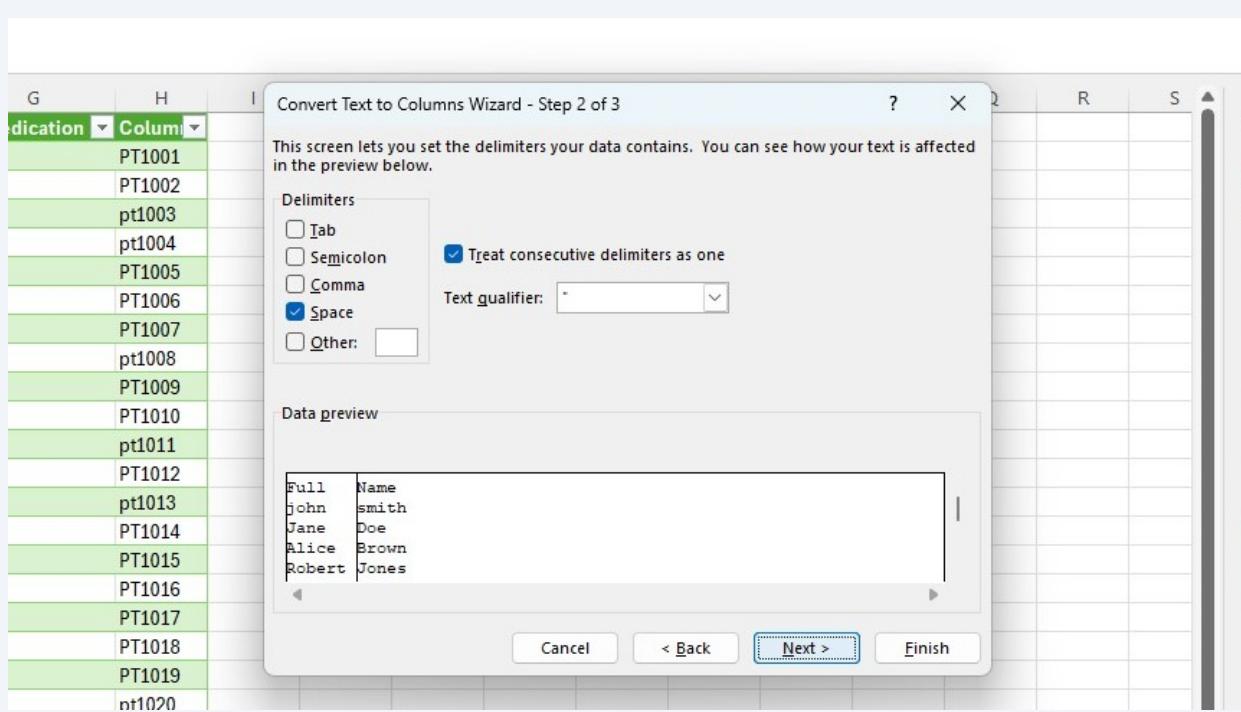
PT1034 Ryan Morris 12/05/1984 f DR ADAMS No PT1034

PT1035 Hannah Rogers 01/06/1970 male Dr Adams yes PT1035

17 In the **Wizard Step 1 of 3**, select **Delimited** then click **Next >**

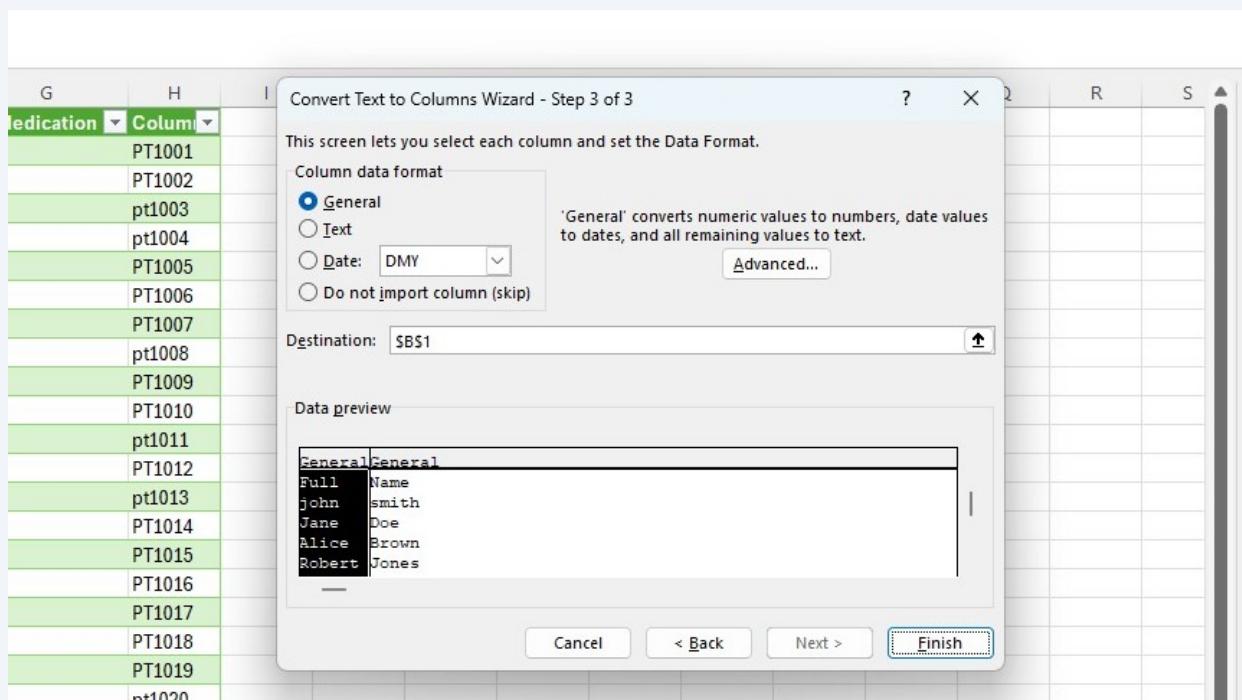


18 In the **Wizard Step 2 of 3**, choose an appropriate delimited, in this case, **Space**



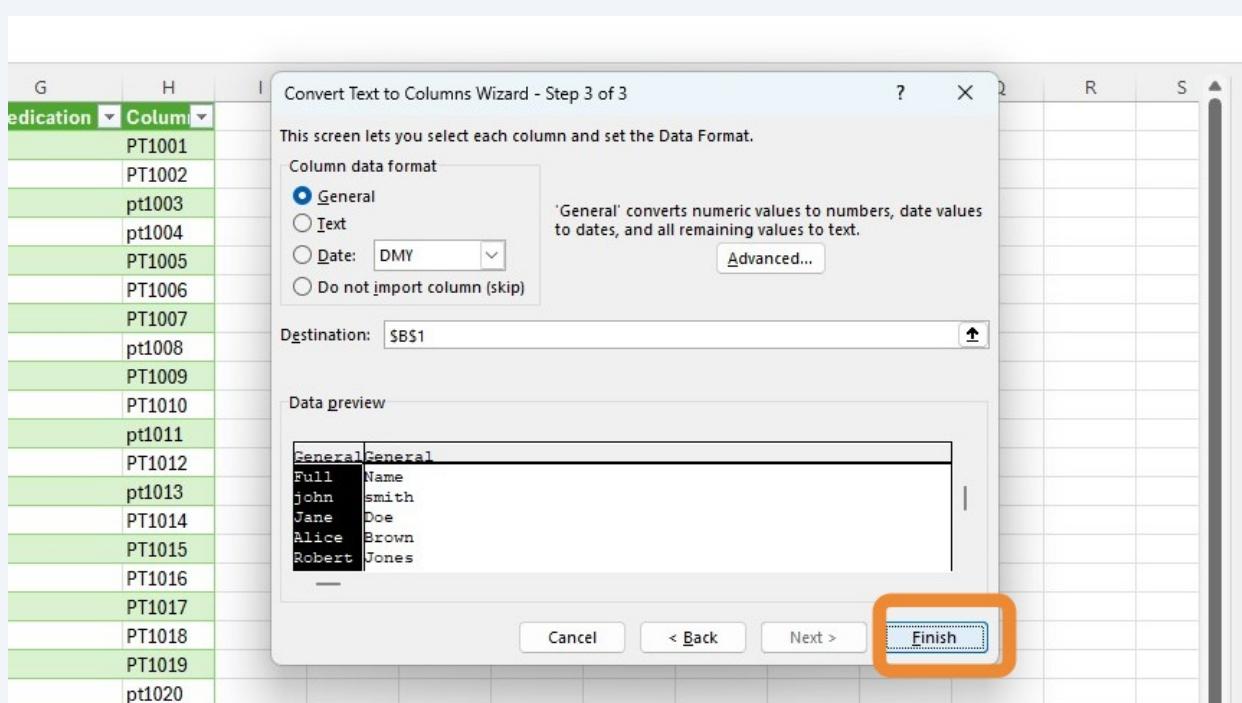
19

Now click on the fields it has identified and select an appropriate data type - in this case **General** or **Text** will suffice



20

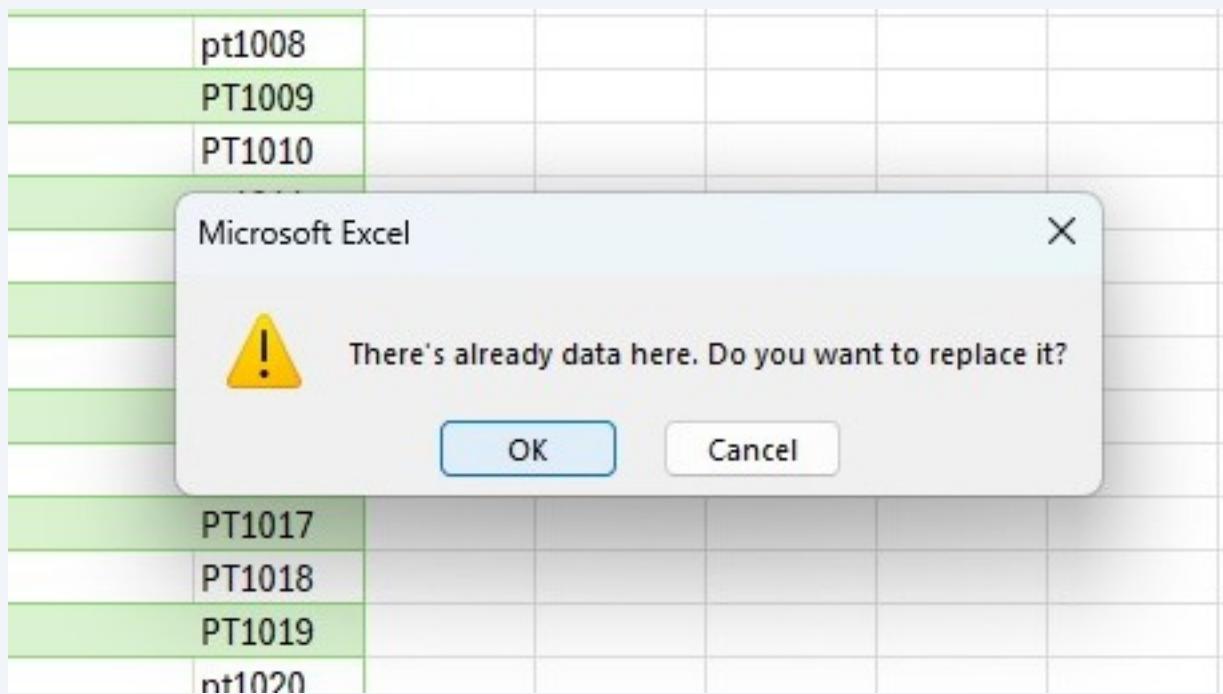
When everything looks good click on **Finish**



21

Even though there is no data in the column you created earlier, you might get a warning like this.

In such a situation, click on **OK**



22

As you can see, you have now successfully split the full name into **Full** and **Name**.

Well done - you might want to change the names of the columns though - double click on them to make them more meaningful e.g. **FirstName** and **LastName** for example.

The screenshot shows a Microsoft Excel spreadsheet titled "Book1 - Excel". The ribbon menu is visible at the top, with the "Data" tab selected. Under the "Data" tab, there is a "Get & Transform Data" section containing options like "From Text/CSV", "From Web", "From Table/Range", and "Get & Transform Data". To the right of this section is a "Queries & Connections" group with sub-options: "Refresh All", "Properties", and "Workbook Links". Further to the right are icons for "Stocks", "Currencies", and "Geo". Below the ribbon, the formula bar shows "B1" and the text "Full". The main worksheet area contains a table with the following data:

| | A | B | C | D | E | F | G |
|---|------------|---------|-------|---------------|--------|---------------------|-------------|
| 1 | Patient ID | Full | Name | Date of Birth | Gender | GP | On Medicati |
| 2 | PT1001 | john | smith | 12/05/1984 | Male | HEALTH CENTRE NORTH | n |
| 3 | PT1002 | Jane | Doe | 01/06/1970 | Male | Dr adams | N |
| 4 | pt1003 | Alice | Brown | 01/06/1970 | f | Dr adams | n |
| 5 | pt1004 | Robert | Jones | 01/06/1970 | F | health centre north | N |
| 6 | PT1005 | Sarah | White | 12/05/1984 | male | HEALTH CENTRE NORTH | n |
| 7 | PT1006 | michael | green | 01/06/1970 | F | health centre north | n |
| 8 | PT1007 | EMILY | BLACK | 01/06/1970 | M | HEALTH CENTRE NORTH | Yes |

23

Now go ahead and trim all the columns that need trimming (Gender, GP, On Medication) and copy the values back to the correct columns.

1. **Create a helper column** next to the Gender column (column H) and enter the formula: =TRIM(E2) in cell H2
2. **Copy the formula down** for all rows with data
3. **Copy the trimmed values** (column H) and **Paste Special > Values** back into the Gender column (column E)
4. **Delete the helper column** (column H)
5. **Repeat the process for the GP column:**
 - Create a helper column next to GP (column H) with formula: =TRIM(F2)
 - Copy down, then copy and paste values back into column F
 - Delete the helper column
6. **Repeat the process for the On Medication column:**
 - Create a helper column next to On Medication (column H) with formula: =TRIM(G2)
 - Copy down, then copy and paste values back into column G
 - Delete the helper column

Your data is now clean and free of unwanted spaces!

24

Well done, you have completed **Scenario Demonstration Skill Builder 3**