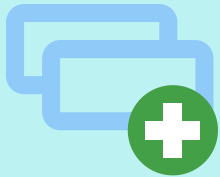


Data Cleaning Made Easy in Excel



Remove Duplicates

Tool: Data → Remove Duplicates.
Example: 'John Smith' listed twice becomes one record.



Trim Extra Spaces

Formula: =TRIM(A2). Example: " London " becomes "London".



Fix Capitalisation

Formulas: =PROPER(A2) for 'Title Case'.



Find and Replace

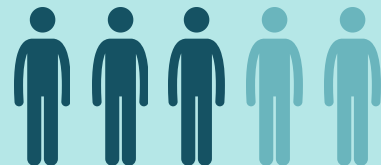
Tool: Ctrl + H. Example: Replace "N/A" with blank cells.



Keep your data neat, accurate, and analysis-ready with these nine simple techniques.

Use IFERROR to Hide Errors

Formula: =IFERROR(A1/B1, "Check value"). Stops '#DIV/0!' from showing.



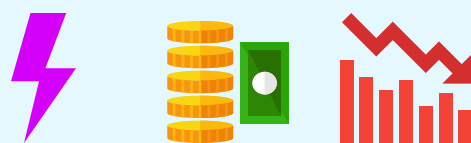
Text to Columns

Tool: Data → Text to Columns. Example: "John Smith" splits into "John" and "Smith".



Data Validation

Tool: Data → Data Validation.
Example: Create a dropdown to select only "Yes" or "No".



Flash Fill

Tool: Data → Flash Fill. Example: Type "Smith" once and Excel fills the rest automatically.



Remove Blank Rows

Tool: Filter → Blanks → Delete. Example: Removes gaps so your dataset is continuous.

Clean data = clear insights! Use these tools together for reliable results and smooth reporting.