

## · Guided Data Cleaning Checklist

### 1. Name Fields

- Split Full Name into First Name and Last Name (already done, but verify).
- Remove extra spaces using TRIM().

### 2. Department

- Standardize inconsistent department names (e.g., 'HR', 'Hr', 'Human Resources' · 'HR').
- Use IF, VLOOKUP, or REPLACE to map values.

### 3. Job Title

- Check for typos or inconsistent casing.
- Standardize using PROPER() or UPPER().

### 4. Salary & Bonus

- Convert to numeric format.
- Highlight missing or outlier values using Conditional Formatting.

### 5. Hire Date & Termination Date

- Ensure date format consistency.
- Flag missing or future dates.

### 6. Email

- Validate format using =ISNUMBER(FIND("@", [Email])).
- Highlight invalid entries.

### 7. Phone Number

- Standardize format using TEXT() or REPLACE().
- Flag missing numbers.

### 8. Address Fields

- Check for missing values in City, State, Zip Code, Country.

### 9. Employment Status

- Standardize values (e.g., 'active', 'Active' · 'Active').

### 10. Performance Rating

- Ensure consistent spelling and casing.

### 11. Notes

- Remove unnecessary punctuation or special characters.

## ... Step-by-Step Excel Tutorial

### Step 1: Load the Data

- Open the Excel file.
- Review the columns and scroll through to get a sense of the data.

### Step 2: Remove Duplicates

- Go to Data · Remove Duplicates.
- Select all columns or just Employee ID.

### Step 3: Clean Text Fields

- Use TRIM() to remove extra spaces: =TRIM(A2)
- Use PROPER() to capitalize names: =PROPER(B2)

### Step 4: Standardize Departments

- Create a mapping table (e.g., 'Hr' · 'HR').
- Use VLOOKUP() to apply: =VLOOKUP(D2, \$X\$2:\$Y\$10, 2, FALSE)

### Step 5: Validate Emails

- Use: =IF(ISNUMBER(FIND("@", E2)), "Valid", "Invalid")

### Step 6: Format Phone Numbers

- Use: =TEXT(G2, "(000) 000-0000")

### Step 7: Highlight Issues

- Use Conditional Formatting to:
  - - Highlight blanks
  - - Flag outliers (e.g., salaries > 200,000)
  - - Identify invalid emails

### Step 8: Filter and Fix

- Use filters to isolate:
  - - Missing values
  - - Inconsistent entries
  - - Invalid formats