**Task 1: Data Cleaning and Preprocessing using Excel**

1. **Downloaded Customer Personality Analysis file from Kaggle**
2. **Rearranging the data in separate columns using text-to-column feature**
3. **Null value removes using filter**

* **Steps:**
* **Select Your Data:**
* **Enable Filters:**
* **Filter for Blank Cells**

1. **Steps to Identify and Handle Missing Values Using Filters:**

**Handle Missing Values (Fill, Delete, or Replace)**

* **Fill Missing Values with a Specific Value**

**5. Remove duplicate rows Excel’s “Remove Duplicates”.**

* **Steps to Remove Duplicate Rows Using "Remove Duplicates" in Excel**
* **Select Your Data**
* **Go to the Data Tab**
* **Click on "Remove Duplicates"**
* **Choose the Columns for Duplicate Checking**
* **Click OK**

**6. Standardize text values like gender, country names, etc.**

* **Common Standardization Tasks**
* **Ensure Consistent Capitalization (e.g., capitalize the first letter of each word).**
* **Remove Extra Spaces (leading, trailing, or between words).**
* **Correct Misspellings (using Find & Replace or creating a reference list).**
* **Convert to Consistent Formats (e.g., full country names vs. abbreviations, full gender names, etc.).**

**7. Next step sort the table smallest to largest**

1. **Convert date formats to a consistent type (e.g., dd-mm-yyyy).**
   1. **Using Format Cells to Change Date Display**
   2. **Steps to Change Date Format**

* **Select the Date Cells:**
* **Open the Format Cells Dialog:**
* **Select Date Format:**
* **Shift column to standard wise**
* **Steps to Shift a Column with Drag and Drop:**
* **Select the Entire Column:**
* **Drag the Column:**
* **Release the Column:**

1. **Save all changes & save it**