Data cleaning in an Excel

1. Remove honorific titles and Dr titles (Dame-3,Dr -9,Ms-8,Mrs-15, Sir-20)
2. Trimmed all extra spaces from text
3. Data saved as a data
4. Number saved as a number
5. All middle names were deleted for a guest
6. 'Phone Calls Â£4.26'- Price- Â£4.26' was removed from a Phone call as it’s repeating data and column Amount already contain it
7. Arrival time
8. Table extra. All data were saved as a raw. Have been chancged to column (transpose). Formula = INDEX ($A$A,ROW(A1)\*4-4+COLUMN(A1))

Then all unwanted character were removed with a formula =SUBSTITUTE(A1,”(“,””)

Assumption

1)Guest ID 1196 does not have a name but have a Dr instead. left it BLANK

Assumption is his name is not Dr, clarification is required.

2)Guest ID 1513 Thara had a unusual symbols in a name. Were changed to “a”

3)Double names and double surnames - were accepted. (Saville Roberts has been changed to double surname Saville-Roberts, Duncan Smith to Duncan-Smit)

Diagram

Description automatically generated

Graphical user interface, application, Word

Description automatically generated

Graphical user interface, application, table, Excel

Description automatically generated

Graphical user interface, text, application

Description automatically generated