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. Any duplicates must be removed
6. All middle names were deleted for a guest
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”