

1. I Removed Duplicates

I selected my data range, then went to the **Data** tab and clicked on **Remove Duplicates**. This helped me get rid of any repeated entries so that each row of data was unique.

2. I Handled Blank Cells

I used the **Filter** option to identify blank cells, and in some cases, I used **F5 → Special → Blanks** to highlight all empty cells at once. Depending on the situation, I either filled them in with appropriate values or deleted the rows entirely.

3. I Standardized Text Formatting

I cleaned up the text using formulas:

- I used `=TRIM()` to remove extra spaces,
- `=PROPER()`, `=UPPER()`, or `=LOWER()` to fix capitalization,
- and `=CLEAN()` to remove any non-printable characters.

4. I Converted Data Types

I noticed that some numbers and dates were stored as text. I used the **Text to Columns** tool and formulas like `=VALUE()` and `=DATEVALUE()` to convert them into the correct format.

5. I Used Find and Replace

I pressed **Ctrl + H** to quickly replace values like “N/A”, “-”, or “Unknown” with blanks or more meaningful values. I also used this to standardize naming conventions across the dataset.

6. I Checked for Inconsistencies

To find inconsistencies, I used **Conditional Formatting** to highlight unusual values. I also used formulas like `=COUNTIF()` and `=IFERROR()` to spot mismatched or unexpected data.