|  |  |
| --- | --- |
| Name Of The Student | Vivek Pf |
| Internship Project Topic | TCS iON RIO-45: Employee Attrition and Performance Analysis |
| Name of the Organization | TCS |
| Name of the Industry Mentor | mentor@ictkerala.org |
| Name of the Institute | ICT Academy of Kerala |

|  |  |  |
| --- | --- | --- |
| Date | Day # | Hours Spent |
| 15 Dec 2022 | 2 | 1 |
| Activities done during the day:  Cleaning data in Excel  Steps Performed given below.    1.Formatting Standardization  Checked if the string values have consistent format  Functions used LOWER (), UPPER (), PROPER ()  2.Checked for duplicates  To ensure data quality and avoid data redundancy we need to check for unwanted duplicate values and delete them.  It can be done using ‘Remove duplicates’ option from data tab.    3.Checking for unique values in column  Using data filter, we can ensure uniqueness of column values.  4.Removing unwanted additional spaces  Unwanted spaces from strings are removed since it will cause many unpredictable issues.  Functions used, LTRIM (), RTRIM (), TRIM ()  5.Removed unwanted columns  Removed columns which are not useful in further analytics using ‘remove column’ option. This will help in reduce dataset size also.  Columns removed: over 18 and employee count.  Reference: https://youtu.be/\_jmiEGZ6PIY | | |