Sub Sheets and Transformations

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| Sub Sheet Name | Required Operations | Tool(s) for hands on |
| Sheet - 1 | Convert Name Column to Proper Case | Excel / Google Sheets |
| Sheet - 1 | Separate Date/Time Column | Power Query |
| Sheet - 1 | Calculate Total Gross Income | Power Query |
| Sheet - 1 | Round Total Column upto 2 decimal places | Power Query |
| Sheet - 2 | Remove duplicates | Excel / Google Sheets |
| Sheet - 2 | Trim Spaces | Excel / Google Sheets |
| Sheet - 2 | Check spelling | Excel / Google Sheets |
| Sheet - 2 | Change Male to M and Female to F | Excel / Google Sheets |
| Sheet - 2 | Remove Blank rows | Power Query |
| Sheet - 2 | Merge FirstName and LastName as single column and place it between Invoice ID and Branch | Power Query |
| Sheet - 3 | Remove Duplicates | Power Query |
| Sheet - 3 | Merge Date and time into a Separate column | Power Query |
| Sheet - 3 | Change data type of merged column accordingly | Power Query |
| Sheet - 3 | Sort the columns based on Unit Price | Power Query |
| Sheet - 3 | Generate an column named index whose values starts from 1 to end and relocate it to the front. | Power Query |
| Sheet - 4 | Remove 2 rows from bottom | Power Query |
| Sheet - 4 | Remove Blank columns | Power Query |
| Sheet - 4 | Remove gross margin percentage column | Power Query |
| Sheet - 4 | Split Date Time Column and change date format from DD-MM-YYYY to MM-DD-YYYY | Power Query |
| Sheet - 4 | Update tax value from 5% to 8% and reflect the values in column accordingly (Tax is calculated based on Unit price\*Quantity here quantity is 1 so yo can directly use Unit Price column) | Power Query |
| Sheet - 4 | Calculate Total Unit Price using statistics column | Power Query |