**NYC 311 Data Cleaning – June 2025 (Excel)**

**Tools Used:** Excel (filters, formulas, conditional formatting, case correction, column cleanup)  
**Goal:** Prepare NYC 311 complaint data for analysis by cleaning, organizing, and standardizing the dataset using Excel.

**Summary of Data Cleaning Steps**

| **Task** | **Outcome** |
| --- | --- |
| **Checked for Duplicates** | No exact duplicates found after checking Complaint Type, Borough, Date, and ZIP Code. |
| **Deleted Unnecessary Columns** | Removed redundant columns like BBL, Street Name, and Resolution Description, and map coordinates. |
| **Standardized Casing** | Converted City, Incident Address, and Borough from uppercase to Proper Case. |
| **Reorganized Columns** | Moved Borough next to City, and Status next to Closed Date for logical grouping. |
| **Flagged Missing ZIP Codes** | Flagged rows with missing ZIP codes using a new “Zip Missing?” column. |
| **Spelling Corrections** | Corrected all spelling errors in categorical text to ensure consistency. |
| **Conditional Formatting** | Attempted to highlight missing or inconsistent values (used filters/formulas as backup). |

**📁 Final Result**

The dataset is now clean, consistent, and ready for use in dashboards, summaries, or further analysis. It can be used as a foundational dataset for geographic complaint trend analysis or internal reporting.