Cleaning Data

1. In Excel → Home Tab → Conditional Formatting → Highlight Cell Rules → Duplicate Values

This is for checking duplicate values.

1. Home Tab → Find & Select → Go to Special → Blanks

This is for finding blank cells.

If a cell is blank, fill it will average value.

For example: If column A has a blank cell, then click on the blank cell and use average function. =**AVERAGE**(A1:A100)

1. Extra Spaces can be removed using the **TRIM** function.
2. If we have spelling mistakes we can use **FIND & REPLACE**.