### Excel Data Cleaning Project\_001: Streamlining and Standardizing Dataset

This project involved cleaning and standardizing an Excel dataset to ensure data accuracy and consistency. Below are the key steps undertaken:

1. **Created a Duplicate of the Raw Data:**
   * Ensured the original dataset remained intact by working on a copy.
2. **Removed Duplicates:**
   * Identified and deleted duplicate records to maintain data integrity.
3. **Standardized President Names:**
   * Applied the “PROPER” function to format president names correctly in a new column labeled president-fixed.
4. **Cleaned the Party Column:**
   * Reviewed and corrected any typos or inconsistencies in the party column.
5. **Trimmed Spaces in Vice President Names:**
   * Used the “TRIM” function to eliminate unnecessary spaces in the vice column, creating a cleaned vice-column.
6. **Formatted Salary Column:**
   * Converted the salary column data from text to numerical format for accurate calculations.
7. **Formatted Date Columns:**
   * Standardized all date entries to a consistent short date format for easier sorting and filtering.
8. **Removed Unnecessary Columns:**
   * Deleted any columns that were not required for the analysis to streamline the dataset.