

Step	Action	Tool/Formula	Notes
1	Checked and removed duplicates	Data → Remove Duplicates	Ensured unique daily records per user
2	Renamed columns	Manual editing	Made variable names clearer and easier to understand
3	Filtered blanks	Filter → Remove blank rows	Removed incomplete rows with missing values
4	Added “Check” column	=IF(OR((cell)<0, AND((cell)=0, (cell)>0)), "Delete", "Keep")	Flagged impossible cases where calories burned > 0 but steps = 0
5	Added “Check minute totals vs day limits” column	=IF((cell) +(cell)> 1440, "Check", "OK")	Ensured daily activity minutes did not exceed 1,440 minutes/day
6	Saved cleaned dataset	File → Save As	Exported as dailyActivity_cleaned.xlsx for analysis