## **Data Cleaning & Preparation Documentation**

Tools used: Excel

## **Orders\_data** Table:

- User ID & Order ID:
  - Converted scientific notation in ID columns to a general number format for consistency.
- Purchase TS:
  - Replaced a nonsensical /N value with a blank to align with other missing values.
- Marketing\_CHANNEL and ACCOUNT\_CREATION\_METHOD:
  - Updated blank values to "unknown" using filters and find-and-replace.
- Product Name:
  - Consolidated variations of "27in 4K Gaming Monitor" into a single consistent name.
- Refund TS:
  - Added a Region column using VLOOKUP from the Country\_Lookup table.
    Resolved blanks by referencing the Currency\_Code and manually filling regions based on corresponding countries.
- Region:
  - Pulled in Regions as a separate column from the Country\_Lookup Tab using VLOOP. There were several rows where lookups returned blanks.
     For these, these were because a corresponding country code was not provided. For these, I looked at the Currency code, searched which country the currency code corresponded to, and filled in the Region where that country resides.
- Duplicate Order IDs:
  - Removed true duplicates (14% rows identical across all columns).
- USD\_Price \$0 transactions:
  - Removed 158 rows with \$0 transactions.

## Country\_Lookup Table:

- Standardized "North America" to "NA" for consistency across the dataset.
- Updated erroneous region values (x) for the US to "NA."
- Filled blanks for country codes BJ and BM with "Benin" (EMEA) and "Bermuda" (NA) by researching their regions.