

Steps to Clean Messy Data in Google Sheets

1. Split Names into First and Last

Use `SPLIT(A2, " ")` or `SPLIT(SUBSTITUTE(A2, ".", " "), " ")` in new columns to separate names.

2. Standardize Age Values

Use `REGEXREPLACE(B2, "[^0-9]", "")` to remove non-numeric characters.

Then use `IFERROR(VALUE(...), "")` to convert to a number.

3. Convert Join Dates to Standard Format

Use Format > Number > Date or `DATEVALUE()` to parse and standardize mixed date formats.

4. Clean Department Values

Use `TRIM(UPPER(D2))` to remove extra spaces and capitalize.

Then use `SUBSTITUTE()` or `IF()` to convert abbreviations (e.g., MKT -> MARKETING).

5. Normalize Sales Columns

Use `SUBSTITUTE(SUBSTITUTE(E2, "$", ""), ", ", "")` to remove symbols.

Then wrap with `VALUE()` to convert to number.

6. Fill Missing Values

Use `IF(cell="", "Unknown", cell)` for text columns.

Use column averages for missing numeric data if appropriate.

7. Standardize Region Names

Use `UPPER(TRIM(G2))` to unify region names like "east", "East ", and "EAST".

8. Remove Rows with Missing Critical Info

Use filters or conditional formatting to identify and delete rows missing Full Name, Age, or JoinDate.