**Excel Data Cleaning Practice Guide & Quiz**

# Data Cleaning Practice Guide (Excel)

**1. Remove Extra Spaces (TRIM)**

Go to the Name column → notice some names have extra spaces before, between, or after.  
Use =TRIM(A2) to remove extra spaces.

**2. Remove Non-Printable Characters (CLEAN)**

In the Comments column → some cells have hidden characters like \t.  
Use =CLEAN(E2) to strip out non-printable characters.

**3. Standardize Text Case (UPPER, LOWER, PROPER)**

Apply:  
=UPPER(A2) → uppercase  
=LOWER(A2) → lowercase  
=PROPER(A2) → proper case (John Otieno).

**4. Find & Replace Errors**

In the Email column → some cells have user@@mail.com.  
Use CTRL+H (Find & Replace) to fix @@ → @.

**5. Substitute Text**

In the County column, replace Nairobi with Nairobi County.  
Formula: =SUBSTITUTE(B2,"Nairobi","Nairobi County").

**6. Split Data (Text to Columns / Power Query)**

In the Phone column, some numbers start with +254 and others with 07.  
Use Text to Columns to split the prefix.

**7. Remove Duplicates**

Go to Data → Remove Duplicates on the whole table.  
This removes duplicate rows.

**8. Handle Blanks (ISBLANK, Remove Blanks)**

Some Email and Comments fields are blank.  
Use =IF(ISBLANK(D2),"Missing Email",D2) to handle them.  
Or filter blanks and delete.

**9. Error Handling (IFERROR)**

Compute =Quantity\*Price in a new column.  
Wrap with =IFERROR(Quantity\*Price,0) to avoid error messages.

**10. Data Validation**

On the County column, restrict entries to Kenyan counties using Data → Data Validation.

**11. Concatenate Data**

Create Full Info by combining Name, County, and Product.  
=CONCAT(A2," - ",B2," - ",C2) or =A2&" - "&B2&" - "&C2.

**12. Logical Functions (IF, AND, OR)**

Add DiscountEligible:  
=IF(AND(Quantity>50,Price>100),"Yes","No")  
Add Region Check:  
=IF(OR(County="Nairobi",County="Mombasa"),"Urban","Rural")

# Data Cleaning Quiz

**Q1.** Which function will you use to remove leading, trailing, and extra spaces from names?

**Q2.** In the Email column, you notice user@@mail.com. What’s the fastest way to fix all similar errors?

**Q3.** Which function is best to capitalize the first letter of every word in the Name column?

**Q4.** You need to replace Nairobi with Nairobi County in the County column. Which function will you use?

**Q5.** How do you remove duplicate customer entries from the dataset?

**Q6.** In the Phone column, you want to split the country code +254 from the rest of the number. Which Excel tool should you use?

**Q7.** Some rows have empty Emails. Write a formula to display Missing Email if the cell is blank.

**Q8.** You want to calculate Total Sales = Quantity × Price, but avoid errors when cells are empty. Which function helps?

**Q9.** If a customer bought more than 50 items AND Price > 100, they qualify for a discount. Write the formula.

**Q10.** To merge Name, County, and Product into one cell separated by -, which formula works?

**Q11.** Which function will you use to remove hidden non-printable characters like tabs in the Comments column?

**Q12.** You want to restrict County entries so that only Kenyan counties are accepted. Which Excel feature do you use?

# Answer Key

**Q1 →** TRIM

**Q2** → Use Find & Replace (CTRL+H) to replace @@ with @

**Q3** → PROPER

**Q4** → SUBSTITUTE

**Q5** → Data → Remove Duplicates

**Q6** → Text to Columns (or Power Query Split)

**Q7** → =IF(ISBLANK(D2),"Missing Email",D2)

**Q8** → IFERROR

**Q9** → =IF(AND(Quantity>50,Price>100),"Yes","No")

**Q10** → =CONCAT(A2," - ",B2," - ",C2) or =A2&" - "&B2&" - "&C2

**Q11** → CLEAN

**Q12** → Data Validation