**CLEANING PROCEDURES IN EXCEL (NOT IN ANY ORDER):**

* Clean white spaces (TRIM)
* Select and treat all blanks or missing values
* Convert numbers stored as text into solely numbers
* Remove duplicates
* Highlight errors through conditional formatting
* Change casing (LOWER, UPPER, PROPER)
* Split data and merge (RIGHT, LEFT, MID, SPLIT, CONCATENATE)
* Delete irrelevant columns
* Spell check
* Delete all pre-existing formatting
* Use Find & Replace to clean data (REPLACE, SUBSTITUTE)
* Resize columns
* Rename columns
* Format data types
* Address outliers
* Delete hidden data
* Check for truncated entries and inconsistent entries