Step-by-Step guide: Data-cleaning features in spreadsheets

This reading outlines the steps the instructor performs in the next video, Data-cleaning features in spreadsheets ↗. In the video, the instructor explains how to use menu options in spreadsheets to fix errors.

Keep this step-by-step guide open as you watch the video. It can serve as a helpful reference if you need additional context or clarification while following the video steps. This is not a graded activity, but you can complete these steps to practice the skills demonstrated in the video.

What you'll need

If you'd like to follow along with the examples in this video, choose a spreadsheet tool. Google Sheets or Excel are recommended.

To access the spreadsheet the instructor uses in this video, click the link to the template to create a copy of the dataset. If you don't have a Google account, download the data directly from the attachments below.

Link to logistics data: International Logistics Association Memberships - Data for Cleaning ↗

Link to cosmetics data: Cosmetics Inc. - Data for Cleaning ↗

OR

📎 **International Logistics Association Memberships - Data for Cleaning**
XLSX File

📎 **Cosmetics Inc. - Data for Cleaning**
XLSX File

Example 1: Use conditional formatting to highlight blank cells