In this module, you will learn about the importance of data quality, and you will learn how to import file data in to Excel. You will also learn about the fundamentals of data privacy. In addition, you will learn how to remove duplicate and inaccurate data, and how to remove empty rows in your data. Finally, you will learn how to deal with inconsistencies in your data and how to use the Flash Fill and Text to Columns features to help you manipulate and standardize your data.

Learning Objectives

- Explain the importance of data quality.
- Import file data into Excel.
- Describe the fundamentals of data privacy.
- Remove duplicate data, inaccurate data, and empty rows in Excel.
- Resolve inconsistencies in data.
- Manipulate and standardize data using the Flash Fill and Text to Columns features in Excel.