Booking:

Changed date format to yyyy-mm-dd

Calendar:

Changed date format to yyyy-mm-dd

Extra:

Removed the following characters “(“, “)”, “’”, “;”

Removed “Â£\*” and everything after it in description column

=OFFSET(A$1:D$1,0,(ROW()-1)\*4)

Guest:

Removed “DR”, “MR”, “SIR”, “Dame”, “MS”, “

Removed middle names