**Booking Table:**

* Changed booking date to the following format 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 as it was just repeating what was in the next column
* =OFFSET(A$1:D$1,0,(ROW()-1)\*4) used to put all guest entries into own rows

**Guest:**

* Removed “DR”, “MR”, “SIR”, “Dame”, “MS”, “
* Removed middle names and initials
* One first name had “Dr” and a last name so I did not remove the “Dr” on this guest.
* On guest had special characters as her name and changed it to Thara
* Trimmed all white space around text
* Saved all excel sheets as separate files ready for bulk insert