

Before we start with cleaning the data, let's make copy of the source file as "Online retail data-V1".

Make a copy of the raw data tabs and saving source data for reference and renaming tabs. This is for cross reference or in case you accidentally delete something, you can reference the original file to check if the information is correct and nothing was added new. This can be a drawback if you are dealing with a huge data set, the question you should be asking then is there some other tool that can help with the data cleaning and transformation instead of excel

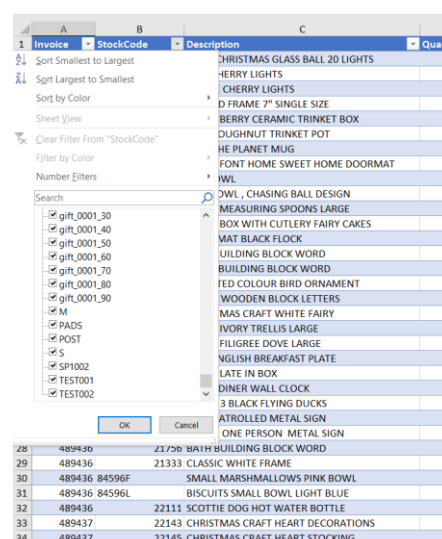
Year 2009-2010	Year 2010-2011	Year 2009-2010(OG)	Year 2010-2011(OG)
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After making a copy of the original tabs, hide them so as not to confuse between tabs later

Step 2: Let's explore the data in the tab **Year 2009-2010** to have a rough idea of the data. Conver it to a table to skim there the information quickly.

Number of rows in the tab Year 2009-2010 = 538171

Step 3: (Referring pic 1) Skimming through some of the rows to understand what I will need to clean. Some of the stock codes look irrelevant.



Invoice	StockCode	Description	Quantity
		CHRISTMAS GLASS BALL 20 LIGHTS	
		HERRY LIGHTS	
		CHERRY LIGHTS	
		D FRAME 7" SINGLE SIZE	
		BERRY CERAMIC TRINKET BOX	
		DOUGHNUT TRINKET POT	
		HE PLANET MUG	
		FONT HOME SWEET HOME DOORMAT	
		WIL	
		DWL - CHASING BALL DESIGN	
		MEASURING SPOONS LARGE	
		BOX WITH CUTLERY FAIRY CAKES	
		MAT BLACK FLOCK	
		UILDING BLOCK WORD	
		BUILDING BLOCK WORD	
		ED COLOUR BIRD ORNAMENT	
		WOODEN BLOCK LETTERS	
		MAS CRAFT WHITE FAIRY	
		IVORY TRELLIS LARGE	
		FILIGREE DOVE LARGE	
		NGUSH BREAKFAST PLATE	
		LATE IN BOX	
		DINER WALL CLOCK	
		3 BLACK FLYING DUCKS	
		ATROLLED METAL SIGN	
		ONE PERSON METAL SIGN	

Picture 1

Step 4: Some irrelevant information like Postage, Dotcom postage, manual etc that will not be needed for data analysis. I wont delete this information yet. There is also lots of information missing too.

Invoice	StockCode	Description	Quantity	InvoiceDate	Price	Customer ID	Country
3914	493260	DOT	1	22/12/2009 14:31	429.14		United Kingdom
4184	493261	DOT	1	22/12/2009 14:48	88.48		United Kingdom
4217	493264	DOT	1	22/12/2009 15:04	123.96		United Kingdom
4248	493265	M	2	22/12/2009 15:05	4		United Kingdom
4249	493265	DOT	1	22/12/2009 15:05	167.52		United Kingdom
4335	493267	M	1	22/12/2009 15:06	4		United Kingdom
4336	493267	DOT	1	22/12/2009 15:06	122.3		United Kingdom
4380	493269	DOT	1	22/12/2009 15:07	114.26		United Kingdom
4408	493271	DOT	1	22/12/2009 15:08	102.52		United Kingdom
4455	493273	DOT	1	22/12/2009 15:09	155.35		United Kingdom
4499	493276	DOT	1	22/12/2009 15:10	110.22		United Kingdom
4532	493283	M	2	22/12/2009 15:12	4		United Kingdom
4533	493283	DOT	1	22/12/2009 15:12	136.52		United Kingdom
4571	493290	DOT	1	22/12/2009 15:13	3.43		United Kingdom
4595	493287	M	1	22/12/2009 15:13	4		United Kingdom
4596	493287	DOT	1	22/12/2009 15:13	100.7		United Kingdom
4610	493288	DOT	1	22/12/2009 15:13	34.13		United Kingdom
4616	493294	TEST002	1	22/12/2009 15:15	0		United Kingdom
4685	493308	C2	1	22/12/2009 16:17	50	15064	United Kingdom
4784	C493373	D	-1	23/12/2009 11:22	64.37	15044	United Kingdom
5213	493404	DOT	1	23/12/2009 15:30	184.68		United Kingdom
5214	493404	gift_0001_30	1	23/12/2009 15:30	26.08		United Kingdom
5215	493404	gift_0001_20	1	23/12/2009 15:30	17.39		United Kingdom
5230	493410	TEST001	5	4/1/2010 9:24	4.5	12346	United Kingdom
5232	493412	TEST001	5	4/1/2010 9:53	4.5	12346	United Kingdom
5818	C493538	POST	-1	4/1/2010 15:35	50	17949	United Kingdom
7041	493759	M	3	6/1/2010 13:56	1.25	17965	United Kingdom
7217	493806	POST	1	7/1/2010 11:31	18	17404	Sweden
7886	C493853	POST	-1	7/1/2010 15:54	7.06	16325	United Kingdom
8132	493876	POST	1	7/1/2010 18:38	1	12648	Germany
8320	493897	M	1	8/1/2010 10:39	780.52	14911	EIRE
8321	C493898	M	-1	8/1/2010 10:40	780.52	14911	EIRE
8343	493899	POST	3	8/1/2010 10:43	15	12417	Belgium
8350	493900	M	1	8/1/2010 10:44	780.52	14911	EIRE
8397	493924	POST	1	8/1/2010 11:25	180	12678	France

Step 5: Change the case of the description. Some of the descriptions have different case, hence I will make them uniform.

K	L
Description	Description
15CM CHRISTMAS GLASS BALL 20 LIGHTS	=PROPER(K2)
PINK CHERRY LIGHTS	Pink Cherry Lights
WHITE CHERRY LIGHTS	White Cherry Lights
RECORD FRAME 7" SINGLE SIZE	
STRAWBERRY CERAMIC TRINKET BOX	
PINK DOUGHNUT TRINKET POT	
SAVE THE PLANET MUG	

Step 6: Remove extra spaces using TRIM

L	M
Description	Description
15Cm Christmas Glass Ball 20 Lights	=TRIM(L2)
Pink Cherry Lights	
White Cherry Lights	
Record Frame 7" Single Size	
Strawberry Ceramic Trinket Box	

Step 7: Remove negative values from the quantity column and replace it as 0. For this we will create a column next to quantity and insert the below formulae

= IF(D3<=0, 0,D3)

This will remove all the negative and zero quantity values in the table.

A	B	C	D	E	F	G	H
Invoice	StockCode	Description	Quantity	InvoiceDate	Price	Customer ID	Country
489450	21895	Potting Shed Sow 'N' Grow Set	4	1/12/2009 10:36	4.25	16321	Australia
489450	21896	Potting Shed Twine	6	1/12/2009 10:36	2.1	16321	Australia
489450	22083	Paper Chain Kit Retro Spot	12	1/12/2009 10:36	2.95	16321	Australia
489450	21871	Save The Planet Mug	12	1/12/2009 10:36	1.25	16321	Australia
489450	84946	Antique Silver Tea Glass Etched	12	1/12/2009 10:36	1.25	16321	Australia
489450	849705	Hanging Heart Zinc T-Light Holder	24	1/12/2009 10:36	0.85	16321	Australia
489450	22090	Paper Bunting Retro Spots	12	1/12/2009 10:36	2.95	16321	Australia
C489459	90200A	Purple Sweetheart Bracelet	-3	1/12/2009 10:44	4.25	17592	United Kingdom
C489459	90200D	Pink Sweetheart Bracelet	-3	1/12/2009 10:44	4.25	17592	United Kingdom
C489459	90200B	Black Sweetheart Bracelet	-3	1/12/2009 10:44	4.25	17592	United Kingdom
C489459	90200E	Green Sweetheart Bracelet	-3	1/12/2009 10:44	4.25	17592	United Kingdom
C489459	90200C	Blue Sweetheart Bracelet	-3	1/12/2009 10:44	4.25	17592	United Kingdom
C489459	90185C	Black Diamante Expandable Ring	-3	1/12/2009 10:44	4.25	17592	United Kingdom
C489459	90185B	Amethyst Diamante Expandable Ring	-3	1/12/2009 10:44	4.25	17592	United Kingdom

Step 8: Use find and replace function to clean data:

Remove the descriptions for postages, manual, lost, discount and damages. Do CLTR + F this will find all the words in the table and replace it with the value you need. In this case, I want to find all the words describing “manual”

489609	DOT	Dotcom	1	1/12/2009 14:50	74.61	United Kingdom	
489609	18098c	Porcelain Butterfly Oil Burner	2	1/12/2009 14:50	5.17	United Kingdom	
489609	20615	Blue Spotty Passport Cover	1	1/12/2009 14:50	4.3	United Kingdom	
489609	20804	Glass Chicken Butter Dish	1	1/12/2009 14:50	3.43	United Kingdom	
489609	21041	Red Spotty Oven Glove Double	1	1/12/2009 14:50	6.04	United Kingdom	
489609	21116	Owl Doorstop	2	1/12/2009 14:50	8.65	United Kingdom	
489609	21186	White Dove Honeycomb Paper Garland	1	1/12/2009 14:50	3.43	United Kingdom	
489609	21247	Set Of Red Salad Servers	1	1/12/2009 14:50	3.43	United Kingdom	
489609	21328	Balloons Writing Set	1	1/12/2009 14:50	3.43	United Kingdom	
489609				2009 14:50	13.87	United Kingdom	
489609				2009 14:50	7.78	United Kingdom	
489609				2009 14:50	10.39	United Kingdom	
489609				2009 14:50	4.3	United Kingdom	
489609				2009 14:50	3.43	United Kingdom	
489609				2009 14:50	7.78	United Kingdom	
489609				2009 14:50	6.04	United Kingdom	
489609				2009 14:50	13.87	United Kingdom	
489609				2009 14:50	3.43	United Kingdom	
489609				2009 14:50	6.04	United Kingdom	
489609				2009 14:50	4.3	United Kingdom	
489609				2009 14:50	16.48	United Kingdom	
489609				2009 14:50	17.35	United Kingdom	
489609	onlin...	Year ...	\$C...	2009 14:50	8.65	United Kingdom	
489609	onlin...	Year ...	\$C...	2009 14:50	21.7	United Kingdom	
489609	onlin...	Year ...	\$C...	2009 14:50	13.87	United Kingdom	
C489610	854 cell(s) found			2009 14:52	6.75	17485	United Kingdom
C489610	22164	String Of Stars Card Holder		1/12/2009 14:52	2.95	17485	United Kingdom
C489610	21892	Traditional Wooden Catch Cup Game		1/12/2009 14:52	1.25	17485	United Kingdom
C489610	20682	Red Spotty Childs Umbrella		1/12/2009 14:52	3.25	17485	United Kingdom

And replace it with nothing. Leave it blank.

Step 9: Remove all the blank cells and rows using Goto function.

A	B	C	D	E	F	G	H	I	J	K
Invoice	StockCode	Description	Quantity	InvoiceDate	Price	Customer I	Country			
489434	8548	15Cm Christmas Glass Ball 2 Lights	12	1/12/29 7:45: am	6.95	1385	United Kingdom			
489434	79323P	Pink Cherry Lights	12	1/12/29 7:45: am	6.75	1385	United Kingdom			
489434	79323W	White Cherry Lights	12	1/12/29 7:45: am	6.75	1385	United Kingdom			
489434	2241	Record Frame 7" Single Size	48	1/12/29 7:45: am	2.1	1385	United Kingdom			
489434	21232	Strawberry Ceramic Trinket Box	24	1/12/29 7:45: am	1.25	1385	United Kingdom			
489434	2264	Pink Doughnut Trinket Pot	24	1/12/29 7:45: am	1.65	1385	United Kingdom			
489434	21871	Save The Planet Mug	24	1/12/29 7:45: am	1.25	1385	United Kingdom			
489434				2/29 7:45: am	5.95	1385	United Kingdom			
489435				2/29 7:46: am	2.55	1385	United Kingdom			
489435				2/29 7:46: am	3.75	1385	United Kingdom			
489435				2/29 7:46: am	1.65	1385	United Kingdom			
489435				2/29 7:46: am	2.55	1385	United Kingdom			
489436				2/29 9:6: am	5.95	1378	United Kingdom			
489436				2/29 9:6: am	5.45	1378	United Kingdom			
489436				2/29 9:6: am	5.95	1378	United Kingdom			
489436				2/29 9:6: am	1.69	1				
489436				2/29 9:6: am	6.95	1				
489436				2/29 9:6: am	1.45	1				
489436				2/29 9:6: am	1.65	1				
489436				2/29 9:6: am	1.65	1				
489436				2/29 9:6: am	3.39	1				
489436				2/29 9:6: am	3.75	1378	United Kingdom			
489436				2/29 9:6: am	8.5	1378	United Kingdom			
489436				2/29 9:6: am	4.65	1378	United Kingdom			
489436				2/29 9:6: am	2.1	1378	United Kingdom			
489436	21181	Please One Person Metal Sign	12	1/12/29 9:6: am	2.1	1378	United Kingdom			
489436	21756	Bath Building Block Word	3	1/12/29 9:6: am	5.95	1378	United Kingdom			
489436	21333	Classic White Frame	6	1/12/29 9:6: am	2.95	1378	United Kingdom			
489436	84596F	Small Marshmallows Pink Bowl	8	1/12/29 9:6: am	1.25	1378	United Kingdom			
489436	84596L	Biscuits Small Bowl Light Blue	8	1/12/29 9:6: am	1.25	1378	United Kingdom			
489436	22111	Scottie Dog Hot Water Bottle	24	1/12/29 9:6: am	4.25	1378	United Kingdom			
489437	22143	Christmas Craft Heart Decorations	6	1/12/29 9:8: am	2.1	15362	United Kingdom			
489437	22145	Christmas Craft Heart Stocking	6	1/12/29 9:8: am	2.1	15362	United Kingdom			
489437	2213	Party Cone Christmas Decoration	12	1/12/29 9:8: am	0.85	15362	United Kingdom			
489437	21364	Peace Small Wood Letters	2	1/12/29 9:8: am	6.75	15362	United Kingdom			
489437	2136	Joy Large Wood Letters	1	1/12/29 9:8: am	9.95	15362	United Kingdom			
489437	21351	Cinammon & Orange Wreath	2	1/12/29 9:8: am	6.75	15362	United Kingdom			
489437	21352	Eucalyptus & Pinecone Wreath	2	1/12/29 9:8: am	6.75	15362	United Kingdom			

Let’s now proceed to delete all the blank cell now.

Step 10: Check the filter under description and see for any odd/irrelevant items and similarly delete the data

1	Invoice	StockCode	Description	Quantity	InvoiceDate	Price	Customer I	Country
28019	492718	TEST1	This Is A Test Product.	5	18/12/29 1:47: am	4.5	12346	United Kingdom
28030	492722	TEST2	This Is A Test Product.	1	18/12/29 1:55: am	1	12346	United Kingdom
30716	49341	TEST1	This Is A Test Product.	5	4/1/21 9:24: am	4.5	12346	United Kingdom
30717	493412	TEST1	This Is A Test Product.	5	4/1/21 9:53: am	4.5	12346	United Kingdom
37186	49445	TEST1	This Is A Test Product.	5	14/1/21 1:5: pm	4.5	12346	United Kingdom
44097	495295	TEST1	This Is A Test Product.	5	22/1/21 1:3: pm	4.5	12346	United Kingdom
48119	495733	ADJUST	Adjustment By John On 26/1/21 16	1	26/1/21 4:21: pm	68.34	14911	EIRE
48120	495735	ADJUST	Adjustment By John On 26/1/21 16	1	26/1/21 4:22: pm	21.56	12745	EIRE
48121	495734	ADJUST	Adjustment By John On 26/1/21 16	1	26/1/21 4:22: pm	25.82	14911	EIRE
48122	495736	ADJUST	Adjustment By John On 26/1/21 16	1	26/1/21 4:23: pm	21	1266	Spain
48123	495742	ADJUST	Adjustment By John On 26/1/21 16	1	26/1/21 4:25: pm	63.24	1244	Finland
48158	495745	ADJUST	Adjustment By John On 26/1/21 16	1	26/1/21 4:26: pm	56.73	12466	France
48159	495748	ADJUST	Adjustment By John On 26/1/21 16	1	26/1/21 4:26: pm	117.72	16291	Portugal
48169	495747	ADJUST	Adjustment By John On 26/1/21 16	1	26/1/21 4:26: pm	129.23	12555	Spain
48170	49575	ADJUST	Adjustment By John On 26/1/21 16	1	26/1/21 4:27: pm	132.79	14156	EIRE
48171	495756	ADJUST	Adjustment By John On 26/1/21 16	1	26/1/21 4:29: pm	39.67	14912	Italy
48172	495755	ADJUST	Adjustment By John On 26/1/21 16	1	26/1/21 4:29: pm	342.8	14413	United Kingdom
48173	495753	ADJUST	Adjustment By John On 26/1/21 16	1	26/1/21 4:29: pm	178.31	14653	United Kingdom
48174	495754	ADJUST	Adjustment By John On 26/1/21 16	1	26/1/21 4:29: pm	15.58	12846	United Kingdom
48175	495758	ADJUST	Adjustment By John On 26/1/21 16	1	26/1/21 4:3: pm	274.2	14911	EIRE
48176	49576	ADJUST	Adjustment By John On 26/1/21 16	1	26/1/21 4:31: pm	64.13	14156	EIRE
48177	495763	ADJUST	Adjustment By John On 26/1/21 16	1	26/1/21 4:34: pm	17.14	1647	EIRE
48179	495766	ADJUST	Adjustment By John On 26/1/21 16	1	26/1/21 4:38: pm	84.58	1279	Germany
48180	495773	ADJUST	Adjustment By John On 26/1/21 16	1	26/1/21 4:57: pm	4.57	126	Germany
48181	495776	ADJUST	Adjustment By John On 26/1/21 17	1	26/1/21 5:3: pm	49.35	1794	United Kingdom
48182	495777	ADJUST	Adjustment By John On 26/1/21 17	1	26/1/21 5:5: pm	179.45	14156	EIRE
48183	49578	ADJUST	Adjustment By John On 26/1/21 17	1	26/1/21 5:8: pm	16.33	17867	United Kingdom
48184	495782	ADJUST	Adjustment By John On 26/1/21 17	1	26/1/21 5:1: pm	139.71	14156	EIRE
48185	495783	ADJUST	Adjustment By John On 26/1/21 17	1	26/1/21 5:11: pm	48.96	1438	United Kingdom
48186	495784	ADJUST	Adjustment By John On 26/1/21 17	1	26/1/21 5:11: pm	11.31	14156	EIRE
48187	495788	ADJUST	Adjustment By John On 26/1/21 17	1	26/1/21 5:16: pm	11.9	14156	EIRE
48188	495791	ADJUST	Adjustment By John On 26/1/21 17	1	26/1/21 5:19: pm	243.63	1479	United Kingdom
48189	495792	ADJUST	Adjustment By John On 26/1/21 17	1	26/1/21 5:2: pm	114.89	17672	United Kingdom
48190	495794	ADJUST	Adjustment By John On 26/1/21 17	1	26/1/21 5:22: pm	41.9	12471	Germany
48191	495795	ADJUST	Adjustment By John On 26/1/21 17	1	26/1/21 5:23: pm	27.82	1572	Nigeria
48192	495799	ADJUST	Adjustment By John On 26/1/21 17	1	26/1/21 5:26: pm	81.61	13327	United Kingdom
48193	49581	ADJUST	Adjustment By John On 26/1/21 17	1	26/1/21 5:28: pm	77.52	1257	Spain
48194	49582	ADJUST	Adjustment By John On 26/1/21 17	1	26/1/21 5:28: pm	387.54	12748	United Kingdom
66379	498269	BANK CHARGES	Bank Charges	1	17/2/21 3:3: pm	15	16928	United Kingdom
108417	53497	BANK CHARGES	Bank Charges	1	1/4/21 12:7: pm	15	17539	United Kingdom
112645	5396	BANK CHARGES	Bank Charges	1	8/4/21 4:5: pm	15	12843	United Kingdom
114826	54188	TEST1	This Is A Test Product.	5	12/4/21 9:52: am	4.5	16454	United Kingdom
123601	5524	BANK CHARGES	Bank Charges	1	2/4/21 4:24: pm	15	17448	United Kingdom

Step 11: Under the Invoice date column, there is an error in the way the year is recorded. Its recorded as 29 instead of 2009 and 21

1	Invoice	StockCode	Description	Y	Quantity	InvoiceDate	Price	Customer	Country
28019	492718	TEST1	This Is A Test Product.		5	18/12/29 1:47: am	4.5	12346	United Kingdom
28030	492722	TEST2	This Is A Test Product.		1	18/12/29 1:55: am	1	12346	United Kingdom
30716	49341	TEST1	This Is A Test Product.		5	4/1/21 9:24: am	4.5	12346	United Kingdom
30717	493412	TEST1	This Is A Test Product.		5	4/1/21 9:53: am	4.5	12346	United Kingdom
37186	49445	TEST1	This Is A Test Product.		5	14/1/21 1:5: pm	4.5	12346	United Kingdom
44097	495295	TEST1	This Is A Test Product.		5	22/1/21 1:3: pm	4.5	12346	United Kingdom
48119	495733	ADJUST	Adjustment By John On 26/1/21 16		1	26/1/21 4:21: pm	68.34	14911	EIRE
48120	495735	ADJUST	Adjustment By John On 26/1/21 16		1	26/1/21 4:22: pm	21.56	12745	EIRE
48121	495734	ADJUST	Adjustment By John On 26/1/21 16		1	26/1/21 4:22: pm	25.82	14911	EIRE
48122	495736	ADJUST	Adjustment By John On 26/1/21 16		1	26/1/21 4:23: pm	21	1266	Spain
48123	495742	ADJUST	Adjustment By John On 26/1/21 16		1	26/1/21 4:25: pm	63.24	1244	Finland
48158	495745	ADJUST	Adjustment By John On 26/1/21 16		1	26/1/21 4:26: pm	56.73	12466	France
48159	495748	ADJUST	Adjustment By John On 26/1/21 16		1	26/1/21 4:26: pm	117.72	16291	Portugal
48169	495747	ADJUST	Adjustment By John On 26/1/21 16		1	26/1/21 4:26: pm	129.23	12555	Spain
48170	49575	ADJUST	Adjustment By John On 26/1/21 16		1	26/1/21 4:27: pm	132.79	14156	EIRE
48171	495756	ADJUST	Adjustment By John On 26/1/21 16		1	26/1/21 4:29: pm	39.67	14912	Italy
48172	495755	ADJUST	Adjustment By John On 26/1/21 16		1	26/1/21 4:29: pm	342.8	14413	United Kingdom
48173	495753	ADJUST	Adjustment By John On 26/1/21 16		1	26/1/21 4:29: pm	178.31	14653	United Kingdom
48174	495754	ADJUST	Adjustment By John On 26/1/21 16		1	26/1/21 4:29: pm	15.58	12846	United Kingdom
48175	495758	ADJUST	Adjustment By John On 26/1/21 16		1	26/1/21 4:3: pm	274.2	14911	EIRE
48176	49576	ADJUST	Adjustment By John On 26/1/21 16		1	26/1/21 4:31: pm	64.13	14156	EIRE
48177	495763	ADJUST	Adjustment By John On 26/1/21 16		1	26/1/21 4:34: pm	17.14	1647	EIRE
48179	495766	ADJUST	Adjustment By John On 26/1/21 16		1	26/1/21 4:38: pm	84.58	1279	Germany
48180	495773	ADJUST	Adjustment By John On 26/1/21 16		1	26/1/21 4:57: pm	4.57	126	Germany
48181	495776	ADJUST	Adjustment By John On 26/1/21 17		1	26/1/21 5:3: pm	49.35	1794	United Kingdom
48182	495777	ADJUST	Adjustment By John On 26/1/21 17		1	26/1/21 5:5: pm	179.45	14156	EIRE
48183	49578	ADJUST	Adjustment By John On 26/1/21 17		1	26/1/21 5:8: pm	16.33	17867	United Kingdom

We can correct this by splitting the cells using the Delimiters Function. Select the column > data> text to column

Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ **Delimited** - Characters such as commas or tabs separate each field.
 ☐ **Fixed width** - Fields are aligned in columns with spaces between each field.

Preview of selected data:

2	1/12/29	7:45: am
3	1/12/29	7:45: am
4	1/12/29	7:45: am
5	1/12/29	7:45: am
6	1/12/29	7:45: am
7	1/12/29	7:45: am

Cancel
< Back
Next >
Finish

	InvoiceDate
2.1	9/12/21 8:1: pm
0.85	9/12/21 8:1: pm
4.65	9/12/21 8:1: pm
2.1	9/12/21 8:1: pm
1.65	9/12/21 8:1: pm
1.65	9/12/21 8:1: pm
2.95	9/12/21 8:1: pm
0.42	9/12/21 8:1: pm
1.25	9/12/21 8:1: pm
1.25	9/12/21 8:1: pm
1.25	9/12/21 8:1: pm
2.1	9/12/21 8:1: pm
2.1	9/12/21 8:1: pm

3.75	1378	United Kingdom
8.5	1378	United Kingdom

[illegible]

Convert Text to Columns Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

☒ General
☐ Text
☐ Date: DMY
☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Destination: \$L\$2

Data preview

General	General	General
1/12/29	7:45:	am
1/12/29	7:45:	am
1/12/29	7:45:	am
1/12/29	7:45:	am
1/12/29	7:45:	am
1/12/29	7:45:	am

Cancel < Back Next > Finish

	3.75	1378	United Kingdom
	8.5	1378	United Kingdom
	4.65	1378	United Kingdom
	2.1	1378	United Kingdom
	2.1	1378	United Kingdom
	5.95	1378	United Kingdom
	2.95	1378	United Kingdom
	1.25	1378	United Kingdom
	1.25	1378	United Kingdom
	4.25	1378	United Kingdom
	2.1	15362	United Kingdom
	2.1	15362	United Kingdom
	0.85	15362	United Kingdom
	6.75	15362	United Kingdom
	9.95	15362	United Kingdom
	6.75	15362	United Kingdom
	6.75	15362	United Kingdom
	8.95	15362	United Kingdom
	4.25	15362	United Kingdom
	1.25	15362	United Kingdom
	0.85	15362	United Kingdom
	2.55	15362	United Kingdom

[illegible]

[illegible]

Now to correct the date to the right format:

L	M	N	O	
InvoiceDate				
1/12/29 7:45: am	1/12/2029	=DATE(2009,MONTH(M2),DAY(M2))		a
1/12/29 7:45: am	1/12/2029	1/12/2009	7:45	a
1/12/29 7:45: am	1/12/2029	1/12/2009	7:45	a
1/12/29 7:45: am	1/12/2029	1/12/2009	7:45	a
1/12/29 7:45: am	1/12/2029	1/12/2009	7:45	a
1/12/29 7:45: am	1/12/2029	1/12/2009	7:45	a

Let's not forget there is 2010 too so don't copy the format till the end of the column

	PROJ	X	f6	=DATE(2010;MONTHS(M3/M7/D8);DAYSDAY(M9))	E	F	G	H	I	J	K	L	M	N	O
	Invoice	StockCode	Description	Quantity	Invoicedate	Price	Customer id	Country				Invoicedate			
B0709	49349	2747	Piccadilly Tea Set	48	23/12/29 4:58: pm	12.75	17819	United Kingdom				23/12/29 4:58: pm	23/12/2009	23/12/2009	4.58
B0710	49354	21848	Retro Sport Bag.	36	4/21/21 1:28: am	2.35	1459	United Kingdom				4/21/21 1:28: am		10/(MATH(SQRT(I)))	1.28
B0711	49354	21533	Retro Sport Large Mug	42	4/21/21 1:28: am	2.35	1459	United Kingdom				4/21/21 1:28: am	4/1/2021		1.28
B0712	493454	3758	New England Ceramic Keir Server	2	4/21/21 1:28: am	2.35	1459	United Kingdom				4/21/21 1:28: am	4/1/2021		1.28
B0713	493454	3716	Hard Case Vapor King	3	4/21/21 1:28: am	2.35	1459	United Kingdom				4/21/21 1:28: am	4/1/2021		1.28
B0714	493454	21527	Retro Sport Traditional Tee	12	4/21/21 1:28: am	6.95	1459	United Kingdom				4/21/21 1:28: am	4/1/2021		1.28
B0715	493454	21531	Retro Sport Sugar Jam Bowl	24	4/21/21 1:28: am	2.1	1459	United Kingdom				4/21/21 1:28: am	4/1/2021		1.28
B0716	493427	82483	Worst 2 Drawer Cabinet White Finish	4	4/21/21 1:43: am	5.95	13287	United Kingdom				4/21/21 1:43: am	4/1/2021		1.43
B0717	493427	21083	Great Medina Stamped Metal Bowl	2	4/21/21 1:43: am	9.95	13287	United Kingdom				4/21/21 1:43: am	4/1/2021		1.43
B0718	493427	21682	Large Medusa Stamped Metal Bowl	4	4/21/21 1:43: am	4.95	13287	United Kingdom				4/21/21 1:43: am	4/1/2021		1.43
B0719	493427	1890C	White Round Porcelain Tige Mugs	2	4/21/21 1:43: am	2.35	13287	United Kingdom				4/21/21 1:43: am	4/1/2021		1.43

Step 12: Change the price column format to sterlings

F2		X	f _x	6.95					
	A	B	C	D	E	F	G	H	
1	Invoice	StockCode	Description	Quantity	InvoiceDate	Price	Customer ID	Country	
2	489434	8548	15Cm Christmas Glass Ball 2 Lights	12	1/12/2009	£6.95	1385	United Kingdom	
3	489434	79323P	Pink Cherry Lights	12	1/12/2009	£6.75	1385	United Kingdom	
4	489434	79323W	White Cherry Lights	12	1/12/2009	£6.75	1385	United Kingdom	
5	489434	2241	Record Frame 7" Single Size	48	1/12/2009	£2.10	1385	United Kingdom	
6	489434	21232	Strawberry Ceramic Trinket Box	24	1/12/2009	£1.25	1385	United Kingdom	
7	489434	2264	Pink Doughnut Trinket Pot	24	1/12/2009	£1.65	1385	United Kingdom	
8	489434	21871	Save The Planet Mug	24	1/12/2009	£1.25	1385	United Kingdom	
9	489434	21523	Fancy Font Home Sweet Home Doormat	1	1/12/2009	£5.95	1385	United Kingdom	
10	489435	2235	Cat Bowl	12	1/12/2009	£2.55	1385	United Kingdom	
11	489435	22349	Dog Bowl , Chasing Ball Design	12	1/12/2009	£3.75	1385	United Kingdom	
12	489435	22195	Heart Measuring Spoons Large	24	1/12/2009	£1.65	1385	United Kingdom	
13	489435	22353	Lunchbox With Cutlery Fairy Cakes	12	1/12/2009	£2.55	1385	United Kingdom	
14	489436	48173C	Door Mat Black Flock	1	1/12/2009	£5.95	1378	United Kingdom	
15	489436	21755	Love Building Block Word	18	1/12/2009	£5.45	1378	United Kingdom	
16	489436	21754	Home Building Block Word	3	1/12/2009	£5.95	1378	United Kingdom	
17	489436	84879	Assorted Colour Bird Ornament	16	1/12/2009	£1.69	1378	United Kingdom	
18	489436	22119	Peace Wooden Block Letters	3	1/12/2009	£6.95	1378	United Kingdom	
19	489436	22142	Christmas Craft White Fairy	12	1/12/2009	£1.45	1378	United Kingdom	
20	489436	22296	Heart Ivory Trellis Large	12	1/12/2009	£1.65	1378	United Kingdom	
21	489436	22295	Heart Filigree Dove Large	12	1/12/2009	£1.65	1378	United Kingdom	
22	489436	2219	Full English Breakfast Plate	16	1/12/2009	£3.39	1378	United Kingdom	
23	489436	2217	Pizza Plate In Box	4	1/12/2009	£3.75	1378	United Kingdom	
24	489436	22194	Black Diner Wall Clock	2	1/12/2009	£8.50	1378	United Kingdom	
25	489436	3548	Set Of 3 Black Flying Ducks	12	1/12/2009	£4.65	1378	United Kingdom	
26	489436	82582	Area Patrolled Metal Sign	12	1/12/2009	£2.10	1378	United Kingdom	
27	489436	21181	Please One Person Metal Sign	12	1/12/2009	£2.10	1378	United Kingdom	

Step 13: Change the price column format to sterlings and add a new total price column. Create a new column saying total price, the reason we are doing this is to find the volume generated from specific countries

A	B	C	D	E	F	G	H	I
Invoice	StockCode	Description	Quantity	InvoiceDate	Unit Price	Customer ID	Total price	Country
489434	8548	15Cm Christmas Glass Ball 2 Lights	12	1/12/2009	£6.95	1385	£83.40	United Kingdom
489434	79323P	Pink Cherry Lights	12	1/12/2009	£6.75	1385	£81.00	United Kingdom
489434	79323W	White Cherry Lights	12	1/12/2009	£6.75	1385	£81.00	United Kingdom
489434	2241	Record Frame 7" Single Size	48	1/12/2009	£2.10	1385	£100.80	United Kingdom
489434	21232	Strawberry Ceramic Trinket Box	24	1/12/2009	£1.25	1385	£30.00	United Kingdom
489434	2264	Pink Doughnut Trinket Pot	24	1/12/2009	£1.65	1385	£39.60	United Kingdom
489434	21871	Save The Planet Mug	24	1/12/2009	£1.25	1385	£30.00	United Kingdom
489434	21523	Fancy Font Home Sweet Home Doormat	1	1/12/2009	£5.95	1385	£5.95	United Kingdom
489435	2235	Cat Bowl	12	1/12/2009	£2.55	1385	£30.60	United Kingdom
489435	22349	Dog Bowl , Chasing Ball Design	12	1/12/2009	£3.75	1385	£45.00	United Kingdom
489435	22195	Heart Measuring Spoons Large	24	1/12/2009	£1.65	1385	£39.60	United Kingdom
489435	22353	Lunchbox With Cutlery Fairy Cakes	12	1/12/2009	£2.55	1385	£30.60	United Kingdom
489436	48173C	Door Mat Black Flock	1	1/12/2009	£5.95	1378	£5.95	United Kingdom
489436	21755	Love Building Block Word	18	1/12/2009	£5.45	1378	£98.10	United Kingdom
489436	21754	Home Building Block Word	3	1/12/2009	£5.95	1378	£17.85	United Kingdom
489436	84879	Assorted Colour Bird Ornament	16	1/12/2009	£1.69	1378	£27.04	United Kingdom
489436	22119	Peace Wooden Block Letters	3	1/12/2009	£6.95	1378	£20.85	United Kingdom
489436	22142	Christmas Craft White Fairy	12	1/12/2009	£1.45	1378	£17.40	United Kingdom
489436	22296	Heart Ivory Trellis Large	12	1/12/2009	£1.65	1378	£19.80	United Kingdom
489436	22295	Heart Filigree Dove Large	12	1/12/2009	£1.65	1378	£19.80	United Kingdom
489436	2219	Full English Breakfast Plate	16	1/12/2009	£3.39	1378	£54.24	United Kingdom
489436	2217	Pizza Plate In Box	4	1/12/2009	£3.75	1378	£15.00	United Kingdom
489436	22194	Black Diner Wall Clock	2	1/12/2009	£9.50	1378	£17.00	United Kingdom

Step 14: Find duplicate values and deleting it

Find and highlighting duplicate rows

- In an adjacent column, use the following formula: =CONCATENATE(A2,B2,C2,D2,E2,F2,G2,H2,I2)
Drag this down for all the rows. This formula combines all the cell values as a single string.
- Select the data L2:L406580
- With the data selected, go to home ->Conditional Formatting -> Highlight Cell Rules -> Duplicate Values.
- In the Duplicate Values dialog box, make sure Duplicate is selected and then specify the color in which you want to highlight the duplicate values.
- This would highlight the duplicate values in column L

1	StockCode	Description	Quantity	InvoiceDate	Unit Price	Customer ID	Total price	Country	Results
106430	22749	Feltcraft Princess Charlotte Doll	3	9/12/2010	£3.75	14713	£11.25	United Kingdom	53816722749Feltcraft Princess Charlotte Doll1405211.751471311.25United Kingdom
106431	2275	Feltcraft Princess Lola Doll	3	9/12/2010	£3.75	14713	£11.25	United Kingdom	5381672275Feltcraft Princess Lola Doll1405211.751471311.25United Kingdom
106432	22383	Lunch Bag Suki Design	2	9/12/2010	£1.65	14713	£3.30	United Kingdom	53816722383Lunch Bag Suki Design2405211.65147133.30United Kingdom
106433	2724	Red Retrospot Charlotte Bag	3	9/12/2010	£0.85	14713	£2.55	United Kingdom	53816722724Red Retrospot Charlotte Bag1405210.85147132.55United Kingdom
106434	2728	Lunch Bag Cars Blue	3	9/12/2010	£1.65	14713	£4.95	United Kingdom	5381672728Lunch Bag Cars Blue3405211.65147134.95United Kingdom
106435	2727	Lunch Bag Black Skull	3	9/12/2010	£1.65	14713	£4.95	United Kingdom	5381672727Lunch Bag Black Skull 3405211.65147134.95United Kingdom
106436	2719	Woodland Charlotte Bag	3	9/12/2010	£0.85	14713	£2.55	United Kingdom	5381672719Woodland Charlotte Bag1405210.85147132.55United Kingdom
106437	82483	Wood 2 Drawer Cabinet White Finish	1	9/12/2010	£5.95	14713	£5.95	United Kingdom	53816782483Wood 2 Drawer Cabinet White Finish1405211.95147135.95United Kingdom
106438	12	Inflatable Political Globe	12	9/12/2010	£0.85	14713	£10.20	United Kingdom	53816712Inflatable Political Globe12405210.851471310.20United Kingdom
106439	21479	White Skull Hot Water Bottle	1	9/12/2010	£3.75	14713	£3.75	United Kingdom	53816721479White Skull Hot Water Bottle1405211.75147133.75United Kingdom
106440	22111	Scottie Dog Hot Water Bottle	2	9/12/2010	£4.95	14713	£9.90	United Kingdom	5381672211Scottie Dog Hot Water Bottle2405214.95147139.90United Kingdom
106441	8432A	Charlie+Lola Pink Hot Water Bottle	2	9/12/2010	£2.95	14713	£5.90	United Kingdom	5381678432ACharlie+Lola Pink Hot Water Bottle2405212.95147135.90United Kingdom
106442	22113	Grey Heart Hot Water Bottle	6	9/12/2010	£3.75	14713	£22.50	United Kingdom	53816722113Grey Heart Hot Water Bottle6405213.751471322.50United Kingdom
106443	2748	Kensington Coffee Set	1	9/12/2010	£12.75	14713	£12.75	United Kingdom	5381672748Kensington Coffee Set14052112.751471312.75United Kingdom
106444	22367	Childrens Apron Spaceboy Design	2	9/12/2010	£1.95	14713	£3.90	United Kingdom	53816722367Childrens Apron Spaceboy Design2405211.95147133.90United Kingdom
106445	47591D	Pink Fairy Cake Childrens Apron	2	9/12/2010	£1.95	14713	£3.90	United Kingdom	53816747591DPink Fairy Cake Childrens Apron2405211.95147133.90United Kingdom
106446	2236	Silver Mug Bone China Tree Of Life	4	9/12/2010	£1.95	14713	£7.80	United Kingdom	5381672236Silver Mug Bone China Tree Of Life4405211.95147137.80United Kingdom
106447	21914	Blue Harmonica In Box	12	9/12/2010	£1.25	14713	£15.00	United Kingdom	53816721914Blue Harmonica In Box12405211.251471315.00United Kingdom
106448	2278	Ribbon Reel Lace Design	5	9/12/2010	£2.10	1472	£10.50	United Kingdom	5381682278Ribbon Reel Lace Design5405212.10147210.50United Kingdom
106449	2282	Ribbon Reel Stripes Design	1	9/12/2010	£1.65	1472	£1.65	United Kingdom	5381682282Ribbon Reel Stripes Design1405211.6514721.65United Kingdom
106450	22739	Ribbon Reel Christmas Sock Bauble	5	9/12/2010	£1.65	1472	£8.25	United Kingdom	53816822739Ribbon Reel Christmas Sock Bauble5405211.6514728.25United Kingdom
106451	22735	Ribbon Reel Socks And Mittens	5	9/12/2010	£1.65	1472	£8.25	United Kingdom	53816822735Ribbon Reel Socks And Mittens5405211.6514728.25United Kingdom
106452	2279	Ribbon Reel Hearts Design	5	9/12/2010	£1.65	1472	£8.25	United Kingdom	5381682279Ribbon Reel Hearts Design5405211.6514728.25United Kingdom
106453	8549E	Scandinavian Reds Ribbons	6	9/12/2010	£1.25	1472	£7.50	United Kingdom	5381688549EScandinavian Reds Ribbons6405211.2514727.50United Kingdom
106454	2291	Paper Chain Kit Vintage Christmas	9	9/12/2010	£2.95	1472	£26.55	United Kingdom	5381682291Paper Chain Kit Vintage Christmas9405212.95147226.55United Kingdom
106455	22952	6 Cake Cases Vintage Christmas	24	9/12/2010	£0.55	1472	£13.20	United Kingdom	538168229526 Cake Cases Vintage Christmas24405210.55147213.20United Kingdom
106456	21976	Pack Of 6 Mushroom Cake Cases	5	9/12/2010	£0.55	1472	£2.75	United Kingdom	53816821976Pack Of 6 Mushroom Cake Cases5405210.5514722.75United Kingdom
106457	22417	Pack Of 6 Spaceboy Cake Cases	2	9/12/2010	£0.55	1472	£1.10	United Kingdom	53816822417Pack Of 6 Spaceboy Cake Cases2405210.5514721.10United Kingdom
106458	21212	Pack Of 72 Retrospot Cake Cases	5	9/12/2010	£0.55	1472	£2.75	United Kingdom	53816821212Pack Of 72 Retrospot Cake Cases5405210.5514722.75United Kingdom
106459	22795	Seventeenth Recipe Book Stand	4	9/12/2010	£6.75	1472	£27.00	United Kingdom	53816822795Seventeenth Recipe Book Stand405216.75147227.00United Kingdom
106460	22739	Ribbon Reel Christmas Sock Bauble	5	9/12/2010	£1.65	1472	£8.25	United Kingdom	53816822739Ribbon Reel Christmas Sock Bauble5405211.6514728.25United Kingdom
106461	84949	Silver Hanging T-Light Holder	6	9/12/2010	£1.65	1472	£9.90	United Kingdom	53816884949Silver Hanging T-Light Holder6405211.6514729.90United Kingdom
106462	84947	Antique Silver Tea Glass Engraved	6	9/12/2010	£1.25	1472	£7.50	United Kingdom	53816884947Antique Silver Tea Glass Engraved6405211.2514727.50United Kingdom
106463	21658	Glass Beurre Dish	2	9/12/2010	£3.95	1472	£7.90	United Kingdom	53816821658Glass Beurre Dish2405213.9514727.90United Kingdom
106464	84946	Antique Silver Tea Glass Etched	6	9/12/2010	£1.25	1472	£7.50	United Kingdom	53816884946Antique Silver Tea Glass Etched6405211.2514727.50United Kingdom
106465	22158	3 Hearts Hanging Decoration Rustic	2	9/12/2010	£2.95	1472	£5.90	United Kingdom	538168221583 Hearts Hanging Decoration Rustic2405212.9514725.90United Kingdom
106466	22851	Set 2 Napkins Fairy Cakes Design	2	9/12/2010	£0.85	1472	£1.70	United Kingdom	53816822851Set 2 Napkins Fairy Cakes Design2405210.8514721.70United Kingdom
106467	22144	Christmas Craft Little Friends	6	9/12/2010	£2.10	1472	£12.60	United Kingdom	53816822144Christmas Craft Little Friends6405212.10147212.60United Kingdom
106468	22141	Christmas Craft Tree Top Angel	6	9/12/2010	£2.10	1472	£12.60	United Kingdom	53816822141Christmas Craft Tree Top Angel6405212.10147212.60United Kingdom
106469	22731	3D Christmas Stamps Stickers	9	9/12/2010	£1.25	1472	£11.25	United Kingdom	538168227313D Christmas Stamps Stickers9405211.25147211.25United Kingdom
106470	843E	English Rose Hot Water Bottle	2	9/12/2010	£4.25	1472	£8.50	United Kingdom	538168843EEnglish Rose Hot Water Bottle2405214.2514728.50United Kingdom
106471	8429E	Red Woolly Hottie White Heart.	2	9/12/2010	£3.75	1472	£7.50	United Kingdom	5381688429ERed Woolly Hottie White Heart.2405213.7514727.50United Kingdom
106472	21485	Retrospot Heart Hot Water Bottle	4	9/12/2010	£4.95	1472	£19.80	United Kingdom	53816821485Retrospot Heart Hot Water Bottle4405214.95147219.80United Kingdom