**Excel Data Cleaning & Manipulation**

* remove duplicates: 26 duplicate values were found and removed
* find and replace: columns B (marital status) and C (gender) both contain M, so to avoid any confusion I used find and replace to improve clarity
* In column B: replaced “M” with “Married” and “S” with “Single”
* In column C: replaces “M” with “Male” and “F” with “Female”
* new column for age range: to make it simpler for visualizations later on, I used a nested IF statement to create age ranges
  + =IF(L2>54,"Senior",IF(L2>=31,"Adult",IF(L2<31,"Young Adult","Invalid")))
* Age < 31: Young Adult
* Age >= 31: Adult
* Age > 54: Senior