* **Removing Duplicates**
  + Find duplicates using conditional formatting
  + Home > Conditional Formatting > Highlight Cell Rules > Duplicate Values, then click Done.
  + Remove Duplicates tool in the Data tool bar
* **Finding Empty Cells**
  + Home > Conditional Formatting > Rule Type > Blanks
* **Data Parsing from Text to Column**
  + Data > Text to Columns
* **Removing Extra Spaces**
  + TRIM()
* **Changing Case**
  + **UPPER(cell address) - for Upper case conversion**
  + **LOWER(cell address) - for Lower case conversion**
  + **PROPER(cell address) - for Sentence case conversion**
* **Find and Replace**
  + Home > Find and Select > Replace (Ctrl + H)
* **Spell Check**
  + Review > Spelling
* **Remove Formatting**
  + Home > Clear Formats