

# 9 WAYS TO CLEAN DATA IN EXCEL



@Vivek Joshi



# #1 TRIM FUNCTION

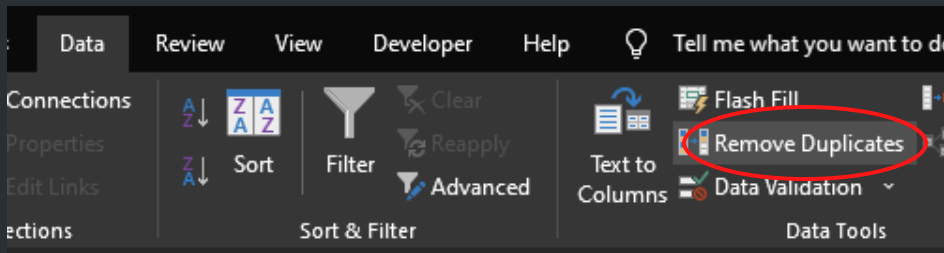
USING TRIM FUNCTION YOU CAN REMOVE LEADING & TRAILING SPACES IN CELLS HAVING TEXT VALUE.

	A	B	C
1	data	formula	output
2	Cheese	=TRIM(A2)	Cheese
3			



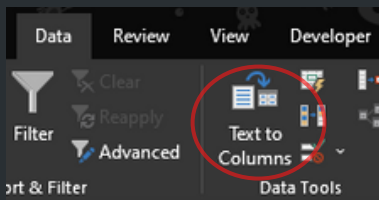
# #2 REMOVE DUPLICATES

USING EXCEL FEATURE REMOVE DUPLICATES UNDER DATA TAB YOU CAN SELECT RANGE OF CELLS CONTAINING DATA & REMOVE ALL THE DUPLICATE ROWS.



# #3 TEXT TO COLUMNS

USING TEXT TO COLUMNS FEATURE UNDER DATA TAB YOU CAN SEPARATE MESSY DATA HAVING DIFFERENT TYPES OF INFORMATION COMBINED IN SINGLE CELL TO SEPARATE CELLS.



Delimited by @ symbol to extract full name

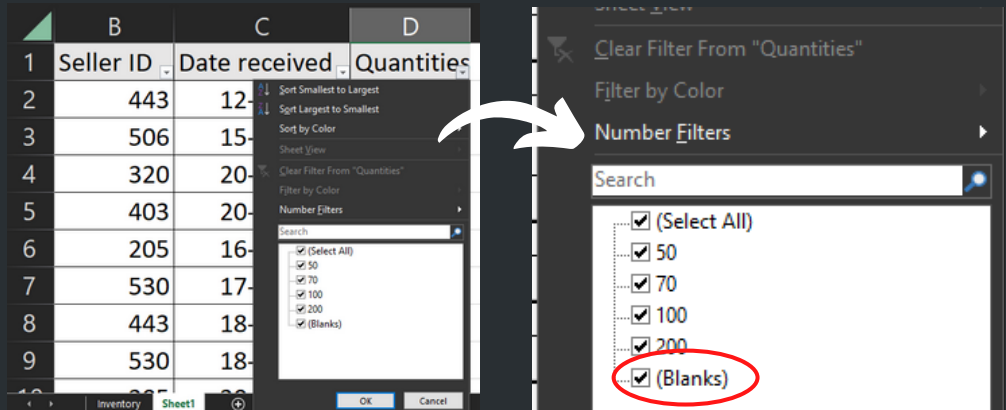
	A	B	C
1	data	output1	output2
2	<u>johnMaxwell@xdcorp.com</u>	johnMaxwell	xdcorp.com
3			

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# #4 FILTER BLANK CELLS

USING FILTER ON COLUMNS YOU CAN FILTER BLANK CELLS & RUN OPERATIONS ON THEM OR GET RID OF ROWS CONTAINING BLANK CELLS



The image shows two screenshots of an Excel spreadsheet. The left screenshot shows a table with columns B, C, and D. Column B is 'Seller ID', Column C is 'Date received', and Column D is 'Quantities'. The 'Quantities' column has a filter dropdown menu open, showing options like 'Sort Smallest to Largest', 'Sort Largest to Smallest', 'Sort by Color', 'Clear Filter From "Quantities"', 'Filter by Color', and 'Number Filters'. The 'Number Filters' option is selected, and a search box is visible. A white arrow points from the 'Number Filters' option to the right-hand screenshot.

The right screenshot shows the 'Number Filters' dialog box. It has a search box and a list of filter options. The options are: (Select All), 50, 70, 100, 200, and (Blanks). The '(Blanks)' option is circled in red.

	B	C	D
1	Seller ID	Date received	Quantities
2	443	12	
3	506	15	
4	320	20	
5	403	20	
6	205	16	
7	530	17	
8	443	18	
9	530	18	



# #5 CLEAN FUNCTION

USING CLEAN FUNCTION YOU CAN GET RID OF NON  
PRINTABLE CHARACTERS

Line break is a  
non printable  
character here

	A	B	C
1	item	formula	output
2	Sketch Pens	=CLEAN(A2)	SketchPens



# #6 LEFT RIGHT MID FUNCTIONS

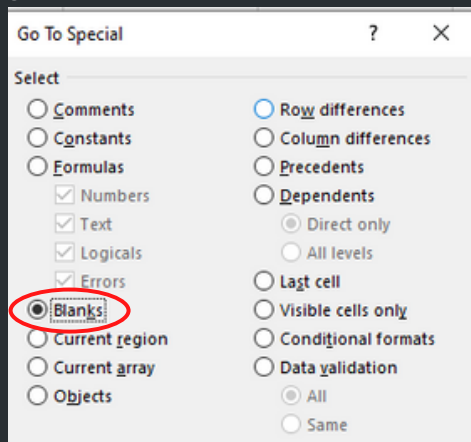
LEFT RIGHT & MID FUNCTIONS HELP IN TRIMMING CERTAIN PARTS OF A TEXT GETTING RID OF REDUNTANT INFORMATION OR PARTS OF DATA UNRELATED TO BUSINESS PROBLEM AT HAND.

	A	B	C
1	item	formula	output
2	Pencils456	=LEFT(A2,7)	Pencils
3	456Pencils	=RIGHT(A3,7)	Pencils
4	45Pencils6	=MID(A4,3,7)	Pencils



# #7 GO TO SPECIAL

GO TO SPECIAL CAN BE ACCESSED BY SELECTING CELLS AND PRESSING **F5**. IT HAS AN OPTION TO GO TO EMPTY CELLS. THIS COULD BE USED TO FILL IN VALUES LIKE 0 OR JUST FOR DATA EXPLORATION.



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# #8 UPPER LOWER PROPER FUNCTIONS

USING THESE FUNCTIONS YOU CAN CONVERT TEXT  
VALUES IN CELLS TO DESIRED CASE

Inventor of first  
electronic  
spreadsheet



	A	B	C
1	name	formula	output
2	Dan bricklin	=UPPER(A2)	DAN BRICKLIN
3	Dan bricklin	=LOWER(A3)	dan bricklin
	Dan bricklin	=PROPER(A4)	Dan Bricklin

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# #9 TRANSPOSE

USING TRANSPOSE FUNCTION YOU CAN SWITCH OR ROTATE CELLS TO GET DATA IN HORIZONTAL OR VERTICAL FORMAT. UNLIKE OTHER FUNCTIONS THIS REQUIRES A DIFFERENT APPROACH.

1. SELECT RANGE OF EMPTY CELLS AS PER REQUIRED FORMAT.
2. GO TO FORMULA BAR. TYPE RANGE CONTAINING DATA NEEDS TO BE CONVERTED.
3. PRESS CTRL+SHIFT+ENTER.

SUM		✕ ✓ f_x		=TRANSPOSE(A1:D4)					
	A	B	C	D	E	F	G	H	I
1	Jan	Feb	March	April		=TRANSPOSE(A1:D4)		3500	6000
2	5000	3000	2500	4000		Feb	3000	2500	4000
3	3500	2500	4000	3500		March	2500	4000	2500
4	6000	4000	2500	4000		April	4000	3500	4000
5									



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