**Data Cleaning Process**

**1. Identify your source**

* Determine the source of your data, whether it's an Excel spreadsheet, a database, or another format.
* For example, let's say you have a sales report in an Excel file.

**2. Remove Duplicate Entries**

* Ensure data accuracy by eliminating repeated entries.
* Example: In sales data, removing duplicate transactions prevents overcounting revenue.

**3. Handle Missing Value**

* Enhance analysis reliability by addressing missing data.
* Example: Replace missing email addresses in a customer database with "N/A" or other sources.

**4. Standardize Formats**

* Improve data consistency by standardizing data.
* Example: Ensure uniform date representation, like "MM/DD/YYYY," for easy analysis.

**5. Validate & verify**

* Confirm data accuracy by checking for outliers & inconsistencies.
* Example: Scrutinize monthly sales reports for unrealistically high or low figures.