

Excel Manual – Session 02

Objective

The objective of this session is to provide a comprehensive introduction to essential Excel skills for data cleaning. By the end of this session, you will have a solid understanding of text manipulation, advanced sorting and filtering, and handling duplicates in Excel.

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1. Text to Column and CONCAT

Text to Column

This feature allows you to split the content of a single column into multiple columns based on a delimiter (e.g., comma, space).

- **Steps:**
 1. Select the column with the data you want to split.
 2. Go to the Data tab and click on Text to Columns.
 3. Choose the delimiter that separates your data (e.g., comma, space).
 4. Click Finish to split the data into multiple columns.

CONCAT

CONCAT (concatenate) is used to join two or more text strings into one string.

- **Formula:** =CONCAT(text1, text2, ...)
- **Example:**
 - If A1 contains "Hello" and B1 contains "World", =CONCAT(A1, " ", B1) will result in "Hello World".

2. Text Functions: LEFT, RIGHT, MID

LEFT

Extracts a specified number of characters from the start of a text string.

- **Formula:** =LEFT(text, num_chars)
- **Example:** =LEFT("Excel", 2) returns "Ex".

RIGHT

Extracts a specified number of characters from the end of a text string.

- **Formula:** =RIGHT(text, num_chars)
- **Example:** =RIGHT("Excel", 2) returns "el".

MID

Extracts characters from the middle of a text string, starting at a specified position.

- **Formula:** =MID(text, start_num, num_chars)
- **Example:** =MID("Excel", 2, 3) returns "xce".

3. Advanced Sorting and Filtering

Advanced Sorting

Allows you to sort data based on multiple criteria, ensuring your data is organized in a meaningful way.

- **Steps:**
 1. Select the data range you want to sort.
 2. Go to the Data tab and click on Sort.
 3. Add sorting levels by clicking on Add Level and specify the sorting criteria (e.g., sorting by column A first, then by column B).

Advanced Filtering

Enables you to filter data based on complex criteria, making it easier to find specific information.

- **Steps:**
 1. Select the data range you want to filter.
 2. Go to the Data tab and click on Advanced.
 3. Set your filter criteria and click OK to apply the filter.

4. Handling Duplicates

Removing Duplicates

Identifies and removes duplicate rows from your dataset to ensure data integrity.

- **Steps:**
 1. Select the range of data you want to check for duplicates.
 2. Go to the Data tab and click on Remove Duplicates.
 3. Select the columns to check for duplicates and click OK.

Highlighting Duplicates

Uses conditional formatting to highlight duplicate values, making them easier to identify.

- **Steps:**
 1. Select the range of data you want to check for duplicates.
 2. Go to the Home tab, click on Conditional Formatting, then choose Highlight Cells Rules > Duplicate Values.
 3. Choose the formatting options and click OK.

Conclusion

In this session, you learned essential Excel skills including text manipulation with Text to Column and CONCAT, using text functions like LEFT, RIGHT, and MID, advanced sorting and filtering, and handling duplicates. By mastering these skills, you are now better equipped to manage and analyze your data efficiently, ensuring accuracy and clarity in your work. Continue practicing enhancing your proficiency and build a strong foundation for more complex tasks in Excel.