

KEY TAKEAWAYS

CHAPTER TITLE

Excel Basics: Cleaning & Combining Data

VIDEO TITLE

Cleaning Bad Data

- 1 Data Cleaning** is an important step in the data analysis process because it ensures that the data is accurate and reliable.
- 2 The TRIM()** function eliminates extra spaces in the text, including those at the start and end.
- 3 Conditional Formatting** helps to identify and highlight duplicate data in a range of cells.
- 4 The "Text to Columns"** feature helps to split a single cell containing text into multiple cells based on a specified delimiter, such as a comma, semicolon, or space.