

Audible Data Cleaning Project

This Audible data cleaning project aims to transform a raw dataset into a standardized, analysis-ready format using the powerful capabilities of Excel's Power Query Editor. Through a series of systematic steps, we will bring consistency and structure to the data, enabling deeper insights and more meaningful conclusions. From formatting column names to handling date and currency values, each task will contribute to creating a robust and reliable dataset that can support data-driven decision-making.

Present by Ritik Verma



BOOKS THAT SPEAK TO YOU



Made with Gamma



Initial Steps

Title:

Steps to Load Data in Power Query Editor

Content:

1. Open a new workbook in Excel.
2. Navigate to the Data tab.
3. Use "Get Data" to import CSV file.
4. Load the data and select 'Transform Data' to open it in Power Query.

Book1 - Excel Preview (Unlicensed Product)

Ritik Verma RV

File Home Insert Page Layout Formulas Data Review View Developer Help Power Pivot

Search

Data Tools

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Sort & Filter

Filter

Advanced

Text to Columns

What-If Analysis

Forecast Sheet

Subtotal

From File

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From Azure

From Power Platform

From Online Services

From Other Sources

Combine Queries

Launch Power Query Editor...

Data Source Settings...

Query Options

From Excel Workbook

From Text/CSV

From XML

From JSON

From PDF

From Folder

From SharePoint Folder

Sheet1

Ready Accessibility: Good to go

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29



Standardize Name Column

Title:

Standardize Name Column

Content:

Task: Ensure consistent title casing.

Approach:

1. Go to the Format Section.
2. Choose the option 'Capitalize Each Word'.
3. The name column is now in consistent title casing.

audible_uncleaned - Power Query Editor

File Home Transform Add Column View

Transpose Reverse Rows Count Rows Group Use First Row By as Headers Data Type: Text Replace Values Unpivot Columns Detect Data Type Fill Move Rename Pivot Column Convert to List Split Column Format ABC Extract 123 Extract abc Parse Statistics Standard Scientific Trigonometry Rounding Date Time Duration Expand Aggregate Extract Values

Table Any Column

Number Column Date & Time Column Structured Column

Name audible_uncleaned All Properties

APPLIED STEPS

Source Promoted Headers **Changed Type**

Index	Title	Author	Narrator	Duration
2	The Burning Maze		RobbieDaymond	13 hrs and 8 mins
3	The Deep End		DanRussell	2 hrs and 3 mins
4	Daughter of the Deep		SoneelaNankani	11 hrs and 16 mins
5	The Lightning Thief: Percy Jackson, Book 1		JesseBernstein	10 hrs
6	The Hunger Games: Special Edition		TatianaMaslany	10 hrs and 35 mins
7	Quest for the Diamond Sword		LukeDaniels	2 hrs and 23 mins
8	The Dark Prophecy	Writtenby: RickRiordan	RobbieDaymond	12 hrs and 32 mins
9	Merlin Mission Collection	Writtenby: MaryPopeOsbo...	MaryPopeOsborne	10 hrs and 56 mins
10	The Tyrant's Tomb	Writtenby: RickRiordan	RobbieDaymond	13 hrs and 22 mins
11	The Titan's Curse: Percy Jackson, Book 3	Writtenby: RickRiordan	JesseBernstein	8 hrs and 48 mins
12	Magic Tree House Collection: Books 9-16	Writtenby: MaryPopeOsbo...	MaryPopeOsborne	5 hrs and 23 mins
13	Magic Tree House Collection: Books 1-8	Writtenby: MaryPopeOsbo...	MaryPopeOsborne	6 hrs and 1 min
14	Magnus Chase and the Ship of the Dead	Writtenby: RickRiordan	MichaelCrouch	12 hrs and 58 mins
15	Northern Lights	Writtenby: PhilipPullman	PhilipPullman, fullcast, Rut...	11 hrs and 55 mins
16	Geronimo Stilton #13 and #14	Writtenby: GeronimoStil...	BillLobley	2 hrs and 25 mins
17	Magic Tree House Collection	Writtenby: MaryPopeOsbo...	MaryPopeOsborne	5 hrs and 4 mins
18	Exile	Writtenby: ShannonMesse...	CaitlinKelly	14 hrs and 41 mins
19	Merlin Mission Collection	Writtenby: MaryPopeOsbo...	MaryPopeOsborne	10 hrs and 18 mins
20	Neverseen	Writtenby: ShannonMesse...	CaitlinKelly	16 hrs and 42 mins
21	The Tower of Nero	Writtenby: RickRiordan	RobbieDaymond	12 hrs and 12 mins
22	Eldest: The Inheritance Cycle, Book 2	Writtenby: ChristopherPa...	GerrardDoyle	23 hrs and 29 mins
23	Artemis Fowl	Writtenby: EoinColfer	GerryO'Brien	6 hrs and 46 mins
24	Geronimo Stilton 22 & 24	Writtenby: GeronimoStil...	BillLobley	2 hrs and 37 mins
25	Percy Jackson and the Battle of the Labyrinth	Writtenby: RickRiordan	JesseBernstein	10 hrs and 32 mins
26	Winnie-the-Pooh	Writtenby: A.A.Milne	PeterDennis	2 hrs and 46 mins
27	Magic Tree House Collection: Books 25-32	Writtenby: MaryPopeOsbo...	MaryPopeOsborne	7 hrs and 9 mins
28	Geronimo Stilton #20 and #21	Writtenby: GeronimoStil...	BillLobley	2 hrs and 32 mins
29	The Red Pyramid	Writtenby: RickRiordan	JaneCollingwood, JosephMay	13 hrs and 44 mins
30	Mystery of the Griefer's Mark	Writtenby: WinterMorgan	LukeDaniels	1 hr and 53 mins
31	Geronimo Stilton #17	Writtenby: GeronimoStil...	BillLobley	2 hrs and 28 mins
32				



Separate Author Names

Title:

Separate Author Names

Content:

Task: Separate combined first and last names in the author column.

Approach:**1. Remove Prefix:**

- Go to the Extract tab.
- Choose the "Text After Delimiter" option.
- Specify the colon (':') as the delimiter to remove the "Writtenby:" text and extract the authors' names.

Before

Screenshot of the Power Query Editor showing a table of audiobook metadata and a 'Text After Delimiter' dialog.

The main table has columns: name, author, narrator, and time.

The 'Text After Delimiter' dialog is open, prompting for a delimiter. The current input is a colon (:) and the 'Advanced options' checkbox is checked.

The 'Query Settings' pane shows the query name is 'audible_uncleaned' and the applied steps include 'Promoted Headers', 'Changed Type', and 'Capitalized Each Word'.

name	author	narrator	time
1 Geronimo Stilton #11 & #12	Writtenby:GeronimoStilton	Narratedby:BillLobley	2 hrs and 20 mins
2 The Burning Maze	Writtenby:RickRiordan	Narratedby:RobbieDaymond	13 hrs and 8 mins
3 The Deep End	Writtenby:JeffKinney	Narratedby:DanRussell	2 hrs and 3 mins
4 Daughter Of The Deep	Writtenby:RickRiordan	Narratedby:SoneelaNankani	11 hrs and 16 mins
5 The Lightning Thief: Percy Jackson, Book 1	Writtenby:RickRiordan	Narratedby:JesseBernstein	10 hrs
6 The Hunger Games: Special Edition	Writtenby:SuzanneCollins	Narratedby:TatianaMaslany	10 hrs and 35 mins
7 Quest For The Diamond Sword	Writtenby:WinterMorgan	Narratedby:LukeDaniels	2 hrs and 23 mins
8 The Dark Prophecy	Writtenby:RickRiordan	Narratedby:RobbieDaymond	12 hrs and 32 mins
9 Merlin Mission Collection			hrs and 56 mins
10 The Tyrant's Tomb			hrs and 22 mins
11 The Titan's Curse: Percy Jackson and the Olympians, Book 3			hrs and 48 mins
12 Magic Tree House Collection: Books 25-32			hrs and 23 mins
13 Magic Tree House Collection: Books 1-24			hrs and 1 min
14 Magnus Chase And The Ship Of Fools			hrs and 58 mins
15 Northern Lights			hrs and 55 mins
16 Geronimo Stilton #13 And #14			hrs and 25 mins
17 Magic Tree House Collection: Books 1-24			hrs and 4 mins
18 Exile			hrs and 41 mins
19 Merlin Mission Collection			hrs and 18 mins
20 Neverseen			hrs and 42 mins
21 The Tower Of Nero	Writtenby:RickRiordan	Narratedby:RobbieDaymond	12 hrs and 12 mins
22 Eldest: The Inheritance Cycle, Book 2	Writtenby:ChristopherPaolini	Narratedby:GerrardDoyle	23 hrs and 29 mins
23 Artemis Fowl	Writtenby:EoinColfer	Narratedby:GerryO'Brien	6 hrs and 46 mins
24 Geronimo Stilton 22 & 24	Writtenby:GeronimoStilton	Narratedby:BillLobley	2 hrs and 37 mins
25 Percy Jackson And The Battle Of The Labyrinth	Writtenby:RickRiordan	Narratedby:JesseBernstein	10 hrs and 32 mins
26 Winnie-The-Pooh	Writtenby:A.A.Milne	Narratedby:PeterDennis	2 hrs and 46 mins
27 Magic Tree House Collection: Books 25-32	Writtenby:MaryPopeOsborne	Narratedby:MaryPopeOsborne	7 hrs and 9 mins
28 Geronimo Stilton #20 And #21	Writtenby:GeronimoStilton	Narratedby:BillLobley	2 hrs and 32 mins
29 The Red Pyramid	Writtenby:RickRiordan	Narratedby:JaneCollingwood,JosephMay	13 hrs and 44 mins
30 Mystery Of The Griefer'S Mark	Writtenby:WinterMorgan	Narratedby:LukeDaniels	1 hr and 53 mins
31 Geronimo Stilton #17	Writtenby:GeronimoStilton	Narratedby:BillLobley	2 hrs and 28 mins
32			

After

audible_uncleaned - Power Query Editor

File Home Transform Add Column View

Queries [1]

= Table.TransformColumns(#"Capitalized Each Word", {"author", each Text.AfterDelimiter(_, ":"), type text})

A _B name	A _B author	A _B narrator	A _B time
1 Geronimo Stilton #11 & #12	GeronimoStilton	Narratedby:BillLobley	2 hrs and 20 mins
2 The Burning Maze	RickRiordan	Narratedby:RobbieDaymond	13 hrs and 8 mins
3 The Deep End	JeffKinney	Narratedby:DanRussell	2 hrs and 3 mins
4 Daughter Of The Deep	RickRiordan	Narratedby:SoneelaNankani	11 hrs and 16 mins
5 The Lightning Thief: Percy Jackson, Book 1	RickRiordan	Narratedby:JesseBernstein	10 hrs
6 The Hunger Games: Special Edition	SuzanneCollins	Narratedby:TatianaMaslany	10 hrs and 35 mins
7 Quest For The Diamond Sword	WinterMorgan	Narratedby:LukeDaniels	2 hrs and 23 mins
8 The Dark Prophecy	RickRiordan	Narratedby:RobbieDaymond	12 hrs and 32 mins
9 Merlin Mission Collection	MaryPopeOsborne	Narratedby:MaryPopeOsborne	10 hrs and 56 mins
10 The Tyrant'S Tomb	RickRiordan	Narratedby:RobbieDaymond	13 hrs and 22 mins
11 The Titan'S Curse: Percy Jackson, Book 3	RickRiordan	Narratedby:JesseBernstein	8 hrs and 48 mins
12 Magic Tree House Collection: Books 9-16	MaryPopeOsborne	Narratedby:MaryPopeOsborne	5 hrs and 23 mins
13 Magic Tree House Collection: Books 1-8	MaryPopeOsborne	Narratedby:MaryPopeOsborne	6 hrs and 1 min
14 Magnus Chase And The Ship Of The Dead	RickRiordan	Narratedby:MichaelCrouch	12 hrs and 58 mins
15 Northern Lights	PhilipPullman	Narratedby:PhilipPullman,fullcast,Rut...	11 hrs and 55 mins
16 Geronimo Stilton #13 And #14	GeronimoStilton	Narratedby:BillLobley	2 hrs and 25 mins
17 Magic Tree House Collection	MaryPopeOsborne	Narratedby:MaryPopeOsborne	5 hrs and 4 mins
18 Exile	ShannonMessenger	Narratedby:CaitlinKelly	14 hrs and 41 mins
19 Merlin Mission Collection	MaryPopeOsborne	Narratedby:MaryPopeOsborne	10 hrs and 18 mins
20 Neverseen	ShannonMessenger	Narratedby:CaitlinKelly	16 hrs and 42 mins
21 The Tower Of Nero	RickRiordan	Narratedby:RobbieDaymond	12 hrs and 12 mins
22 Eldest: The Inheritance Cycle, Book 2	ChristopherPaolini	Narratedby:GerrardDoyle	23 hrs and 29 mins
23 Artemis Fowl	EoinColfer	Narratedby:GerryO'Brien	6 hrs and 46 mins
24 Geronimo Stilton 22 & 24	GeronimoStilton	Narratedby:BillLobley	2 hrs and 37 mins
25 Percy Jackson And The Battle Of The Labyrinth	RickRiordan	Narratedby:JesseBernstein	10 hrs and 32 mins
26 Winnie-The-Pooh	A.A.Milne	Narratedby:PeterDennis	2 hrs and 46 mins
27 Magic Tree House Collection: Books 25-32	MaryPopeOsborne	Narratedby:MaryPopeOsborne	7 hrs and 9 mins
28 Geronimo Stilton #20 And #21	GeronimoStilton	Narratedby:BillLobley	2 hrs and 32 mins
29 The Red Pyramid	RickRiordan	Narratedby:JaneCollingwood,JosephMay	13 hrs and 44 mins
30 Mystery Of The Griefer'S Mark	WinterMorgan	Narratedby:LukeDaniels	1 hr and 53 mins
31 Geronimo Stilton #17	GeronimoStilton	Narratedby:BillLobley	2 hrs and 28 mins
32			

Query Settings

Properties

Name: audible_uncleaned

All Properties

Applied Steps

Source
Promoted Headers
Changed Type
Capitalized Each Word
Extracted Text After Delimiter



Separate Author Names

Title: Split Multiple Names:

- Use the Split Column feature by delimiter.
- Select comma (',') as the delimiter to separate multiple authors' names.

audible_uncleaned - Power Query Editor

File Home Transform Add Column View

Queries [1] fx = Table.TransformColumnTypes(#"Split Column by Delimiter",{{"author.1", type text}, {"author.2", type text}, {"author.3", type text}, {"author.4", type text}, {"narrator", type text})

audible_uncleaned

	author.1	author.2	author.3	author.4	narrator
1	#12	GeronimoStilton	null	null	Narratedby:BillLobley
2		RickRiordan	null	null	Narratedby:RobbieDaymond
3		JeffKinney	null	null	Narratedby:DanRussell
4		RickRiordan	null	null	Narratedby:SoneelaNankani
5	Jackson, Book 1	RickRiordan	null	null	Narratedby:JesseBernstein
6	al Edition	SuzanneCollins	null	null	Narratedby:TatianaMaslany
7	word	WinterMorgan	null	null	Narratedby:LukeDaniels
8		RickRiordan	null	null	Narratedby:RobbieDaymond
9	on	MaryPopeOsborne	null	null	Narratedby:MaryPopeOsborne
10		RickRiordan	null	null	Narratedby:RobbieDaymond
11	Jackson, Book 3	RickRiordan	null	null	Narratedby:JesseBernstein
12	tion: Books 9-16	MaryPopeOsborne	null	null	Narratedby:MaryPopeOsborne
13	tion: Books 1-8	MaryPopeOsborne	null	null	Narratedby:MaryPopeOsborne
14	ip Of The Dead	RickRiordan	null	null	Narratedby:MichaelCrouch
15		PhilipPullman	null	null	Narratedby:PhilipPullman,fu
16	i #14	GeronimoStilton	null	null	Narratedby:BillLobley
17	sion	MaryPopeOsborne	null	null	Narratedby:MaryPopeOsborne
18		ShannonMessenger	null	null	Narratedby:CaitlinKelly
19	on	MaryPopeOsborne	null	null	Narratedby:MaryPopeOsborne
20		ShannonMessenger	null	null	Narratedby:CaitlinKelly
21		RickRiordan	null	null	Narratedby:RobbieDaymond
22	Cycle, Book 2	ChristopherPaolini	null	null	Narratedby:GerrardDoyle
23		EoinColfer	null	null	Narratedby:GerryO'Brien
24	4	GeronimoStilton	null	null	Narratedby:BillLobley
25	attle Of The Labyrinth	RickRiordan	null	null	Narratedby:JesseBernstein
26		A.A.Milne	null	null	Narratedby:PeterDennis
27	sion: Books 25-32	MaryPopeOsborne	null	null	Narratedby:MaryPopeOsborne
28	i #21	GeronimoStilton	null	null	Narratedby:BillLobley
29		RickRiordan	null	null	Narratedby:JaneCollingwood,
30	3 Mark	WinterMorgan	null	null	Narratedby:LukeDaniels
31		GeronimoStilton	null	null	Narratedby:BillLobley
32					

Query Settings

PROPERTIES

Name: audible_uncleaned

All Properties

APPLIED STEPS

Source, Promoted Headers, Changed Type, Capitalized Each Word, Extracted Text After Delimiter, Split Column by Delimiter, **Changed Type1**

Separate Author Names

Title: Handle Null Values

- The resulting columns may contain blank or null values due to Whitespaces.
- Replace null values with "Not Applicable" by selecting the Replace Values tab and specifying the replacement text.

audible_uncleaned - Power Query Editor

File Home Transform Add Column View

Queries [1] = Table.RemoveColumns(#"Replaced Value", {"author.4"})

audible_uncleaned

	A _c name	A _c author.1	A _c author.2	A _c author.3	A _c narrator
1	Geronimo Stilton #11 & #12	GeronimoStilton	Not Applicable	Not Applicable	Narratedby:BillLobley
2	The Burning Maze	RickRiordan	Not Applicable	Not Applicable	Narratedby:RobbieDaymond
3	The Deep End	JeffKinney	Not Applicable	Not Applicable	Narratedby:DanRussell
4	Daughter Of The Deep	RickRiordan	Not Applicable	Not Applicable	Narratedby:OneelaNankani
5	The Lightning Thief: Percy Jackson, Book 1	RickRiordan	Not Applicable	Not Applicable	Narratedby:JesseBernstein
6	The Hunger Games: Special Edition	SuzanneCollins	Not Applicable	Not Applicable	Narratedby:TatianaMaslany
7	Quest For The Diamond Sword	WinterMorgan	Not Applicable	Not Applicable	Narratedby:LukeDaniels
8	The Dark Prophecy	RickRiordan	Not Applicable	Not Applicable	Narratedby:RobbieDaymond
9	Merlin Mission Collection	MaryPopeOsborne	Not Applicable	Not Applicable	Narratedby:MaryPopeOsborne
10	The Tyrant'S Tomb	RickRiordan	Not Applicable	Not Applicable	Narratedby:RobbieDaymond
11	The Titan'S Curse: Percy Jackson, Book 3	RickRiordan	Not Applicable	Not Applicable	Narratedby:JesseBernstein
12	Magic Tree House Collection: Books 9-16	MaryPopeOsborne	Not Applicable	Not Applicable	Narratedby:MaryPopeOsborne
13	Magic Tree House Collection: Books 1-8	MaryPopeOsborne	Not Applicable	Not Applicable	Narratedby:MaryPopeOsborne
14	Magnus Chase And The Ship Of The Dead	RickRiordan	Not Applicable	Not Applicable	Narratedby:MichaelCruch
15	Northern Lights	PhilipPullman	Not Applicable	Not Applicable	Narratedby:PhilipPullman,f
16	Geronimo Stilton #13 And #14	GeronimoStilton	Not Applicable	Not Applicable	Narratedby:BillLobley
17	Magic Tree House Collection	MaryPopeOsborne	Not Applicable	Not Applicable	Narratedby:MaryPopeOsborne
18	Exile	ShannonMessenger	Not Applicable	Not Applicable	Narratedby:CaitlinKelly
19	Merlin Mission Collection	MaryPopeOsborne	Not Applicable	Not Applicable	Narratedby:MaryPopeOsborne
20	Neverseen	ShannonMessenger	Not Applicable	Not Applicable	Narratedby:CaitlinKelly
21	The Tower Of Nero	RickRiordan	Not Applicable	Not Applicable	Narratedby:RobbieDaymond
22	Eldest: The Inheritance Cycle, Book 2	ChristopherPaolini	Not Applicable	Not Applicable	Narratedby:GerrardDoyle
23	Artemis Fowl	EoinColfer	Not Applicable	Not Applicable	Narratedby:GerryO'Brien
24	Geronimo Stilton 22 & 24	GeronimoStilton	Not Applicable	Not Applicable	Narratedby:BillLobley
25	Percy Jackson And The Battle Of The Labyrinth	RickRiordan	Not Applicable	Not Applicable	Narratedby:JesseBernstein
26	Winnie-The-Pooh	A.A.Milne	Not Applicable	Not Applicable	Narratedby:PeterDennis
27	Magic Tree House Collection: Books 25-32	MaryPopeOsborne	Not Applicable	Not Applicable	Narratedby:MaryPopeOsborne
28	Geronimo Stilton #20 And #21	GeronimoStilton	Not Applicable	Not Applicable	Narratedby:BillLobley
29	The Red Pyramid	RickRiordan	Not Applicable	Not Applicable	Narratedby:JaneCollingwood
30	Mystery Of The Griefer'S Mark	WinterMorgan	Not Applicable	Not Applicable	Narratedby:LukeDaniels
31	Geronimo Stilton #17	GeronimoStilton	Not Applicable	Not Applicable	Narratedby:BillLobley
32	-	-	-	-	-

Query Settings

Properties

- Name: audible_uncleaned
- All Properties

Applied Steps

- Source
- Promoted Headers
- Changed Type
- Capitalized Each Word
- Extracted Text After Delimiter
- Split Column by Delimiter
- Changed Type1
- Replaced Value

Removed Columns

Separate Author Names

Title: Separate combined first and last names.

Approach:

1. **Trim Whitespace:**
 - Trim any whitespace from all author columns (1, 2, and 3) to ensure clean data.
2. **Split Names:**
 - Go to the Split Column tab.
 - Select the option "By Lowercase to Uppercase" to divide the full names into first and last names.
3. **Standardize Full Names:**
 - Merge the separated first name, middle name, and last name columns to create a standardized full name for each author.

audible_uncleaned - Power Query Editor

File Home Transform Add Column View

Queries [1] = Table.CombineColumns(#"Split Column by Character Transition", {"author.1.1", "author.1.2", "author.1.3"}, Combiner.CombineTextByDelimiter

	A ^B _C name	A ^B _C Merged	A ^B _C author.2	A ^B _C author.3	A ^B _C narrator
1	Geronimo Stilton #11 & #12	Geronimo Stilton	Not Applicable	Not Applicable	Narratedby:BillLobley
2	The Burning Maze	Rick Riordan	Not Applicable	Not Applicable	Narratedby:RobbieDaymond
3	The Deep End	Jeff Kinney	Not Applicable	Not Applicable	Narratedby:DanRussell
4	Daughter Of The Deep	Rick Riordan	Not Applicable	Not Applicable	Narratedby:SoneelaNankani
5	The Lightning Thief: Percy Jackson, Book 1	Rick Riordan	Not Applicable	Not Applicable	Narratedby:JesseBernstein
6	The Hunger Games: Special Edition	Suzanne Collins	Not Applicable	Not Applicable	Narratedby:TatianaMaslany
7	Quest For The Diamond Sword	Winter Morgan	Not Applicable	Not Applicable	Narratedby:LukeDaniels
8	The Dark Prophecy	Rick Riordan	Not Applicable	Not Applicable	Narratedby:RobbieDaymond
9	Merlin Mission Collection	Mary Pope Osborne	Not Applicable	Not Applicable	Narratedby:MaryPopeOsborne
10	The Tyrant's Tomb	Rick Riordan	Not Applicable	Not Applicable	Narratedby:RobbieDaymond
11	The Titan's Curse: Percy Jackson, Book 3	Rick Riordan	Not Applicable	Not Applicable	Narratedby:JesseBernstein
12	Magic Tree House Collection: Books 9-16	Mary Pope Osborne	Not Applicable	Not Applicable	Narratedby:MaryPopeOsborne
13	Magic Tree House Collection: Books 1-8	Mary Pope Osborne	Not Applicable	Not Applicable	Narratedby:MaryPopeOsborne
14	Magnus Chase And The Ship Of The Dead	Rick Riordan	Not Applicable	Not Applicable	Narratedby:MichaelCrouch
15	Northern Lights	Philip Pullman	Not Applicable	Not Applicable	Narratedby:PhilipPullman,f
16	Geronimo Stilton #13 And #14	Geronimo Stilton	Not Applicable	Not Applicable	Narratedby:BillLobley
17	Magic Tree House Collection	Mary Pope Osborne	Not Applicable	Not Applicable	Narratedby:MaryPopeOsborne
18	Exile	Shannon Messenger	Not Applicable	Not Applicable	Narratedby:CaitlinKelly
19	Merlin Mission Collection	Mary Pope Osborne	Not Applicable	Not Applicable	Narratedby:MaryPopeOsborne
20	Neverseen	Shannon Messenger	Not Applicable	Not Applicable	Narratedby:CaitlinKelly
21	The Tower Of Nero	Rick Riordan	Not Applicable	Not Applicable	Narratedby:RobbieDaymond
22	Eldeat: The Inheritance Cycle, Book 2	Christopher Paolini	Not Applicable	Not Applicable	Narratedby:GerrardDoyle
23	Artemis Fowl	Eoin Colfer	Not Applicable	Not Applicable	Narratedby:GerryO'Brien
24	Geronimo Stilton 22 & 24	Geronimo Stilton	Not Applicable	Not Applicable	Narratedby:BillLobley
25	Percy Jackson And The Battle Of The Labyrinth	Rick Riordan	Not Applicable	Not Applicable	Narratedby:JesseBernstein
26	Winnie-The-Pooh	A.A.Milne	Not Applicable	Not Applicable	Narratedby:PeterDennis
27	Magic Tree House Collection: Books 25-32	Mary Pope Osborne	Not Applicable	Not Applicable	Narratedby:MaryPopeOsborne
28	Geronimo Stilton #20 And #21	Geronimo Stilton	Not Applicable	Not Applicable	Narratedby:BillLobley
29	The Red Pyramid	Rick Riordan	Not Applicable	Not Applicable	Narratedby:JaneCollingwood
30	Mystery Of The Griefer'S Mark	Winter Morgan	Not Applicable	Not Applicable	Narratedby:LukeDaniels
31	Geronimo Stilton #17	Geronimo Stilton	Not Applicable	Not Applicable	Narratedby:BillLobley
32	" "	" "	" "	" "	" "

Query Settings

Properties

- Name: audible_uncleaned
- All Properties

Applied Steps

- Source
- Promoted Headers
- Changed Type
- Capitalized Each Word
- Extracted Text After Delimiter
- Split Column by Delimiter
- Changed Type1
- Replaced Value
- Removed Columns
- Trimmed Text
- Split Column by Character Tra...
- Merged Columns



Consistent Date Format

Title:

Consistent Date Format

Content:

Task: Ensure all entries in the releasedate column follow DD-MM-YYYY.

Approach: The date format is already standardized; no changes needed.



Convert Time Column

Title:

Convert Time Column

Content:

Task: Convert the time column from text format to a duration format that Excel recognizes.

Approach:

Convert Hours to Minutes:

- Use the M Query Language functions to extract hours from the time column.
- Add a custom column with the formula:

```
=if Text.Contains([time],"hrs") then Number.FromText(Text.BeforeDelimiter([time],"hrs")) else if Text.Contains([time],"hr")  
then Number.FromText(Text.BeforeDelimiter([time],"hr")) else 0
```

- Multiply the extracted hours by 60 to convert to minutes.

Extract Minutes:

- Add a custom column named "minutes" with the formula:

```
= if Text.Contains([time],"min") and not Text.Contains([time],"and") then  
Number.FromText(Text.BeforeDelimiter([time],"min")) else if Text.Contains([time],"min") then  
Number.FromText(Text.BeforeDelimiter(Text.AfterDelimiter([time],"and ")," min")) else 0
```

Calculate Total Duration:

- Add the hours column and minutes column to get total minutes.
- Go to the Standard tab, click add, and choose blank in the minutes column to get a new column named "Duration in minutes."

Formulas

Query Settings

PROPERTIES

- Name: audible_uncleaned
- All Properties

APPLIED STEPS

- Extracted Text After Delimiter1
- Trimmed Text3
- Split Column by Delimiter1
- Changed Type2
- Removed Columns1
- Split Column by Character Transition3
- Trimmed Text4
- Merged Columns3
- Renamed Columns1
- Trimmed Text5
- Split Column by Character Transition4
- Trimmed Text6
- Merged Columns4
- Filtered Rows
- Renamed Columns2
- Trimmed Text7
- Split Column by Character Transition5
- Merged Columns5
- Renamed Columns3
- Added Custom1
- Changed Type3
- Inserted Addition
- Renamed Columns5

Custom Column

Add a column that is computed from the other columns.

New column name: **Hours**

Custom column formula:

```
= if Text.Contains([time],"hrs") then Number.FromText(Text.BeforeDelimiter([time],"hrs"))
else if Text.Contains([time],"hr") then Number.FromText(Text.BeforeDelimiter([time],"hr"))
else 0
```

Available columns:

- name
- Author 1 Full Name
- Author 2 Full Name
- Author 3 Full Name
- Narrator 1 Full Name
- Narrator 2 Full Name
- Narrator 3 Full Name

<< Insert OK Cancel

Learn about Power Query formulas

No syntax errors have been detected.

releasedate	language	stars	price	Hours
04-08-2008	English	5 out of 5 stars34 ratin...	620	
01-09-2010	English	4.5 out of 5 stars11 ra...	220	
06-11-2009	English	4.5 out of 5 stars38 ra...	410	
21-02-2010	English	5 out of 5 stars101 ratin...	820	
28-12-2003	English	5 out of 5 stars15 ratin...	468	
01-09-2020	English	5 out of 5 stars15 ratin...	1256	
01-10-2010	English	5 out of 5 stars18 ratin...	469	
24-01-2013	English	4.5 out of 5 stars37 ra...	820	
25-11-2014	English	5 out of 5 stars9 ratin...	233	
13-07-2009	English	5 out of 5 stars10 ratin...	468	

Query Settings

PROPERTIES

- Name: audible_uncleaned
- All Properties

APPLIED STEPS

- Extracted Text After Delimiter1
- Trimmed Text3
- Split Column by Delimiter1
- Changed Type2
- Removed Columns1
- Split Column by Character Transition3
- Trimmed Text4
- Merged Columns3
- Renamed Columns1
- Trimmed Text5
- Split Column by Character Transition4
- Trimmed Text6
- Merged Columns4
- Filtered Rows
- Renamed Columns2
- Trimmed Text7
- Split Column by Character Transition5
- Merged Columns5
- Renamed Columns3
- Added Custom1
- Changed Type3
- Inserted Addition
- Renamed Columns5

Custom Column

Add a column that is computed from the other columns.

New column name: **Minutes**

Custom column formula:

```
= if Text.Contains([time],"min") and not Text.Contains([time],"and") then
    Number.FromText(Text.BeforeDelimiter([time],"min"))
else if Text.Contains([time],"min")
    then Number.FromText(Text.BeforeDelimiter([time],"and"," min"))
else 0
```

Available columns:

- name
- Author 1 Full Name
- Author 2 Full Name
- Author 3 Full Name
- Narrator 1 Full Name
- Narrator 2 Full Name
- Narrator 3 Full Name

<< Insert OK Cancel

Learn about Power Query formulas

No syntax errors have been detected.

releasedate	language	stars	price	time	Hours in minutes
04-08-2008	English	5 out of 5 stars34 ratin...	620	2 hrs and 20 mins	1
01-09-2010	English	4.5 out of 5 stars11 ra...	220	13 hrs and 8 mins	7
06-11-2009	English	4.5 out of 5 stars38 ra...	410	2 hrs and 3 mins	1
21-02-2010	English	5 out of 5 stars101 ratin...	820	14 hrs and 40 mins	6
28-12-2003	English	5 out of 5 stars15 ratin...	468	2 hrs and 20 mins	1
01-09-2020	English	5 out of 5 stars15 ratin...	1256	7 hrs and 9 mins	4
01-10-2010	English	5 out of 5 stars18 ratin...	469	2 hrs and 32 mins	1
24-01-2013	English	4.5 out of 5 stars37 ra...	820	13 hrs and 44 mins	7
25-11-2014	English	5 out of 5 stars9 ratin...	233	1 hr and 53 mins	3
13-07-2009	English	5 out of 5 stars10 ratin...	468	2 hrs and 28 mins	1

audible_uncleaned - Power Query Editor

File Home Transform Add Column View

Queries [1]

audible_uncleaned

= Table.RemoveColumns(#"Renamed Columns5", {"Hours in minutes", "Minutess"})

	releasedate	language	stars	price	time	Duration in minutes
1	04-08-2008	English	5 out of 5 stars34 rati...	468	2 hrs and 20 mins	140
2	01-05-2018	English	4.5 out of 5 stars41 rati...	820	13 hrs and 8 mins	788
3	06-11-2020	English	4.5 out of 5 stars38 rati...	410	2 hrs and 3 mins	123
4	05-10-2021	English	4.5 out of 5 stars12 rati...	615	11 hrs and 16 mins	676
5	13-01-2010	English	4.5 out of 5 stars181 r...	820	10 hrs	600
6	30-10-2018	English	5 out of 5 stars72 rati...	656	10 hrs and 35 mins	635
7	25-11-2014	English	5 out of 5 stars11 rati...	233	2 hrs and 23 mins	143
8	02-05-2017	English	5 out of 5 stars50 rati...	820	12 hrs and 32 mins	752
9	02-05-2017	English	5 out of 5 stars5 ratin...	1256	10 hrs and 56 mins	656
10	24-09-2019	English	5 out of 5 stars58 rati...	820	13 hrs and 22 mins	802
11	14-01-2010	English	4.5 out of 5 stars130 r...	820	8 hrs and 48 mins	528
12	24-08-2011	English	5 out of 5 stars6 ratin...	1206	5 hrs and 23 mins	323
13	27-09-2011	English	5 out of 5 stars7 ratin...	1206	6 hrs and 1 min	361
14	03-10-2017	English	5 out of 5 stars41 rati...	820	12 hrs and 58 mins	778
15	24-06-2021	English	4 out of 5 stars2 ratin...	1093	11 hrs and 55 mins	715
16	08-02-2008	English	4.5 out of 5 stars33 rati...	467	2 hrs and 25 mins	145
17	26-12-2004	English	5 out of 5 stars7 ratin...	1206	5 hrs and 4 mins	304
18	06-11-2018	English	5 out of 5 stars20 rati...	836	14 hrs and 41 mins	881
19	02-05-2017	English	5 out of 5 stars11 rati...	1256	10 hrs and 18 mins	618
20	06-11-2018	English	5 out of 5 stars13 rati...	1003	16 hrs and 42 mins	1002
21	06-10-2020	English	5 out of 5 stars79 rati...	615	12 hrs and 12 mins	732
22	14-04-2009	English	4.5 out of 5 stars47 rati...	957	23 hrs and 29 mins	1409
23	11-04-2013	English	5 out of 5 stars27 rati...	683	6 hrs and 46 mins	406
24	01-02-2011	English	4.5 out of 5 stars25 rati...	469	2 hrs and 37 mins	157
25	21-01-2010	English	5 out of 5 stars101 rati...	820	10 hrs and 32 mins	632
26	28-12-2003	English	5 out of 5 stars15 rati...	468	2 hrs and 46 mins	166
27	01-09-2020	English	5 out of 5 stars3 rati...	1256	7 hrs and 9 mins	429
28	01-10-2010	English	5 out of 5 stars18 rati...	469	2 hrs and 32 mins	152
29	24-01-2013	English	4.5 out of 5 stars37 rati...	820	13 hrs and 44 mins	824
30	25-11-2014	English	5 out of 5 stars9 rati...	233	1 hr and 53 mins	113
31	13-07-2009	English	5 out of 5 stars8 rati...	468	2 hrs and 28 mins	148
32

Query Settings

PROPERTIES

Name: audible_uncleaned

All Properties

APPLIED STEPS

- Trimmed Text3
- Split Column by Delimiter1
- Changed Type2
- Removed Columns1
- Split Column by Character Transition3
- Trimmed Text4
- Merged Columns3
- Renamed Columns1
- Trimmed Text5
- Split Column by Character Transition4
- Trimmed Text6
- Merged Columns4
- Filtered Rows
- Renamed Columns2
- Trimmed Text7
- Split Column by Character Transition5
- Merged Columns5
- Renamed Columns3
- Added Custom
- Reordered Columns
- Multiplied Column
- Renamed Columns4
- Added Custom1
- Changed Type3
- Inserted Addition
- Renamed Columns5
- Removed Columns2

Ensure Numeric Format for Price Column

Title:

Ensure Numeric Format for Price Column

Content:

Task: Ensure the price column is in numeric format and identify any non-numeric values.

Approach:

1. Replace the text "Free" with the number 0.
2. Change the data type of the column to currency.

audible_uncleaned - Power Query Editor

File Home Transform Add Column View

Queries [1]

audible_uncleaned

= Table.TransformColumnTypes(#"Removed Columns2",{{"price", type text}})

	Full Name	releasedate	A _C language	A _C stars	A _C price	A _C time	1.2 Duration in minutes
1		04-08-2008	English	5 out of 5 stars34 rati...	468	2 hrs and 20 mins	
2		01-05-2018	English	4.5 out of 5 stars41 ra...	820	13 hrs and 8 mins	
3		06-11-2020	English	4.5 out of 5 stars38 ra...	410	2 hrs and 3 mins	
4		05-10-2021	English	4.5 out of 5 stars12 ra...	615	11 hrs and 16 mins	
5		13-01-2010	English	4.5 out of 5 stars181 r...	820	10 hrs	
6		30-10-2018	English	5 out of 5 stars72 rati...	656	10 hrs and 35 mins	
7		25-11-2014	English	5 out of 5 stars11 rati...	233	2 hrs and 23 mins	
8		02-					
9		02-					
10		24-					
11		14-					
12		24-					
13		27-					
14		03-					
15		24-					
16		08-					
17		26-					
18		06-					
19		02-					
20		06-					
21		06-					
22		14-04-2009	English	4.5 out of 5 stars47 ra...	957	23 hrs and 29 mins	
23		11-04-2013	English	5 out of 5 stars27 rati...	683	6 hrs and 46 mins	
24		01-02-2011	English	4.5 out of 5 stars25 ra...	469	2 hrs and 37 mins	
25		21-01-2010	English	5 out of 5 stars101 rat...	820	10 hrs and 32 mins	
26		28-12-2003	English	5 out of 5 stars15 rati...	468	2 hrs and 46 mins	
27		01-09-2020	English	5 out of 5 stars3 ratin...	1256	7 hrs and 9 mins	
28		01-10-2010	English	5 out of 5 stars18 rati...	469	2 hrs and 32 mins	
29		24-01-2013	English	4.5 out of 5 stars37 ra...	820	13 hrs and 44 mins	
30		25-11-2014	English	5 out of 5 stars9 ratin...	233	1 hr and 53 mins	
31		13-07-2009	English	5 out of 5 stars8 ratin...	468	2 hrs and 28 mins	
32		07-01-2009	English	5 out of 5 stars1 rati...	468	2 hrs and 28 mins	

Replace Values

Replace one value with another in the selected columns.

Value To Find: Free

Replace With: d

Advanced options

OK Cancel

Query Settings

PROPERTIES

Name: audible_uncleaned

APPLIED STEPS

- Split Column by Delimiter1
- Changed Type2
- Removed Columns1
- Split Column by Character ...
- Trimmed Text4
- Merged Columns3
- Renamed Columns1
- Trimmed Text5
- Split Column by Character ...
- Trimmed Text6
- Merged Columns4
- Filtered Rows
- Renamed Columns2
- Trimmed Text7
- Split Column by Character ...
- Merged Columns5
- Renamed Columns3
- Added Custom
- Reordered Columns
- Multiplied Column
- Renamed Columns4
- Added Custom1
- Changed Type3
- Inserted Addition
- Renamed Columns5
- Removed Columns2
- Changed Type4



Split NarratedBy Column

Title:

Split NarratedBy Column

Content:

Task: Separate combined names in the narratedby column.

Approach:

1. **Remove Prefix and Split Names:**

- Go to the Extract tab.
- Choose "Text After Delimiter" and specify the colon (':') to remove the prefix and extract the names.
- Use the Split Column feature by delimiter, selecting comma (',') to separate multiple narrators' names into different columns.

audible_uncleaned - Power Query Editor

File Home Transform Add Column View

Queries [1]

audible_uncleaned

= Table.RenameColumns(#"Merged Columns5",{{"Merged", "Narrator 3 Full Name"}})

	A _B C Author 3 Full Name	A _B C Narrator 1 Full Name	A _B C Narrator 2 Full Name	A _B C Narrator 3 Full Name	A _B C time	A _B C releasedate
1	Not Applicable	Bill Lobley			2 hrs and 20 mins	04-08-200
2	Not Applicable	Robbie Daymond			13 hrs and 8 mins	01-05-201
3	Not Applicable	Dan Russell			2 hrs and 3 mins	06-11-202
4	Not Applicable	Soneela Nankani			11 hrs and 16 mins	05-10-202
5	Not Applicable	Jesse Bernstein			10 hrs	13-01-201
6	Not Applicable	Tatiana Maslany			10 hrs and 35 mins	30-10-201
7	Not Applicable	Luke Daniels			2 hrs and 23 mins	25-11-201
8	Not Applicable	Robbie Daymond			12 hrs and 32 mins	02-05-201
9	Not Applicable	Mary Pope Osborne			10 hrs and 56 mins	02-05-201
10	Not Applicable	Robbie Daymond			13 hrs and 22 mins	24-09-201
11	Not Applicable	Jesse Bernstein			8 hrs and 48 mins	14-01-201
12	Not Applicable	Mary Pope Osborne			5 hrs and 23 mins	24-08-201
13	Not Applicable	Mary Pope Osborne			6 hrs and 1 min	27-09-201
14	Not Applicable	Michael Crouch			12 hrs and 58 mins	03-10-201
15	Not Applicable	Philip Pullman	fullcast	Ruth Wilson	11 hrs and 55 mins	24-06-202
16	Not Applicable	Bill Lobley			2 hrs and 25 mins	08-02-200
17	Not Applicable	Mary Pope Osborne			5 hrs and 4 mins	26-12-200
18	Not Applicable	Caitlin Kelly			14 hrs and 41 mins	06-11-201
19	Not Applicable	Mary Pope Osborne			10 hrs and 18 mins	02-05-201
20	Not Applicable	Caitlin Kelly			16 hrs and 42 mins	06-11-201
21	Not Applicable	Robbie Daymond			12 hrs and 12 mins	06-10-202
22	Not Applicable	Gerrard Doyle			23 hrs and 29 mins	14-04-200
23	Not Applicable	Gerry O'Brien			6 hrs and 46 mins	11-04-201
24	Not Applicable	Bill Lobley			2 hrs and 37 mins	01-02-201
25	Not Applicable	Jesse Bernstein			10 hrs and 32 mins	21-01-201
26	Not Applicable	Peter Dennis			2 hrs and 46 mins	28-12-200
27	Not Applicable	Mary Pope Osborne			7 hrs and 9 mins	01-09-202
28	Not Applicable	Bill Lobley			2 hrs and 32 mins	01-10-201
29	Not Applicable	Jane Collingwood	Joseph May		13 hrs and 44 mins	24-01-201
30	Not Applicable	Luke Daniels			1 hr and 53 mins	25-11-201
31	Not Applicable	Bill Lobley			2 hrs and 28 mins	13-07-200
32	Not Applicable					

Query Settings

PROPERTIES

Name
audible_uncleaned

All Properties

APPLIED STEPS

- Merged Columns
- Trimmed Text1
- Split Column by Character ...
- Merged Columns1
- Trimmed Text2
- Split Column by Character ...
- Merged Columns2
- Renamed Columns
- Extracted Text After Delimi...
- Trimmed Text3
- Split Column by Delimiter1
- Changed Type2
- Removed Columns1
- Split Column by Character ...
- Trimmed Text4
- Merged Columns3
- Renamed Columns1
- Trimmed Text5
- Split Column by Character ...
- Trimmed Text6
- Merged Columns4
- Filtered Rows
- Renamed Columns2
- Trimmed Text7
- Split Column by Character ...
- Merged Columns5
- Renamed Columns3



Convert Text Ratings

Title:

Convert Text Ratings

Content:

Task: Convert text ratings in the stars column to numeric values.

Approach:**1. Extract Ratings:**

- Create a custom column and apply the formula:

```
=if Text.Contains([stars],"ratings") then Number.FromText(Text.BeforeDelimiter(Text.AfterDelimiter([stars],"stars")),
"ratings")) else 0
```

1. Extract Stars:

- Go to the Extract tab, select the "Text Before Delimiter" option, and specify space as the delimiter to extract the stars.

2. Handle "Not" Text:

- Replace the "Not" text with null values.

Query Settings

PROPERTIES

Name: audible_uncleaned

APPLIED STEPS

- Renamed Columns1
- Trimmed Text5
- Split Column by Character ...
- Trimmed Text6
- Merged Columns4
- Filtered Rows
- Renamed Columns2
- Trimmed Text7
- Split Column by Character ...
- Merged Columns5
- Renamed Columns3
- Added Custom
- Reordered Columns
- Multipled Column
- Renamed Columns4
- Added Custom1
- Changed Type3
- Inserted Addition
- Renamed Columns5
- Removed Columns2
- Changed Type4
- Replaced Value1
- Changed Type5
- Added Custom2**
- Extracted Text Before Deli...
- Replaced Value2

Custom Column

Add a column that is computed from the other columns.

New column name: Ratings

```
- if Text.Contains([stars],"ratings") then Number.FromText(Text.BeforeDelimiter([stars],"ratings"))
else 0
```

Learn about Power Query formulas

✓ No syntax errors have been detected.

OK Cancel

Avg stars	\$ price	Avg time	12 Duration in minutes	12 Ratings
5 out of 5 stars34 rating...	468.00	2 hrs and 20 mins	140	
4.5 out of 5 stars41 rating...	820.00	13 hrs and 8 mins	788	
4.5 out of 5 stars38 rating...	410.00	2 hrs and 3 mins	123	
4.5 out of 5 stars3 rating...	212.00	11 hrs and 30 mins	148	

Query Settings

PROPERTIES

Name: audible_uncleaned

APPLIED STEPS

- Trimmed Text5
- Split Column by Character ...
- Trimmed Text6
- Merged Columns4
- Filtered Rows
- Renamed Columns2
- Trimmed Text7
- Split Column by Character ...
- Merged Columns5
- Renamed Columns3
- Added Custom
- Reordered Columns
- Multipled Column
- Renamed Columns4
- Added Custom1
- Changed Type3
- Inserted Addition
- Renamed Columns5
- Removed Columns2
- Changed Type4
- Replaced Value1
- Changed Type5
- Added Custom2**
- Extracted Text Before Deli...
- Replaced Value2
- Changed Type6

\$ price	Avg time	12 Duration in minutes	12 stars	12 Ratings
266.00	1 hr and 35 mins	95	null	0
192.00	2 hrs and 23 mins	143	null	0
76.00	33 mins	33	null	0
192.00	3 hrs and 37 mins	217	null	0
821.00	11 hrs and 19 mins	679	null	0
200.00	2 hrs and 56 mins	176	null	0
706.00	6 hrs and 58 mins	418	null	0
904.00	5 hrs and 41 mins	341	null	0
679.00	43 mins	43	null	0
112.00	9 mins	9	null	0
531.00	2 hrs and 6 mins	126	null	0
586.00	9 hrs and 30 mins	570	null	0
904.00	5 hrs and 38 mins	338	null	0
586.00	1 hr and 37 mins	97	null	0
586.00	7 hrs and 36 mins	456	5	0
683.00	9 hrs and 30 mins	570	5	17
410.00	1 hr and 29 mins	89	3.5	7
233.00	1 hr and 43 mins	103	5	5
305.00	4 hrs and 24 mins	264	5	2
705.00	8 hrs and 12 mins	492	null	0
305.00	2 hrs and 46 mins	166	5	4
1,172.00	5 hrs and 30 mins	330	null	0
683.00	58 mins	58	null	0
233.00	1 hr and 49 mins	109	5	4
949.00	6 hrs and 42 mins	402	5	7
585.00	3 hrs and 18 mins	198	null	0
233.00	1 hr and 50 mins	110	5	4
322.00	6 hrs and 9 mins	369	4.5	3
305.00	3 hrs and 8 mins	188	null	0
585.00	2 hrs and 11 mins	131	5	2
702.00	11 hrs and 12 mins	672	null	0



Merge Release Date and Language

Title:

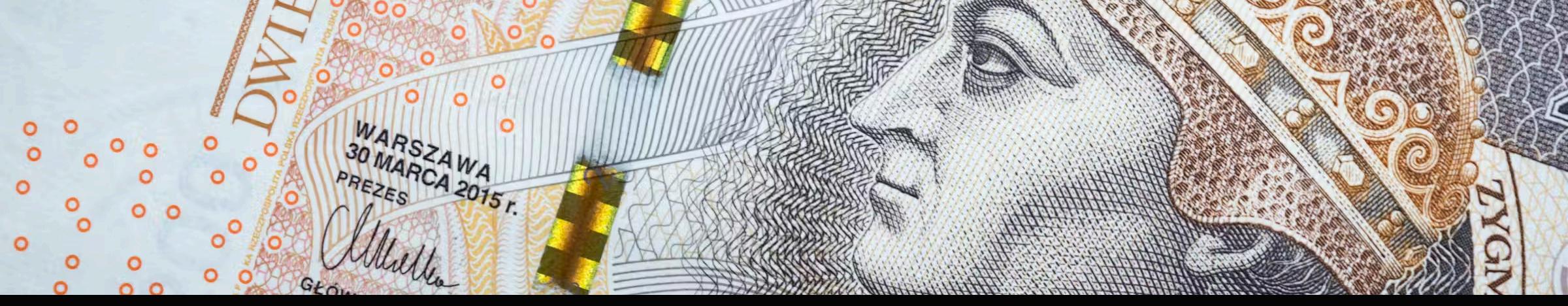
Merge Release Date and Language

Content:

Task: Merge releasedate and language columns into a single new column named releaseinfo.

Approach:

1. Go to the Merge Columns tab.
2. Choose custom separator and fill ", " in the blank.
3. Name the new column "Release Info".



Format Currency Values

Title:

Format Currency Values

Content:

Task: Ensure all currency values in the price column are formatted consistently with two decimal places.

Approach: Use the Number.Round function and format to two decimal places.

Clean Data

A screenshot of Microsoft Excel 2016. The ribbon at the top includes Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, Help, Power Pivot, Table Design, and Query. The Home tab is selected. The main area shows a table with columns: Title, Author, First Name, Last Name, and Rating. The table contains 15 rows of book reviews. The status bar at the bottom indicates 'Average 100%'. A 'Data' tab is visible in the ribbon.

Author 2 Full Name		Narrator 1 Full Name	Narrator 2 Full Name	Narrator 3 Full Name	Released Date
Not Applicable	Jennie Cleary				18-10-2018 English
Not Applicable	James Clear				18-09-2017 English
Not Applicable	Mark Bittman				18-09-2017 English
Not Applicable	Chris Hill				09-09-2020 English
Not Applicable	Chris Hill				09-09-2020 English
Not Applicable	Dene Parkins				30-04-2015 English
Not Applicable	Tim Fawcett				18-09-2017 English
Not Applicable	Roger Daltrey				10-12-2019 English
Not Applicable	Roger Daltrey				10-12-2019 English
Not Applicable	Michelle Obama				13-09-2017 English
Not Applicable	Elizabeth Esty				08-10-2017 English
Not Applicable	David Goggins	Adam Skarbek			28-11-2018 English
Not Applicable	David Goggins				28-11-2018 English
Not Applicable	Fred Sanders				09-09-2020 English
Not Applicable	Mike Manusky				28-04-2016 English
Not Applicable	Robin Sharma				05-07-2007 English
Not Applicable	Stephen King				12-09-2017 English
Not Applicable	Orson Kammel				01-04-2020 English
Not Applicable	Mark Bittman				04-09-2017 English
Not Applicable	Barack Obama				17-11-2020 English
Not Applicable	Ben Stiller				22-01-2019 English
Not Applicable	Damon Hardy				22-01-2019 English
Not Applicable	Joe Wicks				28-01-2020 English
Not Applicable	Sage Aarya				04-10-2019 English
Not Applicable	Christopher Meloni				08-09-2019 English
Not Applicable	Stephen Fry				20-11-2015 English
Not Applicable	Stephen Fry				20-11-2015 English
Not Applicable	Stephenie Meyer				12-09-2017 English



Project Drive File

Content:

- This is my project drive file link: [**Project Drive File**](#)



Thank you for your attention!

If you found this presentation helpful and would like to connect for more insights, please feel free to connect with me on LinkedIn:

LinkedIn Profile:

[Ritik Verma](#)

Looking forward to connecting with you!