• **Sales Data Cleaning with Excel Power Query**

• This repository demonstrates how to clean and prepare raw sales data using \*\*Microsoft Excel Power Query\*\*.

• **📁 Files Included**

- `raw\_sales\_data\_200\_customers.csv` – Original uncleaned sales data for 200 customers

- `cleaned\_sales\_data.xlsx` – Cleaned version of the data using Power Query

- `README.md` – Documentation of cleaning steps and process

• 🧹 Cleaning Process Overview

**• 1. Removed Duplicate Rows**

- Duplicates were identified using the `Order ID` and removed.

**• 2. Fixed Column Data Types**

- Ensured the following types:

- `Order ID`: Whole Number

- `Date`: Date

- `Amount`: Decimal Number

- `Customer Name`, `Product`, `City`, `Email`: Text

**• 3. Cleaned Text Fields**

- Applied `Trim` to remove extra spaces

- Applied `Capitalize Each Word` for names and cities

- Standardized product names (e.g., "vacuum" → "Vacuum Cleaner")

**• 4. Corrected Email Format Issues**

- Replaced `[at]` with `@` and `,com` with `.com`

**• 5. Handled Missing Data**

- Removed rows where `Order ID` was null

- Replaced or filled other missing values as appropriate

**• Tools Used**

- Microsoft Excel Power Query

- GitHub for version control

**• How to Use This Repository**

• Download the Excel file.

• Open it in Excel.

• Go to \*\*Data → Queries & Connections\*\* to view Power Query steps.

• 👤 Author

• Samreen Begum