If the dataset is smaller then excel is better for data cleaning

**How to clean  
go to DATA tab and operate**

Removing Duplicates: Go to sub section data tools and find duplicates

=upper(range) ……………………. Convert whole text to upper

=proper(range) ……. Write text with proper capitalization

=lower(range) ….. change all to lowers   
  
  
  
most of the time date(s) in excel are imperfect, so it is better to use **short date** datatype