**Learning Log: Develop your approach to cleaning data**

**Instructions**You can use this document as a template for the learning log activity: Consider how data analysts approach tasks. Type your answers in this document, and save it on your computer or Google Drive.

We recommend that you save every learning log in one folder and include a date in the file name to help you stay organized. Important information like course number, title, and activity name are already included. After you finish your learning log entry, you can come back and reread your responses later to understand how your opinions on different topics may have changed throughout the courses.

To review detailed instructions on how to complete this activity, please return to Coursera: [Learning Log: Develop your approach to cleaning data](https://www.coursera.org/learn/process-data/supplement/rKHUX/learning-log-develop-your-approach-to-cleaning-data).

| **Date:** <enter date> | **Course/topic:** Course 4: Process Data from Dirty to Clean | | |
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| **Learning Log:** Develop your approach to cleaning data | | |
| **Think about “clean” and “dirty” data** | Use the instructions from the learning log to complete the Data Cleaning Approach Table below:   | **Data cleaning checklist** | **Preferred cleaning methods** | **Data cleaning motto** | | --- | --- | --- | | * *Size of the data set* * *Number of categories or labels* * *Missing data* * *Unformatted data* * *The different data types* * *Typos* * *Duplicate data* | * *Use sort and filter to organize and filter out different data types* * Check the category range Use COUNTIF to find missing data or unformatted data * Use chart to have a quick visually look of the data * Use Find and Replace for typos * Use remove duplicate tool | * *Type your response here* | | | |
| **Reflection:** | Write 1-2 sentences (20-40 words) answering each of the following questions: | | |
| **Questions and responses:** | * What items did you add to your data cleaning checklist? Why did you decide these were important to check for?   *Duplicate data, typos. These usually happen because of human error, this is important to check for so that the data can be more accurate.*   * How have your own experiences with data cleaning affected your preferred cleaning methods? Can you think of an example where you needed to perform one of these cleaning tasks?   *Type your response here*   * How did you decide on your data cleaning motto?   *Type your response here* | | |