Preprocessing

Tools:Excel

Rename column headings to lowercse :

1. Insert a new row just below the headers.
2. In the first cell under the header
3. Enter=LOWER(A1)
4. Drag the formula across all columns.
5. Copy the new row.
6. Right-click the original header row → click **Paste Special** → **Values**.
7. Delete the older row

Standardize tha languages en to English:

1. Select the **row** where you want to replace (click the row number).
2. Press Ctrl + H to open **Find and Replace**.
3. In **Find what**: type en  
   In **Replace with**: type English
4. Click **Replace All**.

Delete Null/Blank Rows:

1. **Select your data range** (including headers).
2. Go to **Data** tab → click **Filter**.
3. Click the filter dropdown on the column where blanks exist.
4. Uncheck **"Select All"** → Check only **(Blanks)**.
5. Select the filtered rows → Right-click → **Delete Row**.
6. Clear the filter to see cleaned data