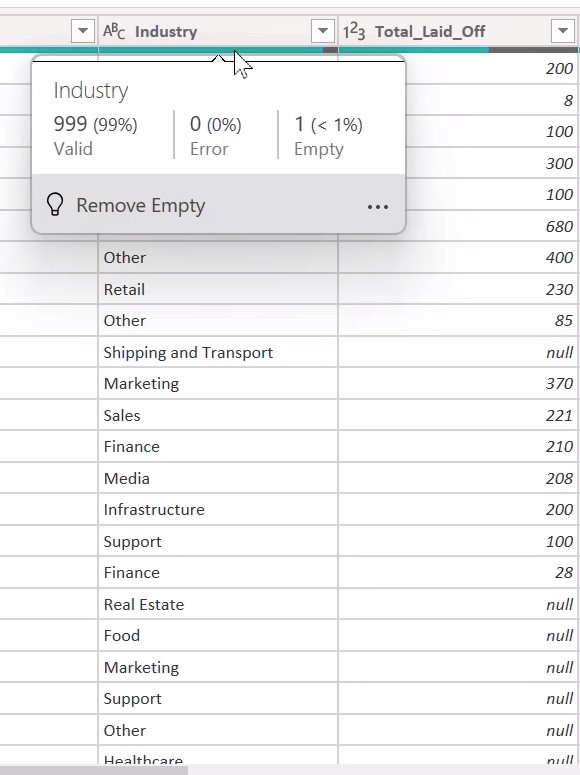
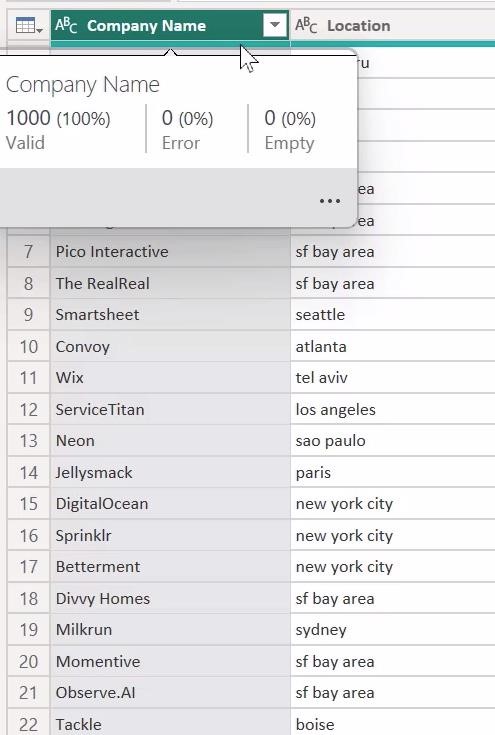


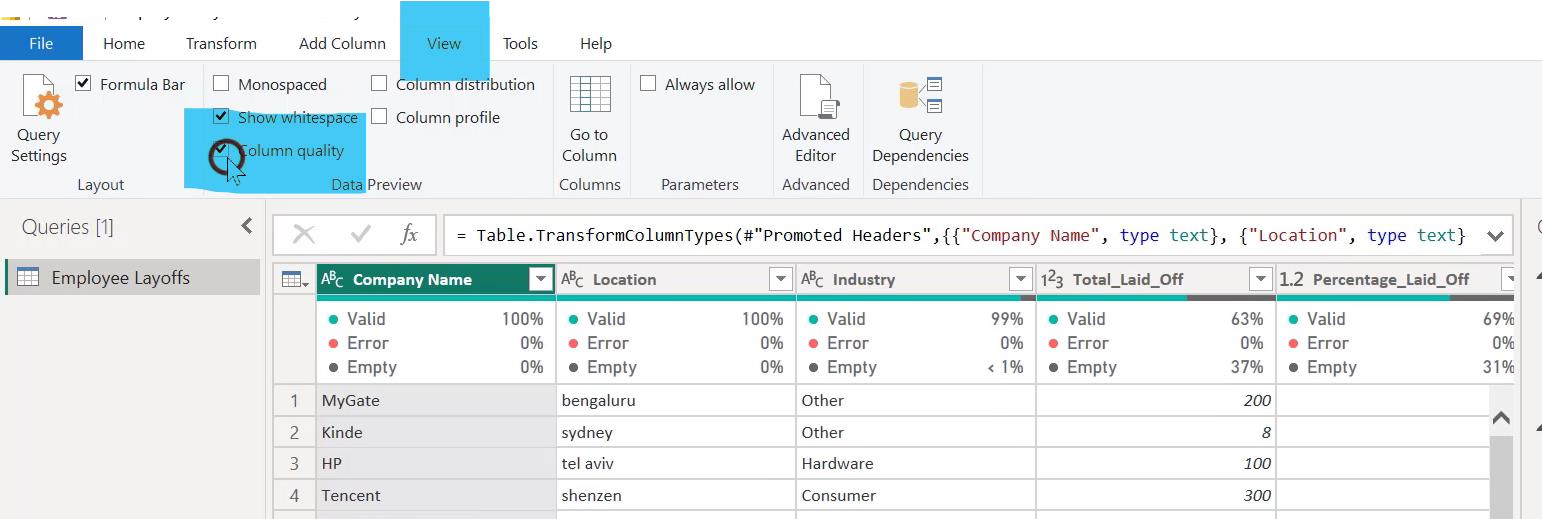
Check the column Quality



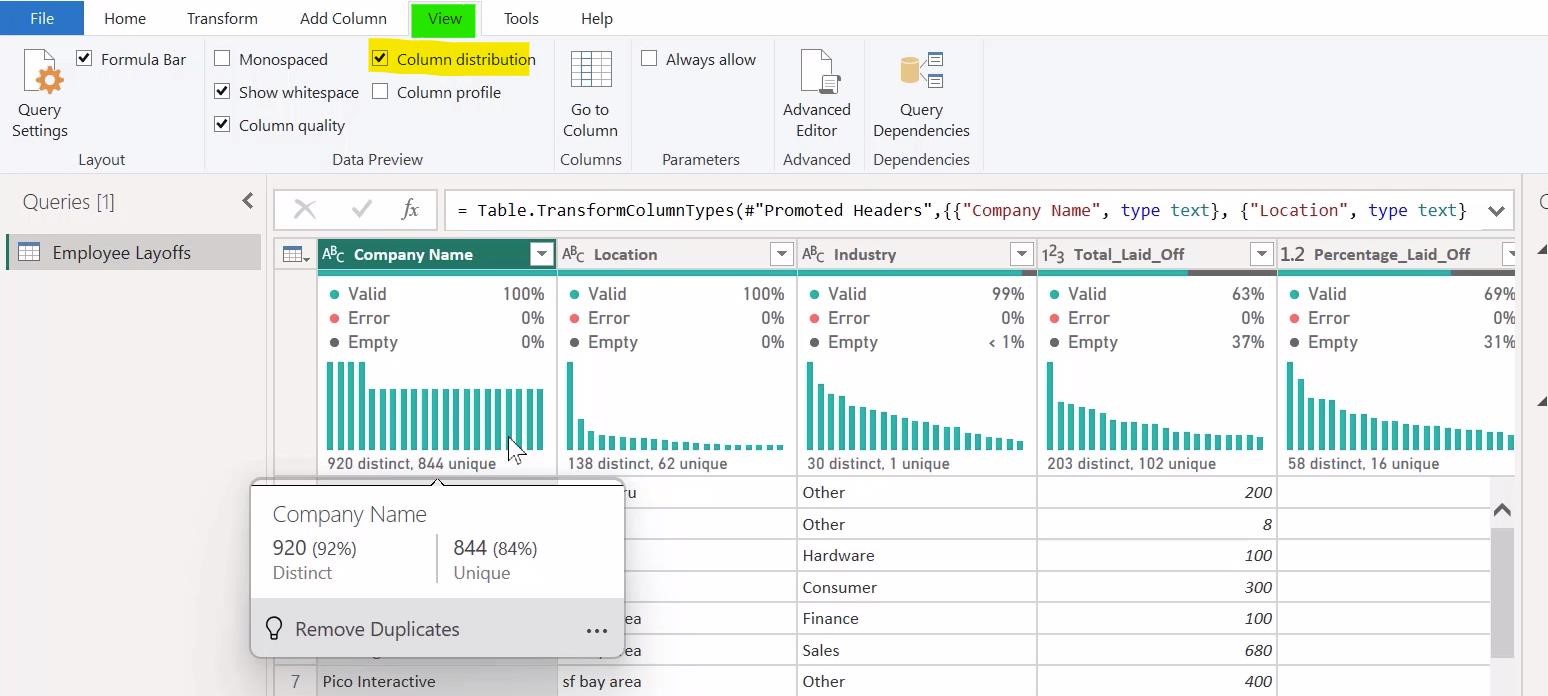
See the black line,

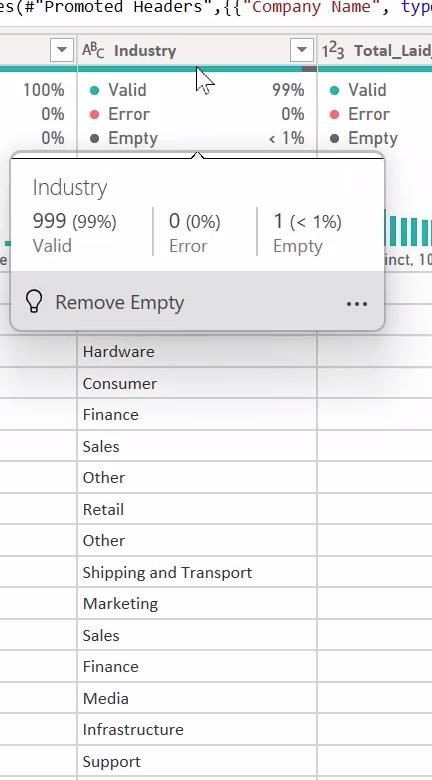
Shows the quality of data

Check the Column Quality

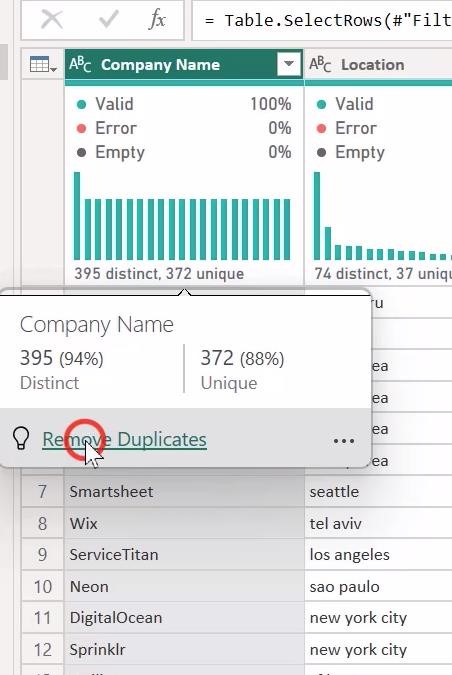
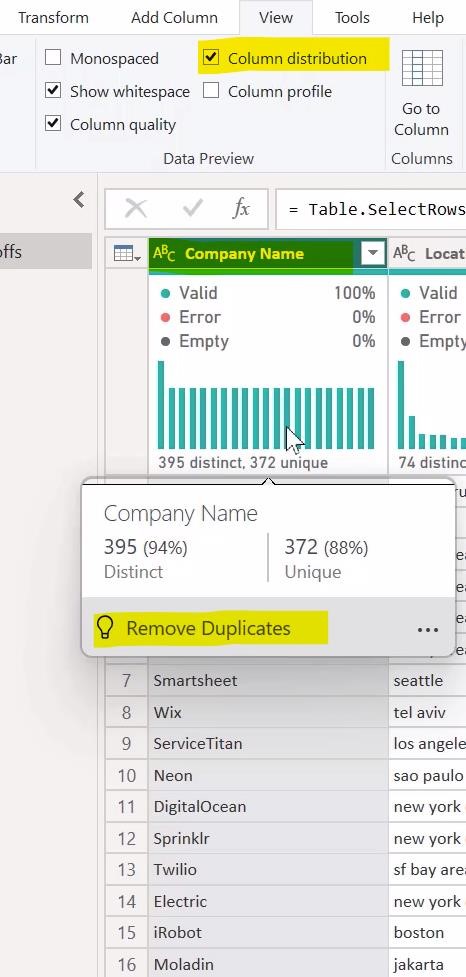


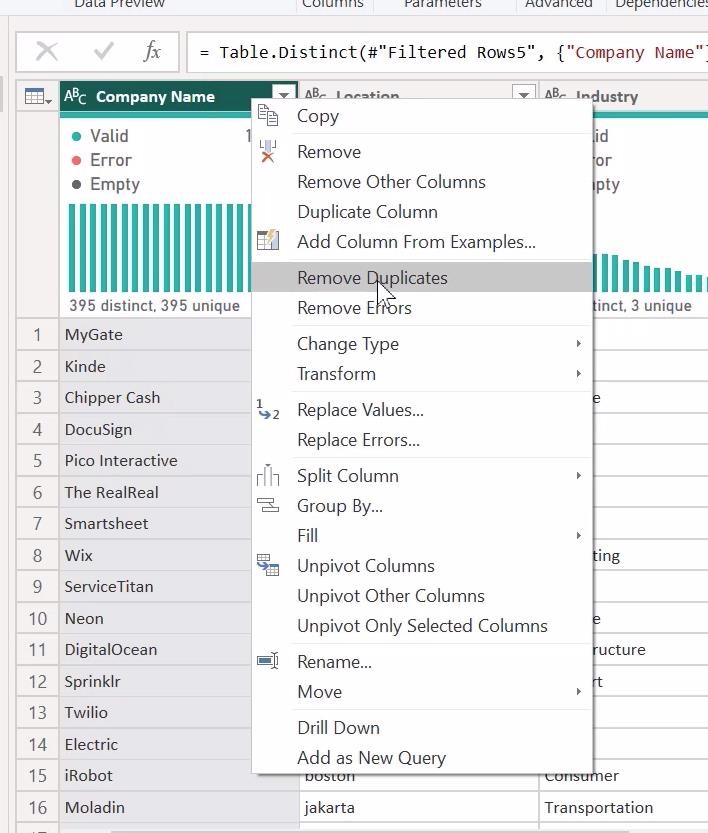
Check the distinct/unique column value



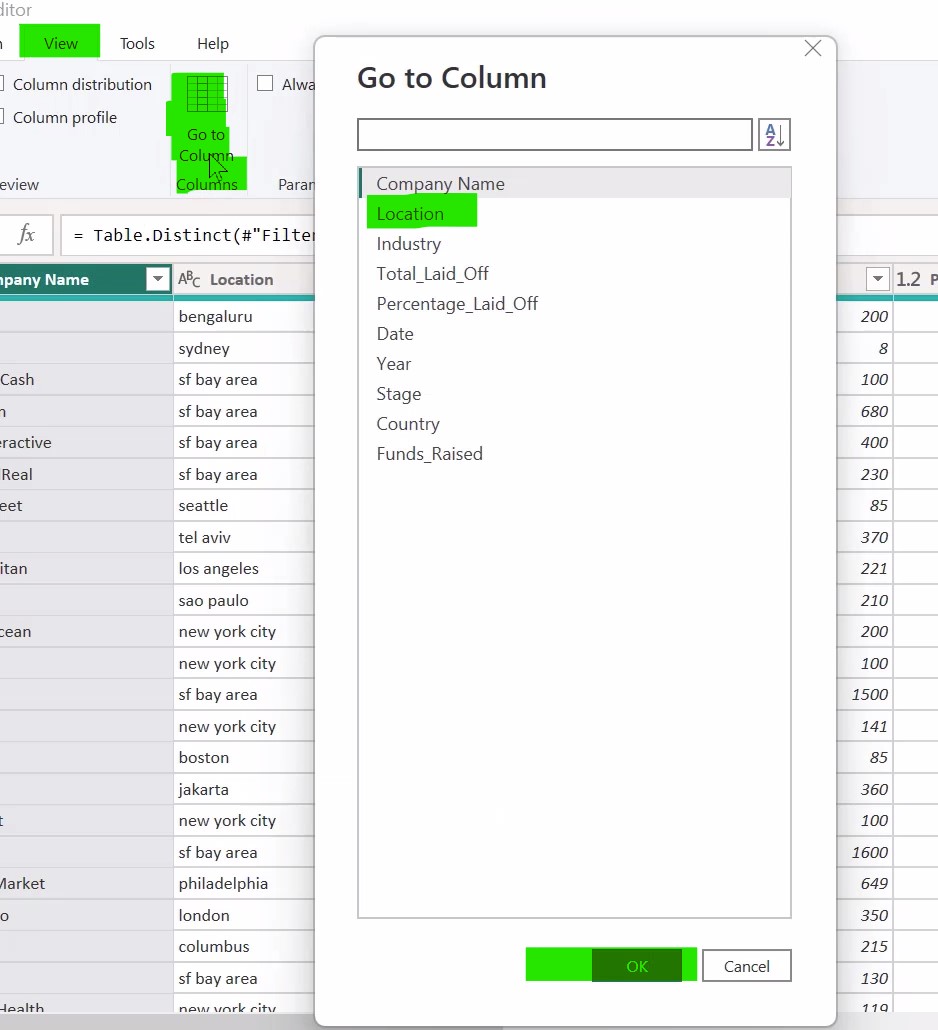
Let Removes the rows containing empty values

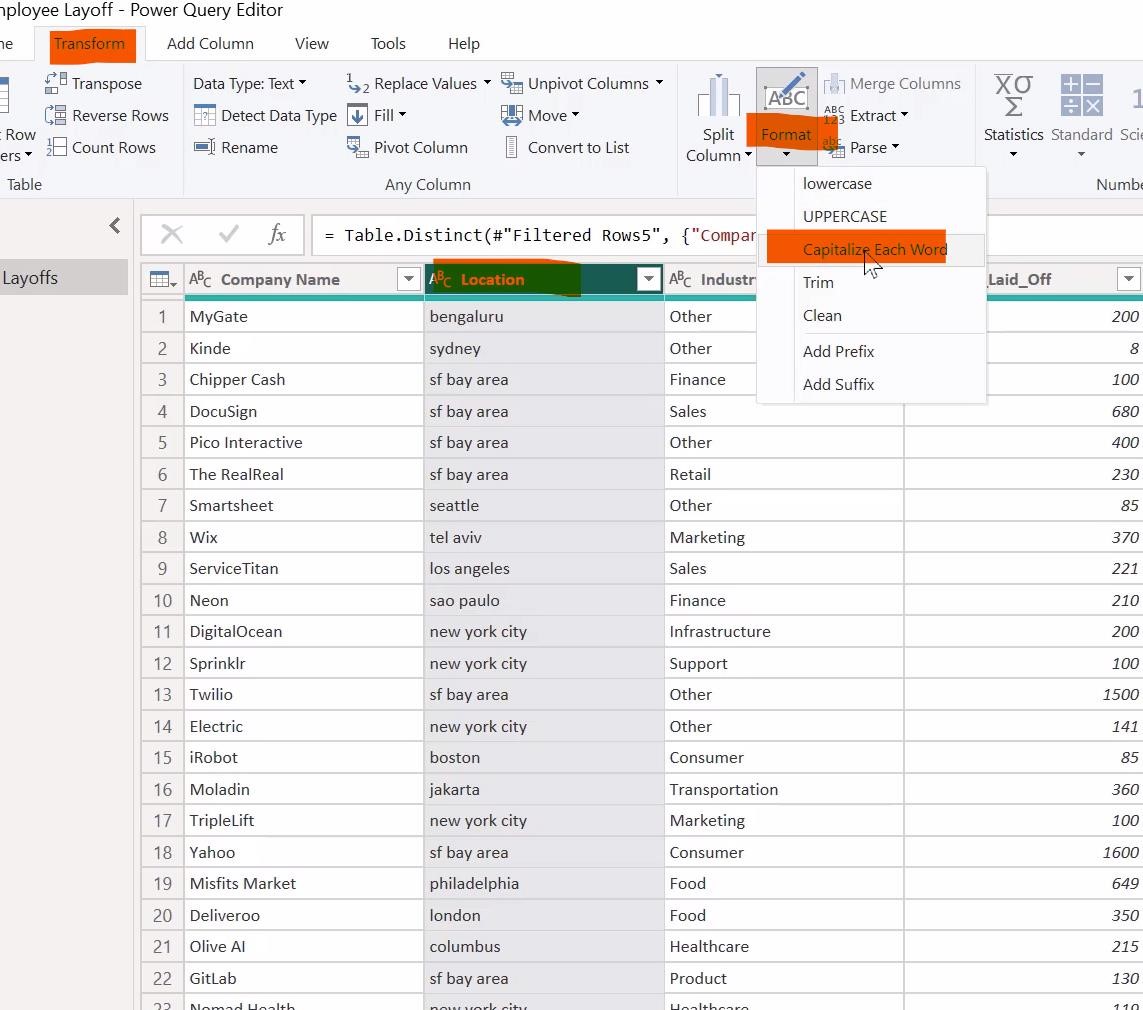
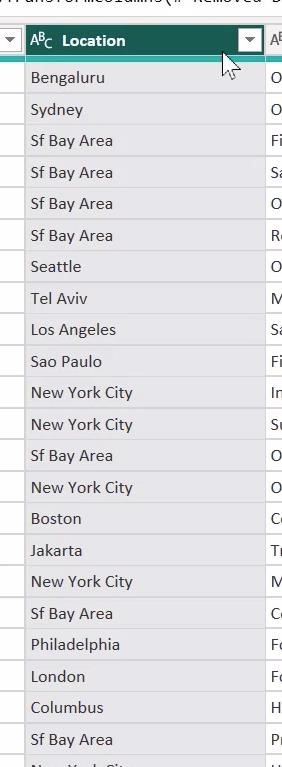
Now Remove all empty data from each column Remove Duplicates 



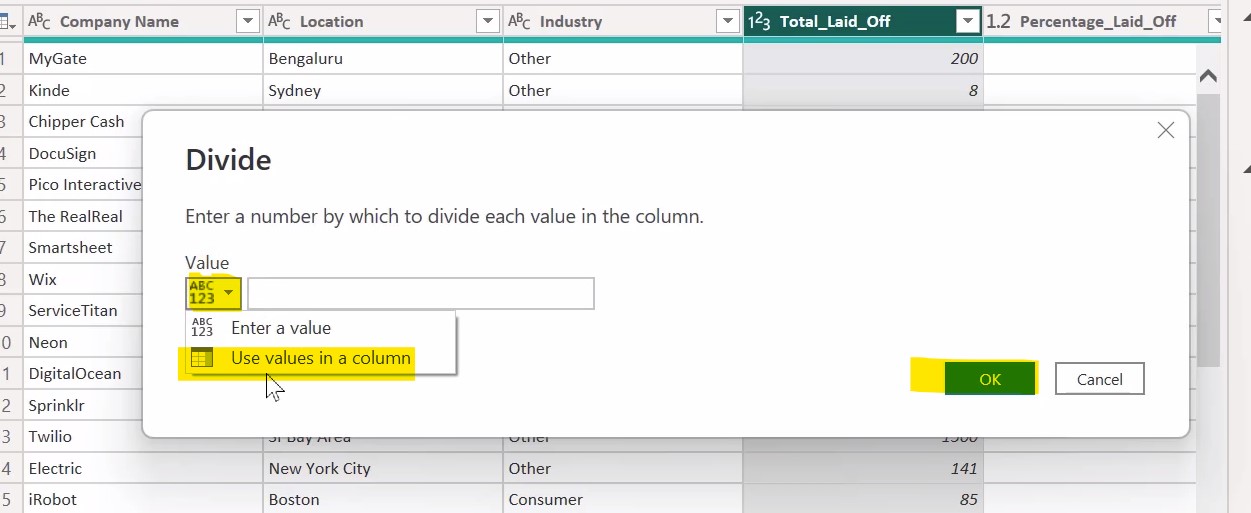
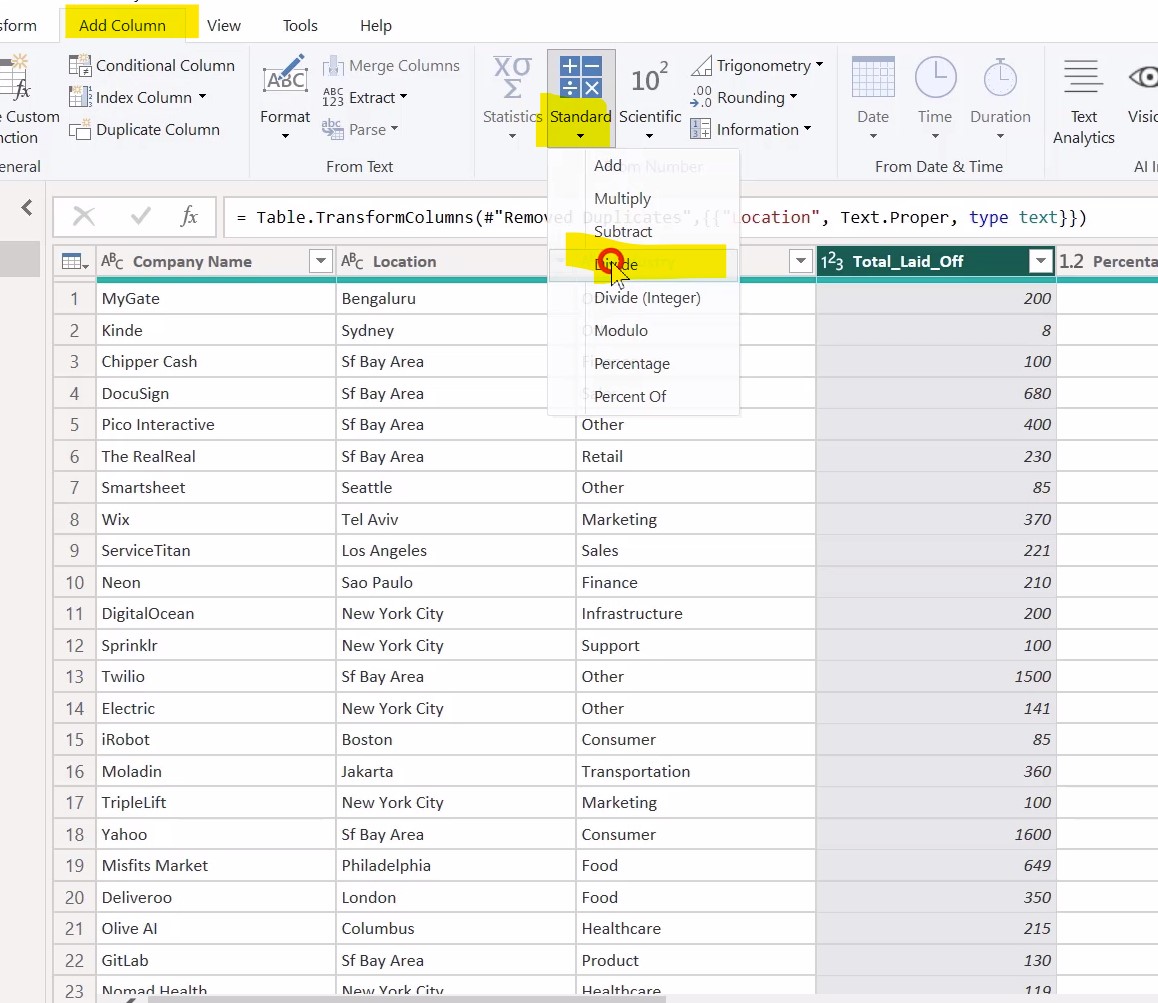
* Alliteratively you can also remove duplicate by just Right clicking on column
* Now uncheck the column distribution & column quality checkbox

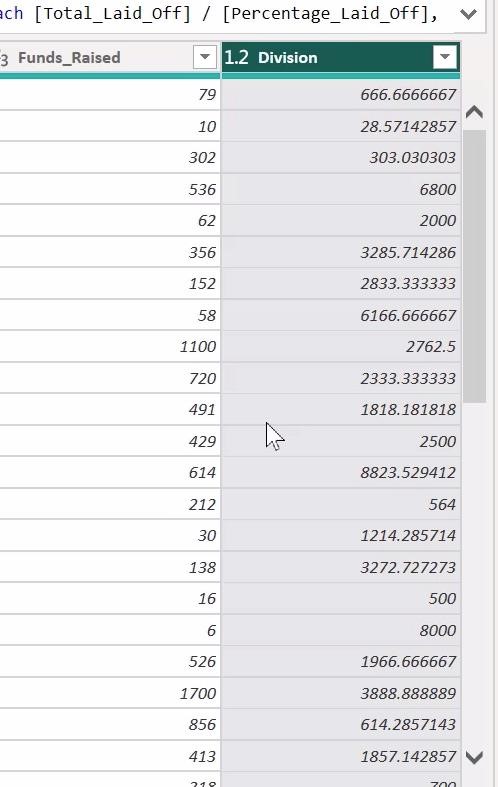
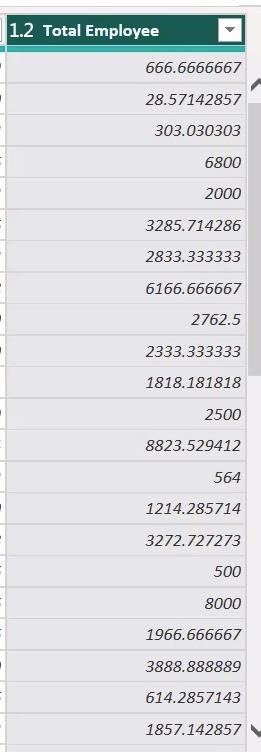
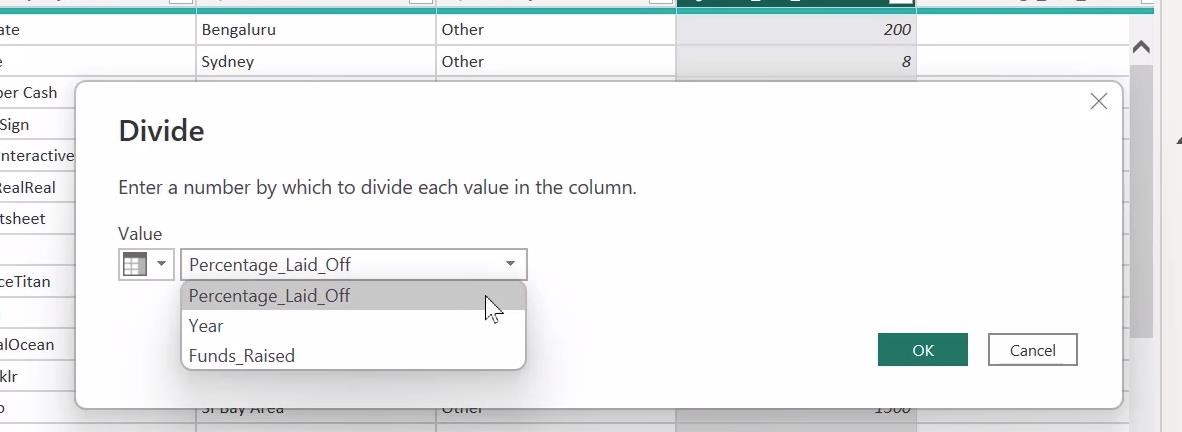
If there are large column then u can directly move to the particular column using GOTO COLUMN option From View menu



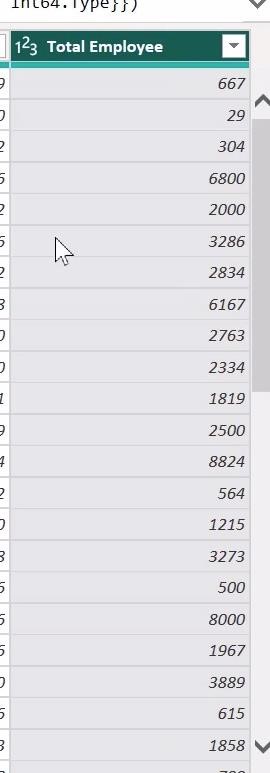
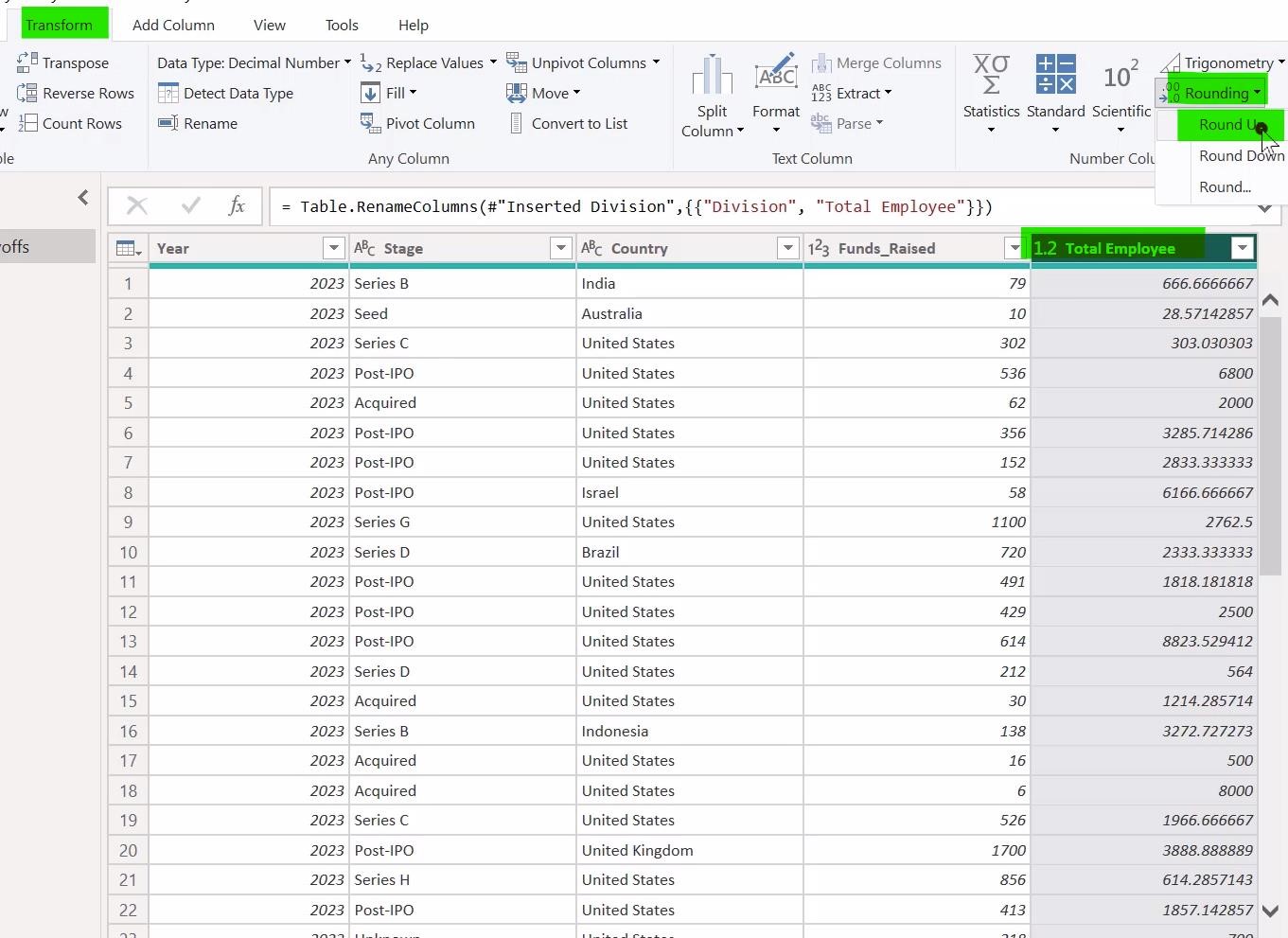
 Lets Change the format of location column to title case 

Let calculate total employee from each company before layout

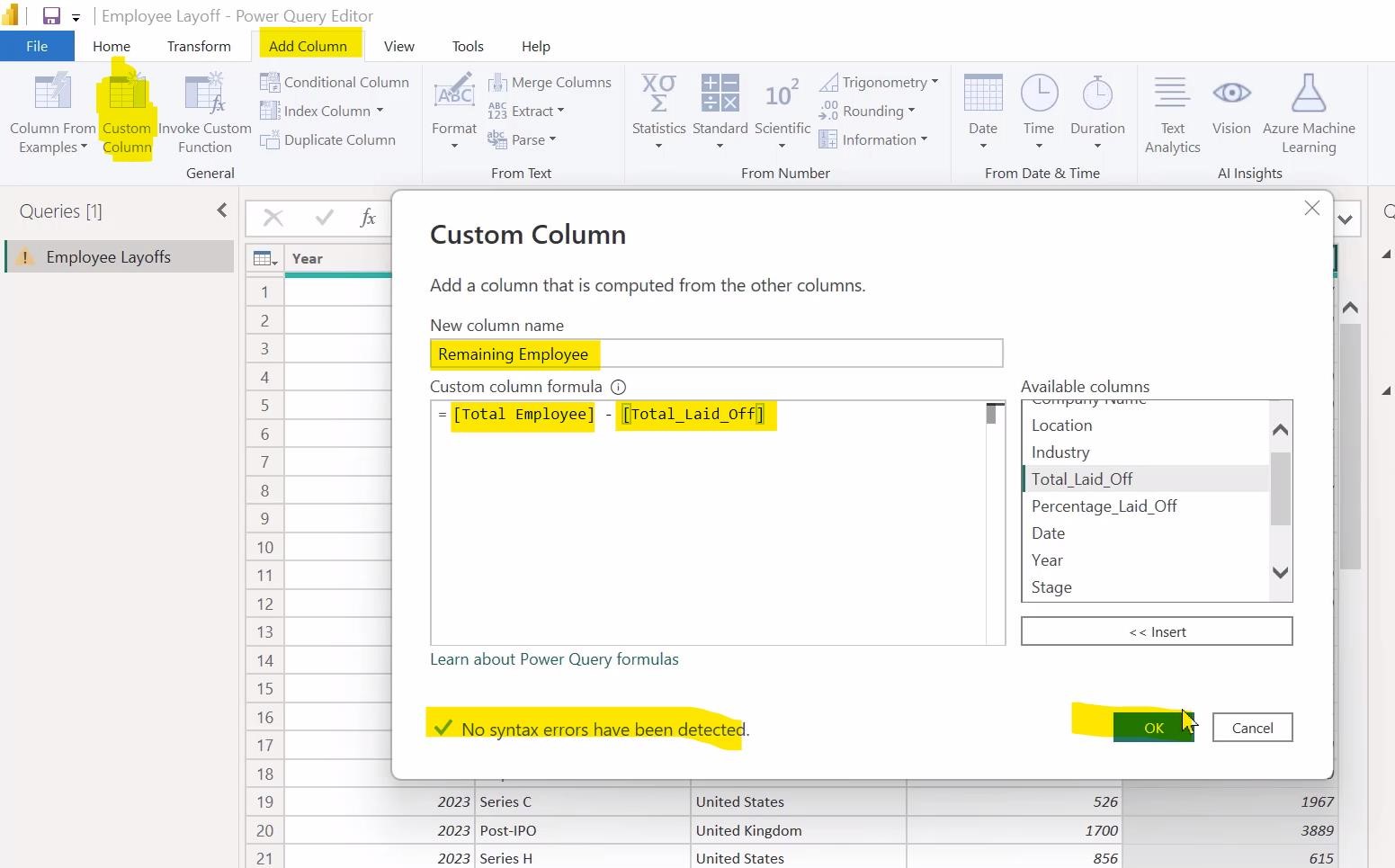


* Press OK, this will create new calculated column
* Rename the Column with Total Employee

See Total Employee contains values in points, so to round up the values, use following steps

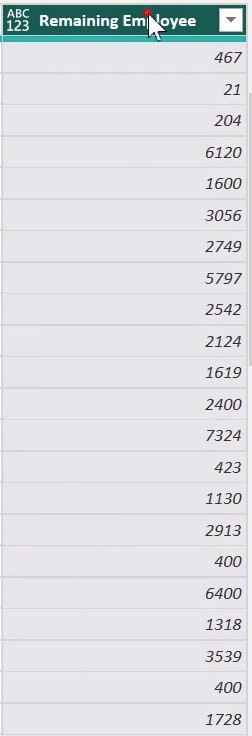


Now Add Remaining Employees Column

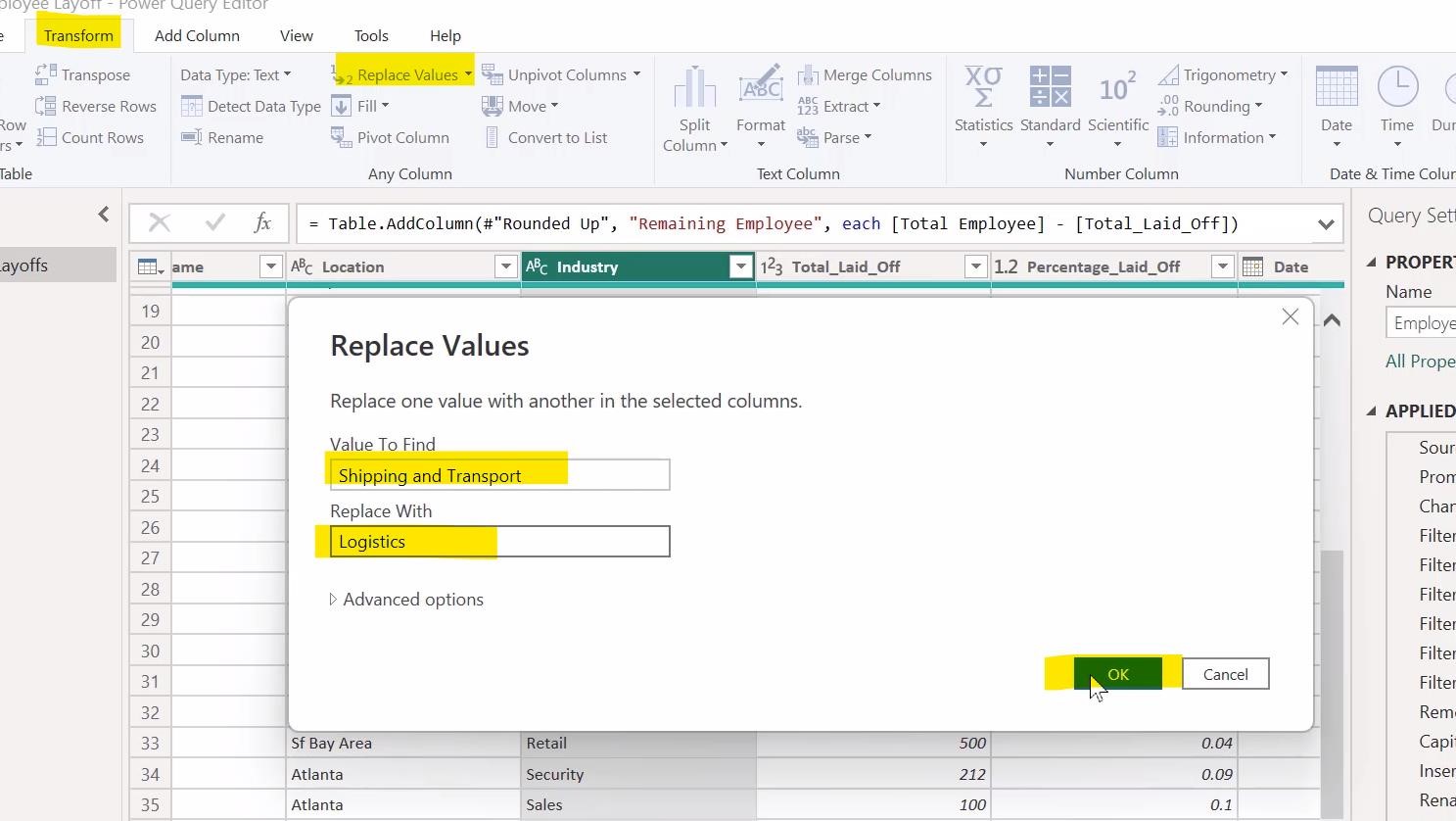


Choose both column from

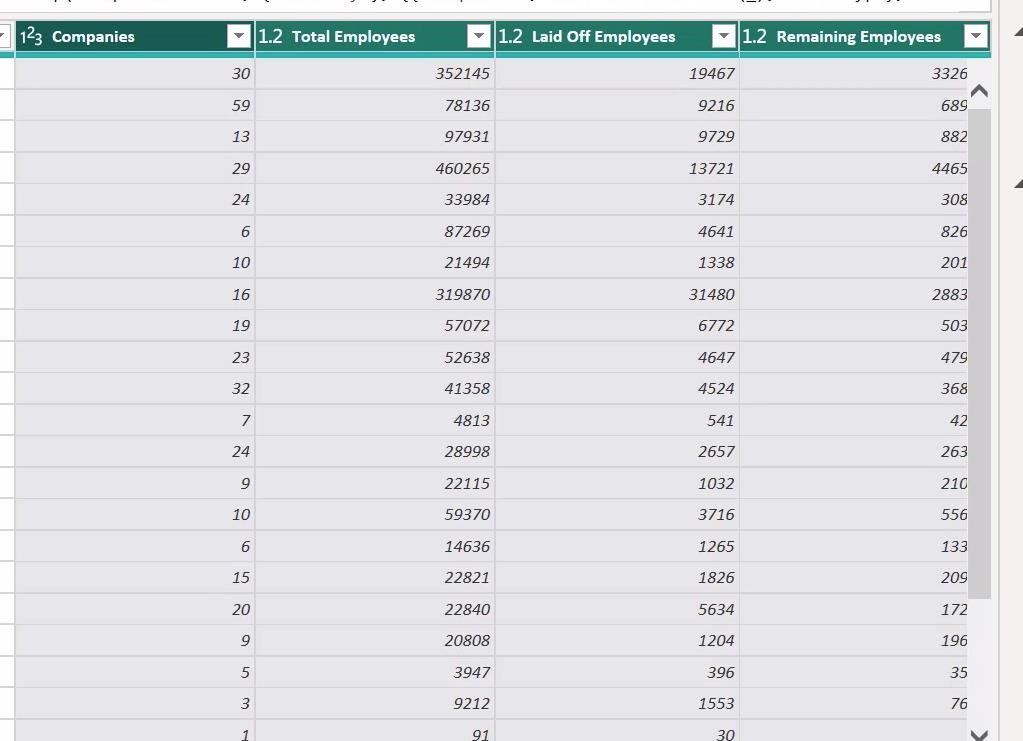
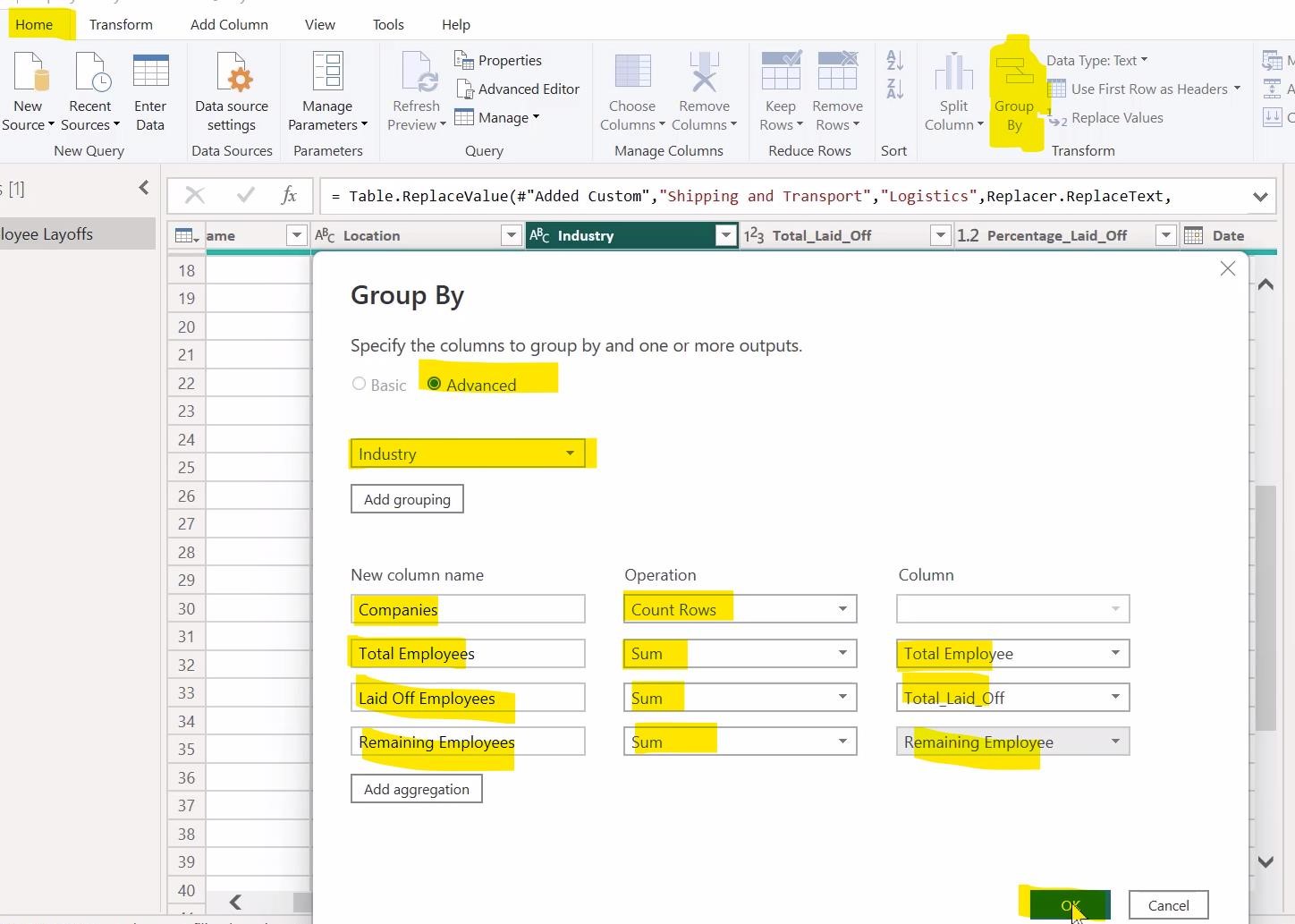
here……. & insert it



Now let replace the Shipping & Transport column with Logistics



Now group the employee data with industry



Suppose there are large column & you want to find out max employee laid off

