

Chapter 3.

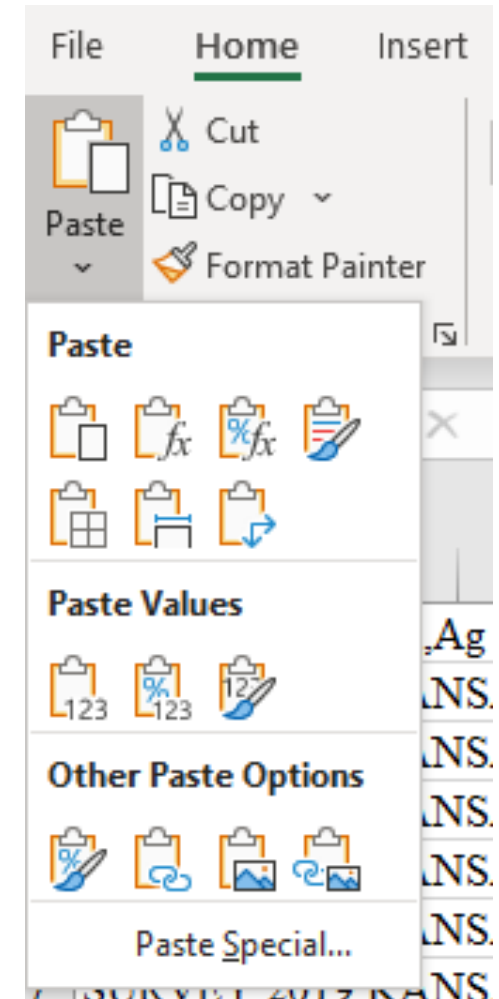
Data Cleansing and Formatting

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Cut, Copy and Paste

- Works like Word and other computer software
 - Cut (Ctrl + X), Copy (Ctrl + C) and Paste (Ctrl + V)
- Excel can paste information in a variety of formats
 - Transposing (must copy, not cut)
 - Values
 - Formulas
 - Formatting

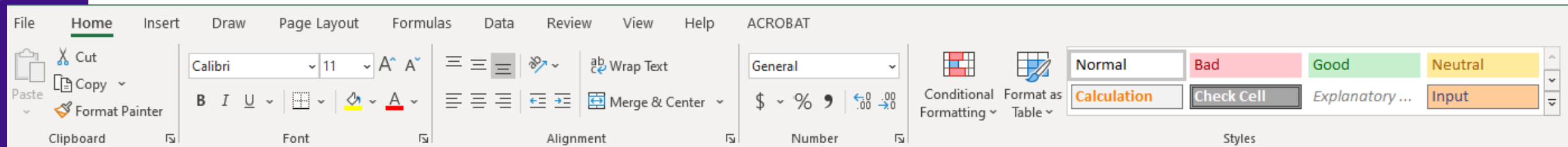


Fill Tool

- Serves as an alternative for copying and pasting
- Must select cell or range you want to “copy” then go to the lower right-hand corner of your selection until you see a black cross

Formatting

- Remember to think about your end user. What is going to be easier to read?



Text font, size, color,
fill, etc.

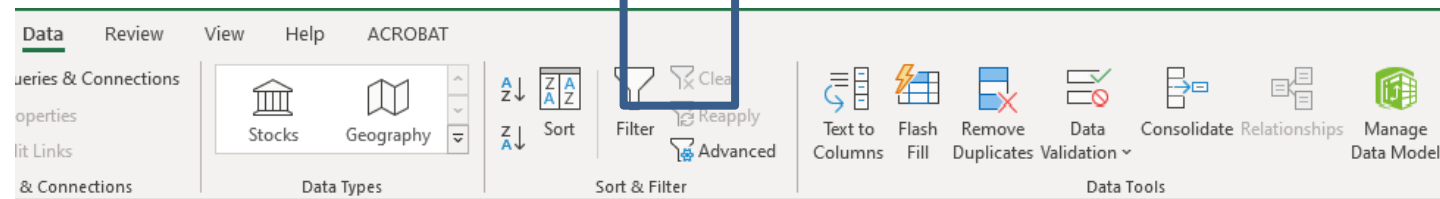
Where the text is in
the cell.

Number
formatting.

Pre-conditioned
formats by Excel.

Text to Columns

- Sometimes, you might have messy data that needs to be manipulated. Excel will try to do its best to read your data and find the differences between values so they can be placed in cells (comma, tabs, semicolon, space, etc.)
- Delimited: characters separate your values
- Fixed width: columns or blank columns separate your values



Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

- ☒ Delimited - Characters such as commas or tabs separate each field.
- ☐ Fixed width - Fields are aligned in columns with spaces between each field.

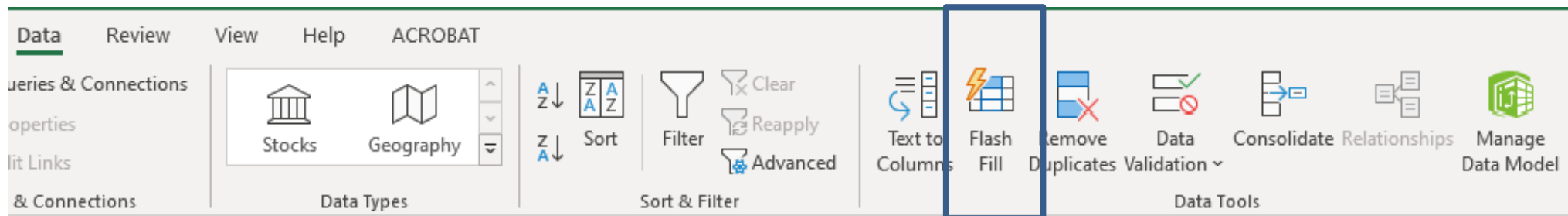
This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

- ☒ Tab
- ☐ Semicolon
- ☐ Comma
- ☐ Space
- ☐ Other:
- ☐ Treat consecutive delimiters as one
- Text qualifier:

Flash Fill

- Excel is getting quite smart (... it still cannot replace the human mind!) where it can predict pattern in your cells.
- Depending on your settings, you might see “faded” looking text when you type. Otherwise, you can use the tool.





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