

Data Cleaning Excel

Zulfa Irbah.

■ ■ ■ Flash Fill

Dirty Data

Emp ID	Name	Gender	Department	Salary	Start Date	FTE	Employee type	Work location
PR00147	Minerva Ricardot	Male	NULL	\$105,468.70	12-Nov-18	1	Permanent	Remote
PR04686	Oona Donan	Female	Business Development	\$88,360.79	02/09/2019	1	Permanent	Seattle, USA
SQ04612	Mick Spraberry	Female	Services	\$85,879.23	12/03/2020	1	Permanent	Remote
VT01803	Freddy Linford	Female	Training	\$93,128.34	Mar 5, 2018	1	Fixed Term	Seattle, USA
TN02749	Mackenzie Hannis	Female	Training	\$57,002.02	2-Apr-18	0.7	Permanent	Hyderabad, India
SQ00144	Collen Dunbleton	Male	Engineering	\$118,976.16	Oct 16, 2020	1	Permanent	Wellington, New Zealand
PR04601	Nananne Gehringer		Support	\$104,802.63	02/11/2021	1	Permanent	Hyderabad, India
SQ01854	Jessica Callcott	Female	Marketing	\$66,017.18	27/06/2019	0.9	Permanent	Remote
SQ00612	Leena Bruckshaw	Male	Research and Development	\$74,279.01	01/01/2019	1	Permanent	Wellington, New Zealand
PR00419	Billi Fellgate	Female	Business Development	\$68,980.52	29/01/2019	0.8	Permanent	Remote
VT00578	Magnum Locksley	Female	Services	\$42,314.39	Oct 18, 2021	1	Fixed Term	Remote
TN01281	Cletus McGarahan	Female	Engineering	\$114,425.19	27-Jan-20	1	Permanent	Wellington, New Zealand
PR04473	Wyn Treadger	Female	Business Development	\$69,192.85	19-Apr-21	1	Permanent	Columbus, USA
VT02417	Evangelina Lergan	Male	Support	\$61,214.26	12-Mar-18	1	Temporary	Auckland, New Zealand
SQ00691	Verla Timmis	Male	Support	\$54,137.05	25-Oct-19	1	Permanent	Remote
TN00214	Jo-anne Gobeau	Female	Training	\$37,902.35	Dec 24, 2019	1	Permanent	Chennai, India

Membuat kolom First Name dengan Flash Fill

Emp ID	Name	Gender	Department	Salary	Start Date	FTE	Employee type	Work location	First Name
PR00147	Minerva Ricardot	Male	NULL	\$105,468.70	12-Nov-18	1	Permanent	Remote	Minerva
PR04686	Oona Donan	Female	Business Development	\$88,360.79	02/09/2019	1	Permanent	Seattle, USA	Oona
SQ04612	Mick Spraberry	Female	Services	\$85,879.23	12/03/2020	1	Permanent	Remote	Mick
VT01803	Freddy Linford	Female	Training	\$93,128.34	Mar 5, 2018	1	Fixed Term	Seattle, USA	Freddy
TN02749	Mackenzie Hannis	Female	Training	\$57,002.02	2-Apr-18	0.7	Permanent	Hyderabad, India	Mackenzie
SQ00144	Collen Dunbleton	Male	Engineering	\$118,976.16	Oct 16, 2020	1	Permanent	Wellington, New Zealand	Collen
PR04601	Nananne Gehringer		Support	\$104,802.63	02/11/2021	1	Permanent	Hyderabad, India	Nananne
SQ01854	Jessica Callcott	Female	Marketing	\$66,017.18	27/06/2019	0.9	Permanent	Remote	Jessica
SQ00612	Leena Bruckshaw	Male	Research and Development	\$74,279.01	01/01/2019	1	Permanent	Wellington, New Zealand	Leena
PR00419	Billi Fellgate	Female	Business Development	\$68,980.52	29/01/2019	0.8	Permanent	Remote	Billi
VT00578	Magnum Locksley	Female	Services	\$42,314.39	Oct 18, 2021	1	Fixed Term	Remote	Magnum
TN01281	Cletus McGarahan	Female	Engineering	\$114,425.19	27-Jan-20	1	Permanent	Wellington, New Zealand	Cletus
PR04473	Wyn Treadger	Female	Business Development	\$69,192.85	19-Apr-21	1	Permanent	Columbus, USA	Wyn
VT02417	Evangelina Lergan	Male	Support	\$61,214.26	12-Mar-18	1	Temporary	Auckland, New Zealand	Evangelina
SQ00691	Verla Timmis	Male	Support	\$54,137.05	25-Oct-19	1	Permanent	Remote	Verla
TN00214	Jo-anne Gobeau	Female	Training	\$37,902.35	Dec 24, 2019	1	Permanent	Chennai, India	Jo

First Name

Minerva

Oona

Mick

Freddy

Mackenzie

Collen

Nananne

Jessica

Leena

Billi

Magnum

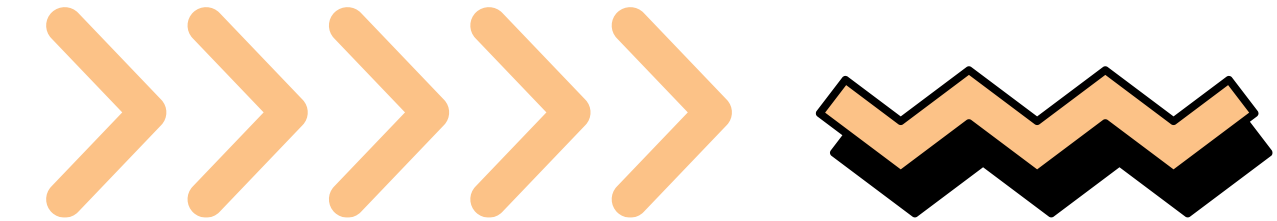
Cletus

...

Buat kolom dengan nama first name > Ketikkan nama awal dari kolom name pada baris dibawah header > lakukan Langkah yang sama pada baris berikutnya > Muncul flash fill, lalu klik bagian pojok bawah kanan > Kolom tersebut akan terisi nama awal secara otomatis

Membuat kolom City dengan Flash Fill

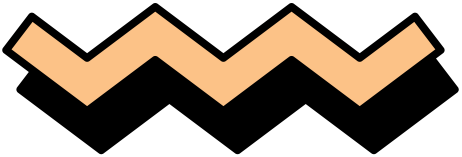
Work location	First Name	city	city
Remote	Minerva		
Seattle, USA	Oona	Seattle	Seattle
Remote	Mick		
Seattle, USA	Freddy	Seattle	Seattle
Hyderabad, India	Mackenzie	Hyderabad	Hyderabad
Wellington, New Zealand	Collen	Wellington	Wellington
Hyderabad, India	Nananne	Hyderabad	Hyderabad
Remote	Jessica	Remote	Remote
Wellington, New Zealand	Leena	Wellington	Wellington
Remote	Billi	Remote	Remote
Remote	Magnum	Remote	Remote
Wellington, New Zealand	Cletus	Wellington	Wellington
Columbus, USA	Wyn	Columbus	Columbus
Auckland, New Zealand	Evangelina	Auckland	Auckland
Remote	Verla	Remote	Remote
Chennai, India	Jo	Chennai	Chennai



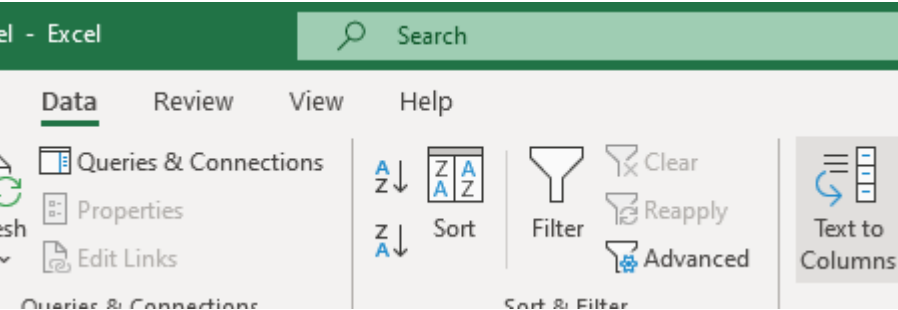
Buat kolom dengan nama city> Ketikkan nama awal dari work location pada baris dibawah header > Lakukan Langkah yang sama pada baris berikutnya > Muncul flash fill, lalu klik bagian pojok bawah kanan > Kolom tersebut akan terisi nama kota secara otomatis

■ ■ ■ Text to Column

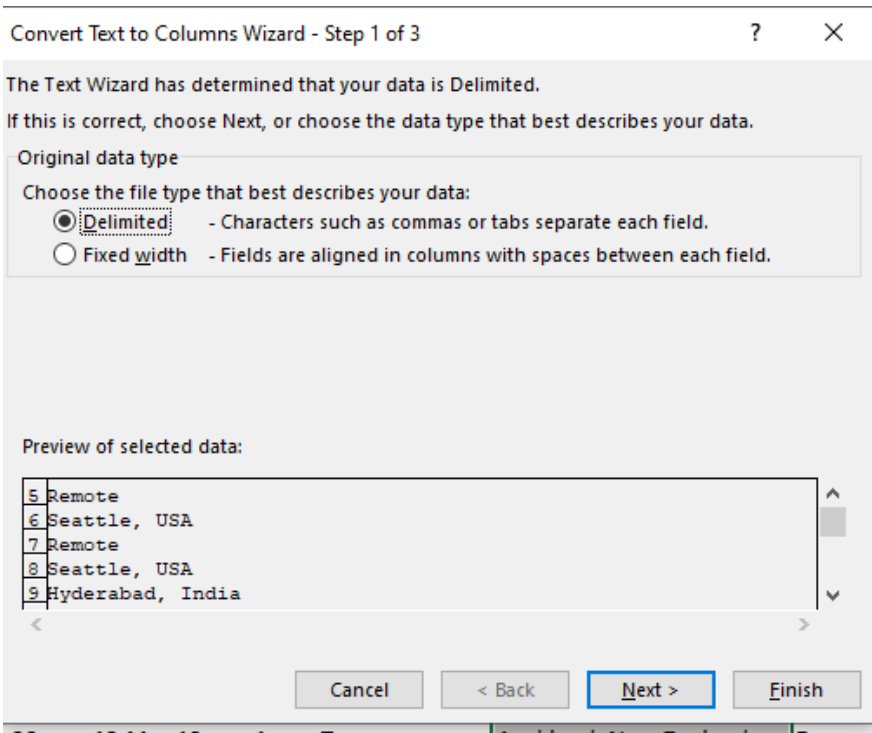
Memisahkan Text pada kolom work location



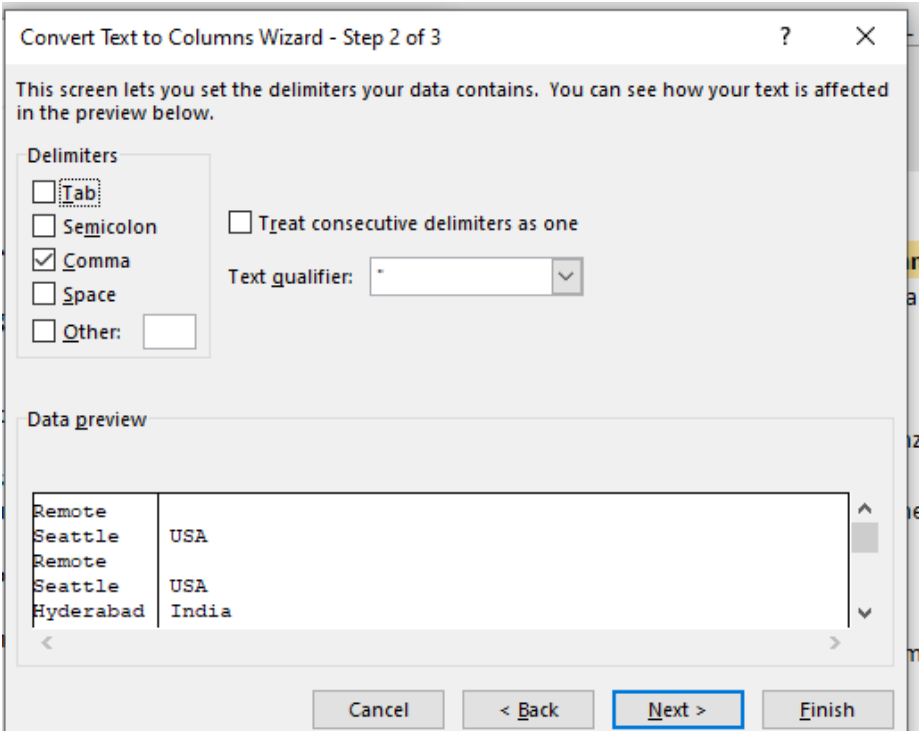
Klik
Ctrl+shift
+down
pada
kolom
work
location



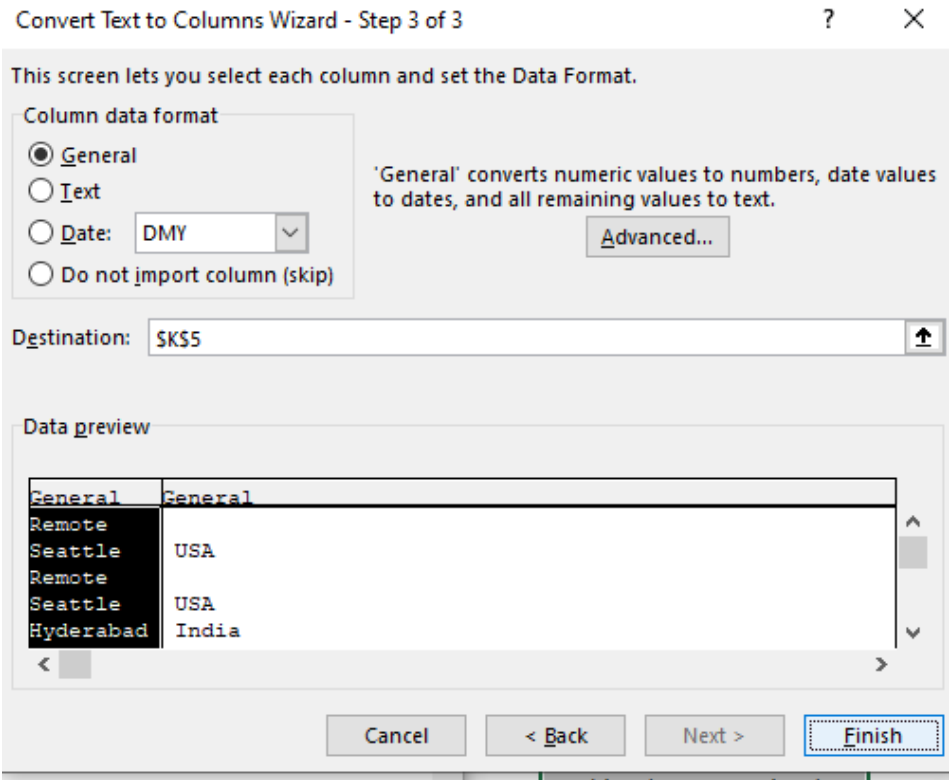
Data ribbon > Text to Column



Klik delimited > next



Unchecklist Tab > Checklist comma



Klik next

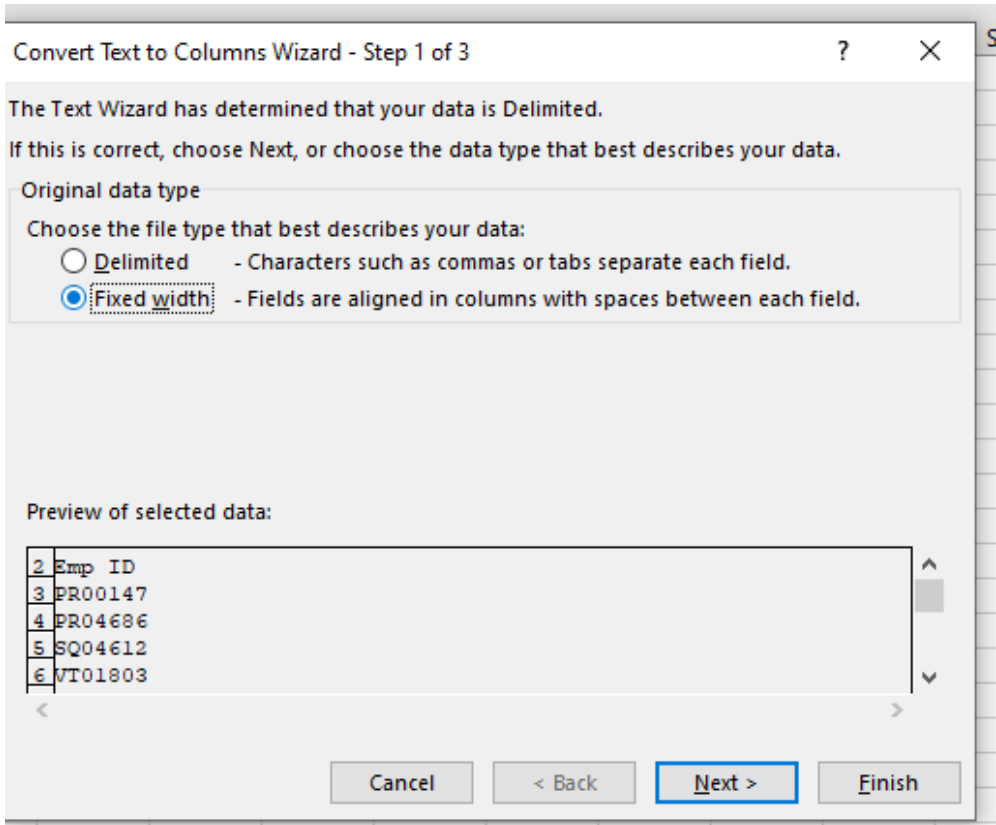
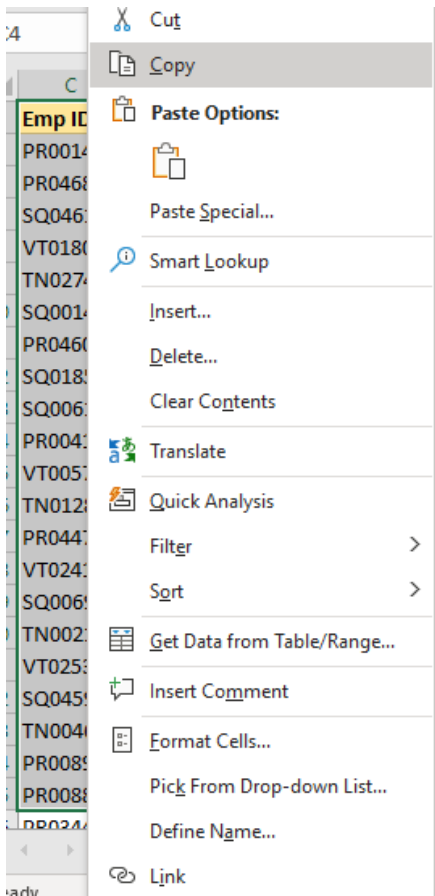
4	Emp ID	Name	Gender	Department	Salary	Start Date	FTE	Employee type	Work location	
5	PR00147	Minerva Ricardot	Male	NULL	\$105,468.70	12-Nov-18	1	Permanent	Remote	
6	PR04686	Oona Donan	Female	Business Development	\$88,360.79	02/09/2019	1	Permanent	Seattle	USA
7	SQ04612	Mick Spraberry	Female	Services	\$85,879.23	12/03/2020	1	Permanent	Remote	
8	VT01803	Freddy Linford	Female	Training	\$93,128.34	Mar 5, 2018	1	Fixed Term	Seattle	USA
9	TN02749	Mackenzie Hannis	Female	Training	\$57,002.02	2-Apr-18	0.7	Permanent	Hyderabad	India
10	SQ00144	Collen Dunbleton	Male	Engineering	\$118,976.16	Oct 16, 2020	1	Permanent	Wellington	New Zealand
11	PR04601	Nananne Gehringer		Support	\$104,802.63	02/11/2021	1	Permanent	Hyderabad	India
12	SQ01854	Jessica Callcott	Female	Marketing	\$66,017.18	27/06/2019	0.9	Permanent	Remote	
13	SQ00612	Leena Bruckshaw	Male	Research and Development	\$74,279.01	01/01/2019	1	Permanent	Wellington	New Zealand
14	PR00419	Billi Fellgate	Female	Business Development	\$68,980.52	29/01/2019	0.8	Permanent	Remote	
15	VT00578	Magnum Locksley	Female	Services	\$42,314.39	Oct 18, 2021	1	Fixed Term	Remote	
16	TN01281	Cletus McGarahan	Female	Engineering	\$114,425.19	27-Jan-20	1	Permanent	Wellington	New Zealand
17	PR04473	Wyn Treadger	Female	Business Development	\$69,192.85	19-Apr-21	1	Permanent	Columbus	USA
18	VT02417	Evangelina Lergan	Male	Support	\$61,214.26	12-Mar-18	1	Temporary	Auckland	New Zealand
19	SQ00691	Verla Timmis	Male	Support	\$54,137.05	25-Oct-19	1	Permanent	Remote	
20	TN00214	Jo-anne Gobeau	Female	Training	\$37,902.35	Dec 24, 2019	1	Permanent	Chennai	India

Maka akan terbentuk dua kolom terpisah, work location dan satu kolom baru

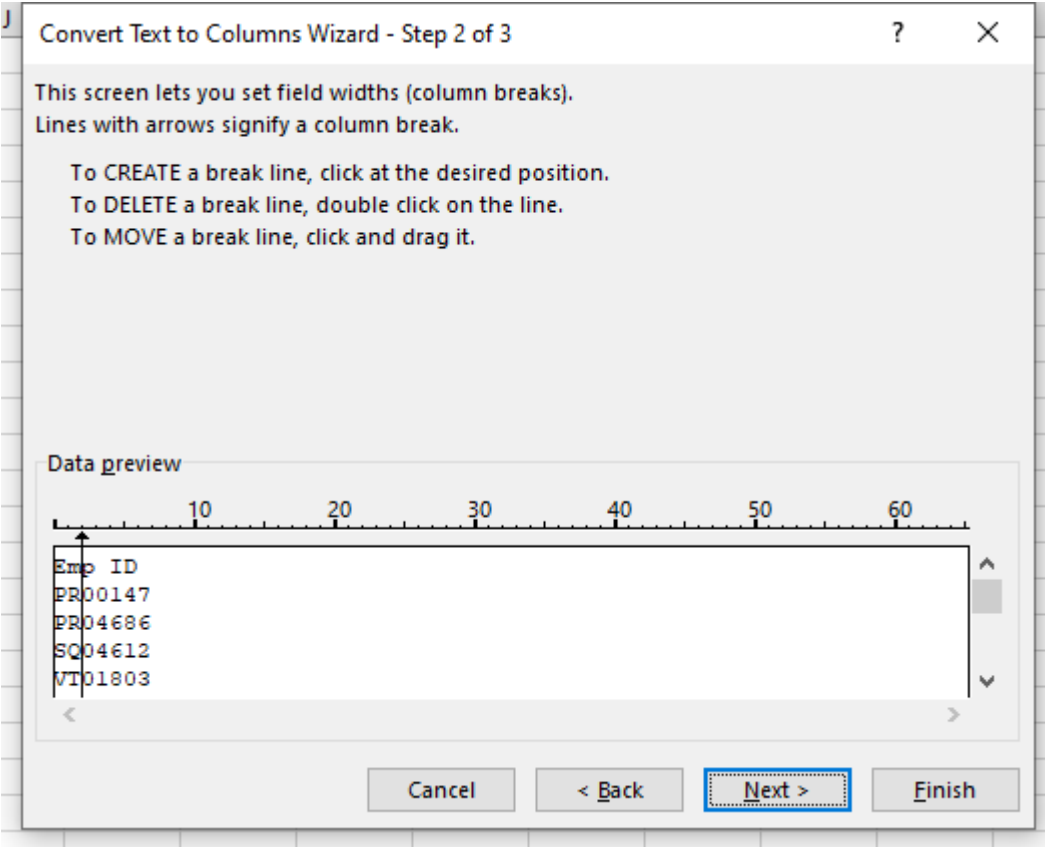
Text to Column

Memisahkan Text pada Emp id

Klik Ctrl+shift+down
pada kolom Emp id >
Klik kanan > Copy >
paste di sheet baru

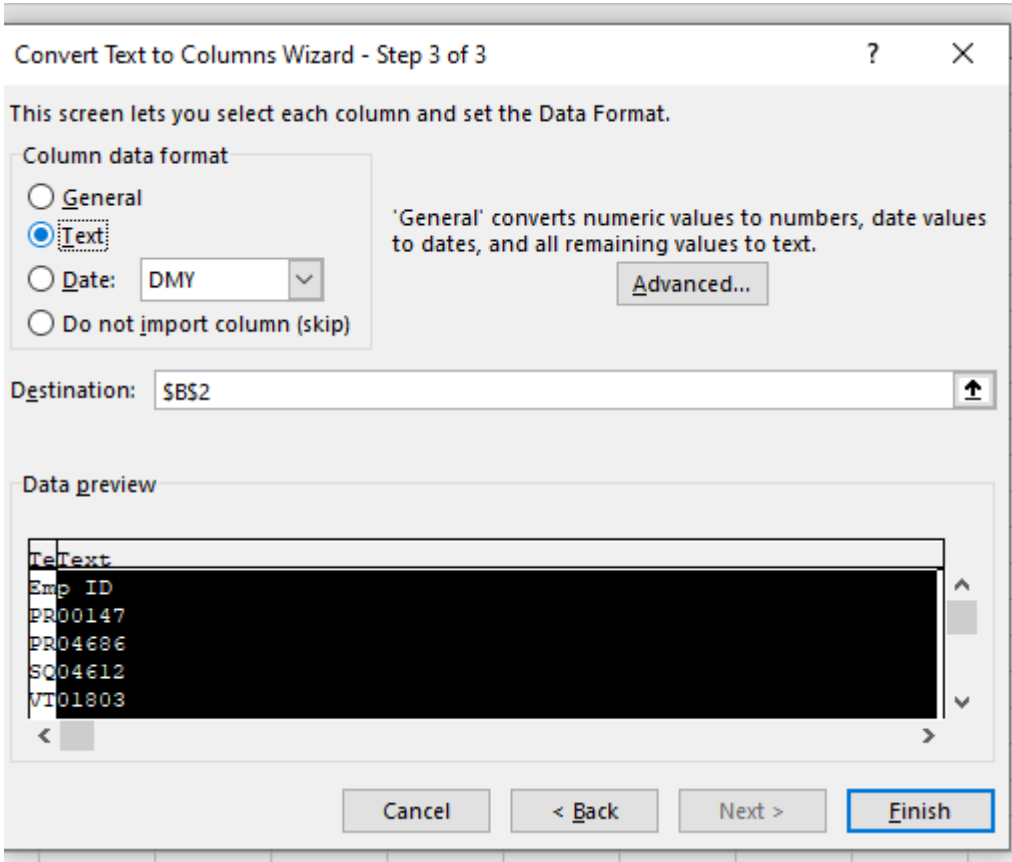


Data ribbon > Text to Column >
Fixed width > Next



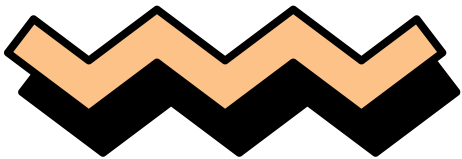
Letakkan garis setelah dua karakter dari
sisi paling kiri > Next

Ubah dua kolom tersebut
menjadi
data format Text > Finish



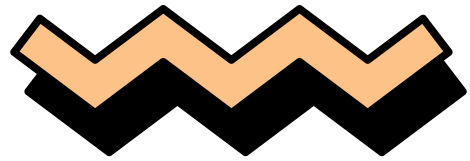
Em	p ID
PR	00147
PR	04686
SQ	04612
VT	01803
TN	02749
SQ	00144
PR	04601
SQ	01854
SQ	00612
PR	00419
VT	00578
TN	01281
PR	04473
VT	02417
SQ	00691
TN	00214
VT	02539
SQ	04598
TN	00464
PR	00893
PR	00882

Hasilnya, terdapat satu kolom
baru dari hasil pemisahan
kolom Emp id



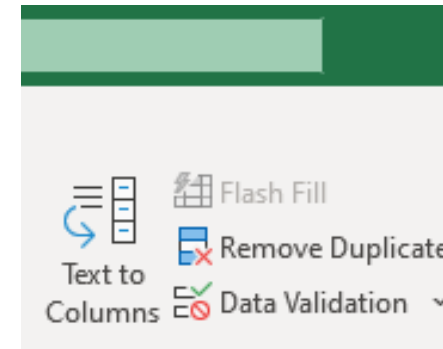
Duplicate Values

Remove duplicate values pada kolom Name dan Emp id

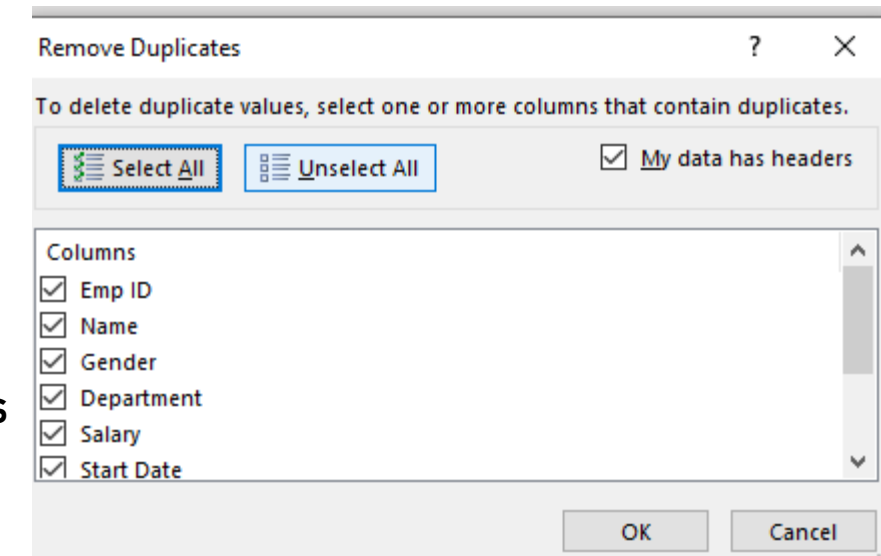


Emp ID	Name	Gender	Department	Salary
		Male	NULL	\$105,468
		Female	Business Development	\$88,360
		Female	Services	\$85,879
		Female	Training	\$93,128
		Female	Training	\$57,002
		Male	Engineering	\$118,976
			Support	\$104,802
		Female	Marketing	\$66,017
		Male	Research and Development	\$74,279
		Female	Business Development	\$68,980
		Female	Services	\$42,314
		Female	Engineering	\$114,425
		Female	Business Development	\$69,192
		Male	Support	\$61,214
		Male	Support	\$54,137
		Female	Training	\$37,902
		Male	Engineering	\$39,969
		Male	Services	\$69,913
		Male	Research and Development	\$52,748
		Male	Human Resources	\$50,310
		Male	Accounting	\$52,963
		Male	Sales	\$62,185

Emp ID	Name
SQ03625	Fidela Artis
TN01912	Fred Dudeney
PR01956	Jamesy O'Ferris
PR01956	Jamesy O'Ferris
PR00882	Jill Shipsey
SQ01637	Joaquin McVitty
PR03980	Kath Bletsoe
SQ00612	Leena Bruckshaw
SQ00450	Louise Lamming
SQ02223	Pippy Shepperd

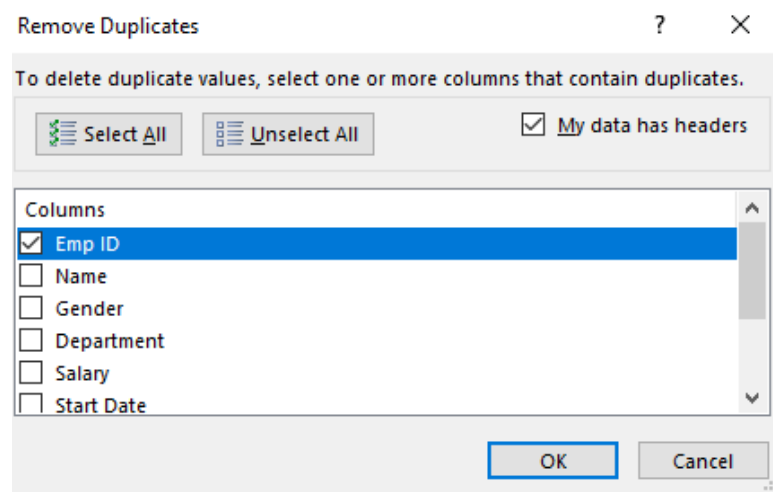


Klik remove duplicates
pada data ribbon

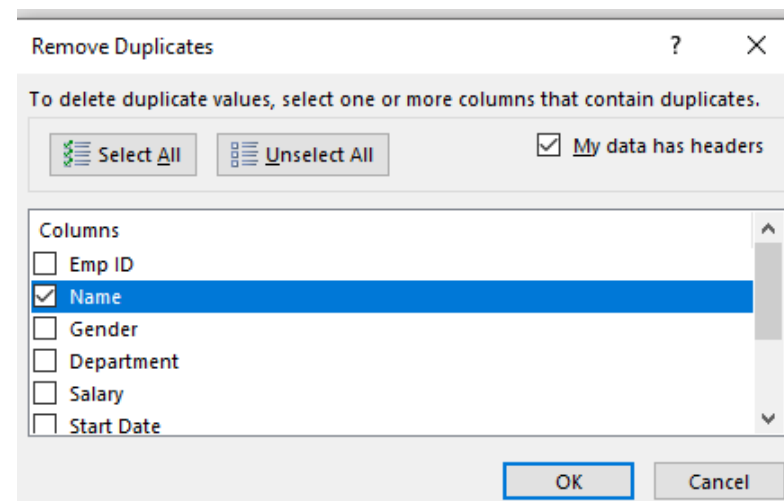


Klik Unselect All

Klik sort A-Z pada kolom
name untuk melihat
Duplicate Values



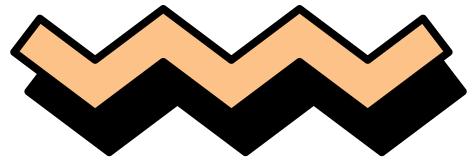
Select Name dan Emp id



Emp ID	Name	Gender	Department	Salary	Start Date	Job Level	Job Type	Work location	Country
Q03625	Fidela Artis	Female	Sales	\$88,360.40	12/02/2013	0.4	Permanent	Remote	
N01912	Fred Dudeney	Male	Services					Seattle	USA
R01956	Jamesy O'Ferris	Male	Accounting					Remote	
R00882	Jill Shipsey	Male	Accounting					Columbus	USA
Q01637	Joaquin McVitty	Male	Sales	\$68,980.40	12/02/2013	0.4	Permanent	Columbus	USA
R03980	Kath Bletsoe	Male	Marketing	\$65,699.02	30-Apr-20	1	Permanent	Columbus	USA
Q00612	Leena Bruckshaw	Male	Research and Development	\$74,279.01	01/01/2019	1	Permanent	Wellington	New Zealand
Q00450	Louise Lamming	Female	Sales	\$41,934.71	22/04/2020	1	Permanent	Remote	
Q02223	Pippy Shepperd	Female	Accounting	\$44,845.33	26-Jun-18	1	Permanent	Seattle	USA
N04265	Rey Chartman	Female	Training	\$93,964.30	15/09/2021	0.4	Fixed Term	Hyderabad	India
R04473	Wyn Treadger	Female	Business Development	\$69,192.85	19-Apr-21	1	Permanent	Columbus	USA
N01701	Yves Pawlik	Male	Accounting	\$57,925.91	17-Apr-19	0.5	Permanent	Wellington	New Zealand
T01703	Abigael Basire	Male	Engineering	\$61,624.77	26/11/2018	0.3	Fixed Term	Hyderabad	India
R01383	Addi Studdard	Female	Product Management	\$72,502.61	08/02/2021	1	Permanent	Wellington	New Zealand
T01101	Adela Dowsett	Male	Support	\$95,017.10	02/07/2018	1	Fixed Term	Seattle	USA
T02532	Adey Ryal	Female	Legal	\$32,496.88	14/05/2018	1	Temporary	Remote	

Maka Duplicate Values akan hilang

Remove Extra Space



Bertujuan untuk menghapus space berlebih baik di awal tengah maupun akhir sebuah text

Emp ID	Name	Gender	Department	Sala	Start Da	FTE	Employee type	Work location	Country	Clean Name
SQ03625	Fidela Artis	Female	Sales	\$78,020.39	09/03/2020	1	Permanent	Remote		=trim(D5)
TN01912	Fred Dudeney	Male	Services	\$88,689.09	2-Oct-19	1	Permanent	Seattle	USA	
PR01956	Jamesy O'Ferris	Male	Accounting	\$36,547.58	12/11/2018	1	Permanent	Remote		
PR00882	Jill Shipsey	Male	Accounting	\$52,963.65	02/04/2021	0.3	Permanent	Columbus	USA	
SQ01637	Joaquin McVitty	Male	Sales	\$68,860.40	12/02/2019	0.4	Permanent	Columbus	USA	
PR03980	Kath Bletsoe	Male	Marketing	\$65,699.02	30-Apr-20	1	Permanent	Columbus	USA	
SQ00612	Leena Bruckshaw	Male	Research and Development	\$74,279.01	01/01/2019	1	Permanent	Wellington	New Zealand	
SQ00450	Louise Lamming	Female	Sales	\$41,934.71	22/04/2020	1	Permanent	Remote		
SQ02223	Pippy Shepperd	Female	Accounting	\$44,845.33	26-Jun-18	1	Permanent	Seattle	USA	
TN04265	Rey Chartman	Female	Training	\$93,964.30	15/09/2021	0.4	Fixed Term	Hyderabad	India	
PR04473	Wyn Treadger	Female	Business Development	\$69,192.85	19-Apr-21	1	Permanent	Columbus	USA	
TN01701	Yves Pawlik	Male	Accounting	\$57,925.91	17-Apr-19	0.5	Permanent	Wellington	New Zealand	
VT01703	Abigael Basire	Male	Engineering	\$61,624.77	26/11/2018	0.3	Fixed Term	Hyderabad	India	
PR01383	Addi Studdeard	Female	Product Management	\$72,502.61	08/02/2021	1	Permanent	Wellington	New Zealand	
VT01101	Adela Dowsett	Male	Support	\$95,017.10	02/07/2018	1	Fixed Term	Seattle	USA	
VT02532	Adey Ryal	Female	Legal	\$32,496.88	14/05/2018	1	Temporary	Remote		

Ketikkan fungsi
=Trim(cell) > Drag
pojok kanan bawah
cell (untuk
menerapkan fungsi
pada seluruh baris
kolom Clean Name)



Kolom Clean Name berisi
nama tanpa space berlebih

Emp ID	Name	Gender	Department	Sala	Start Da	FTE	Employee type	Work location	Country	Clean Name
SQ03625	Fidela Artis	Female	Sales	\$78,020.39	09/03/2020	1	Permanent	Remote		Fidela Artis
TN01912	Fred Dudeney	Male	Services	\$88,689.09	2-Oct-19	1	Permanent	Seattle	USA	Fred Dudeney
PR01956	Jamesy O'Ferris	Male	Accounting	\$36,547.58	12/11/2018	1	Permanent	Remote		Jamesy O'Ferris
PR00882	Jill Shipsey	Male	Accounting	\$52,963.65	02/04/2021	0.3	Permanent	Columbus	USA	Jill Shipsey
SQ01637	Joaquin McVitty	Male	Sales	\$68,860.40	12/02/2019	0.4	Permanent	Columbus	USA	Joaquin McVitty
PR03980	Kath Bletsoe	Male	Marketing	\$65,699.02	30-Apr-20	1	Permanent	Columbus	USA	Kath Bletsoe
SQ00612	Leena Bruckshaw	Male	Research and Development	\$74,279.01	01/01/2019	1	Permanent	Wellington	New Zealand	Leena Bruckshaw
SQ00450	Louise Lamming	Female	Sales	\$41,934.71	22/04/2020	1	Permanent	Remote		Louise Lamming
SQ02223	Pippy Shepperd	Female	Accounting	\$44,845.33	26-Jun-18	1	Permanent	Seattle	USA	Pippy Shepperd
TN04265	Rey Chartman	Female	Training	\$93,964.30	15/09/2021	0.4	Fixed Term	Hyderabad	India	Rey Chartman
PR04473	Wyn Treadger	Female	Business Development	\$69,192.85	19-Apr-21	1	Permanent	Columbus	USA	Wyn Treadger
TN01701	Yves Pawlik	Male	Accounting	\$57,925.91	17-Apr-19	0.5	Permanent	Wellington	New Zealand	Yves Pawlik
VT01703	Abigael Basire	Male	Engineering	\$61,624.77	26/11/2018	0.3	Fixed Term	Hyderabad	India	Abigael Basire
PR01383	Addi Studdeard	Female	Product Management	\$72,502.61	08/02/2021	1	Permanent	Wellington	New Zealand	Addi Studdeard
VT01101	Adela Dowsett	Male	Support	\$95,017.10	02/07/2018	1	Fixed Term	Seattle	USA	Adela Dowsett
VT02532	Adey Ryal	Female	Legal	\$32,496.88	14/05/2018	1	Temporary	Remote		Adey Ryal

IF function

Bertujuan untuk mengetahui Full atau Part-time



4	Sala	Start Da	FTE	Employee type	Work location	Country	Clean Name	Full/Part?
5	\$78,020.39	09/03/2020	1	Permanent	Remote		Fidela Artis	=IF(I5<1;"Part time";"Full time")
6	\$88,689.09	2-Oct-19	1	Permanent	Seattle	USA	Fred Dudeney	IF(logical_test; [value_if_true]; [value_if_false])
7	\$36,547.58	12/11/2018	1	Permanent	Remote		Jamesy O'Ferris	
8	\$52,963.65	02/04/2021	0.3	Permanent	Columbus	USA	Jill Shipsey	
9	\$68,860.40	12/02/2019	0.4	Permanent	Columbus	USA	Joaquin McVitty	
10	\$65,699.02	30-Apr-20	1	Permanent	Columbus	USA	Kath Bletsoe	
11	\$74,279.01	01/01/2019	1	Permanent	Wellington	New Zealand	Leena Bruckshaw	
12	\$41,934.71	22/04/2020	1	Permanent	Remote		Louise Lamming	
13	\$44,845.33	26-Jun-18	1	Permanent	Seattle	USA	Pippy Shepperd	
14	\$93,964.30	15/09/2021	0.4	Fixed Term	Hyderabad	India	Rey Chartman	
15	\$69,192.85	19-Apr-21	1	Permanent	Columbus	USA	Wyn Treadger	
16	\$57,925.91	17-Apr-19	0.5	Permanent	Wellington	New Zealand	Yves Pawlik	
17	\$61,624.77	26/11/2018	0.3	Fixed Term	Hyderabad	India	Abigael Basire	
18	\$72,502.61	08/02/2021	1	Permanent	Wellington	New Zealand	Addi Studdeard	
19	\$95,017.10	02/07/2018	1	Fixed Term	Seattle	USA	Adela Dowsett	
20	\$32,496.88	14/05/2018	1	Temporary	Remote		Adey Ryal	

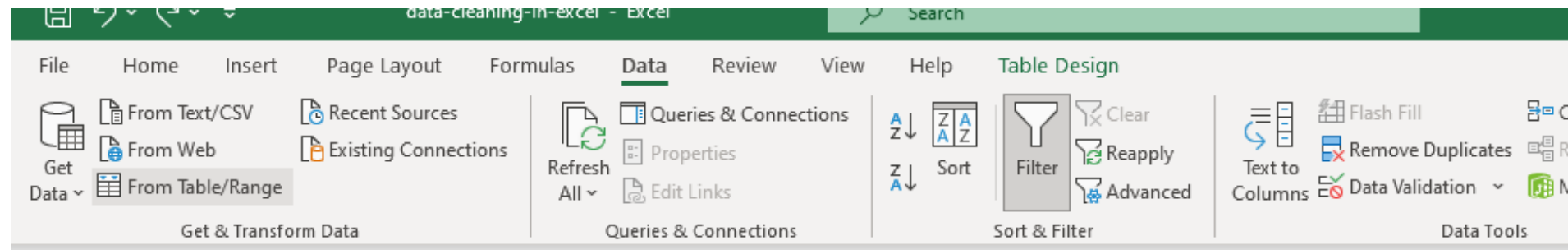
Ketikkan fungsi seperti yang tertera pada gambar (untuk mengetahui apakah jam kerja berupa part time atau full time)



Berikut hasilnya

4	Sala	Start Da	FTE	Employee type	Work location	Country	Clean Name	Full/Part?
5	\$78,020.39	09/03/2020	0.8	Permanent	Remote		Fidela Artis	Part time
6	\$88,689.09	2-Oct-19	1	Permanent	Seattle	USA	Fred Dudeney	Full time
7	\$36,547.58	12/11/2018	1	Permanent	Remote		Jamesy O'Ferris	Full time
8	\$52,963.65	02/04/2021	0.3	Permanent	Columbus	USA	Jill Shipsey	Part time
9	\$68,860.40	12/02/2019	0.4	Permanent	Columbus	USA	Joaquin McVitty	Part time
10	\$65,699.02	30-Apr-20	1	Permanent	Columbus	USA	Kath Bletsoe	Full time
11	\$74,279.01	01/01/2019	1	Permanent	Wellington	New Zealand	Leena Bruckshaw	Full time
12	\$41,934.71	22/04/2020	1	Permanent	Remote		Louise Lamming	Full time
13	\$44,845.33	26-Jun-18	1	Permanent	Seattle	USA	Pippy Shepperd	Full time
14	\$93,964.30	15/09/2021	0.4	Fixed Term	Hyderabad	India	Rey Chartman	Part time
15	\$69,192.85	19-Apr-21	1	Permanent	Columbus	USA	Wyn Treadger	Full time
16	\$57,925.91	17-Apr-19	0.5	Permanent	Wellington	New Zealand	Yves Pawlik	Part time
17	\$61,624.77	26/11/2018	0.3	Fixed Term	Hyderabad	India	Abigael Basire	Part time
18	\$72,502.61	08/02/2021	1	Permanent	Wellington	New Zealand	Addi Studdeard	Full time
19	\$95,017.10	02/07/2018	1	Fixed Term	Seattle	USA	Adela Dowsett	Full time
20	\$32,496.88	14/05/2018	1	Temporary	Remote		Adey Ryal	Full time

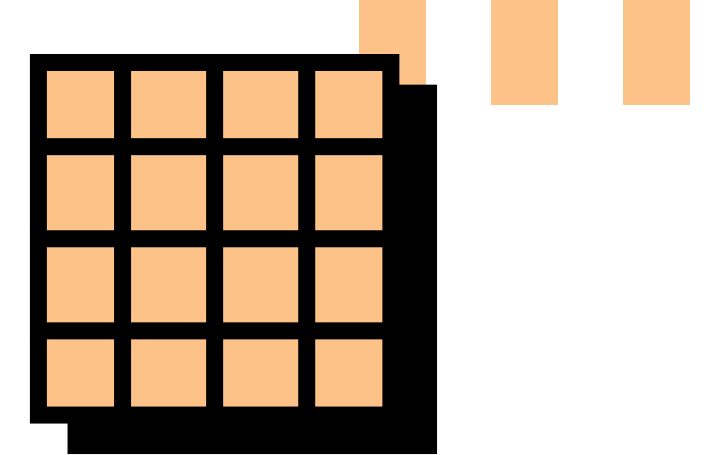
Power Query



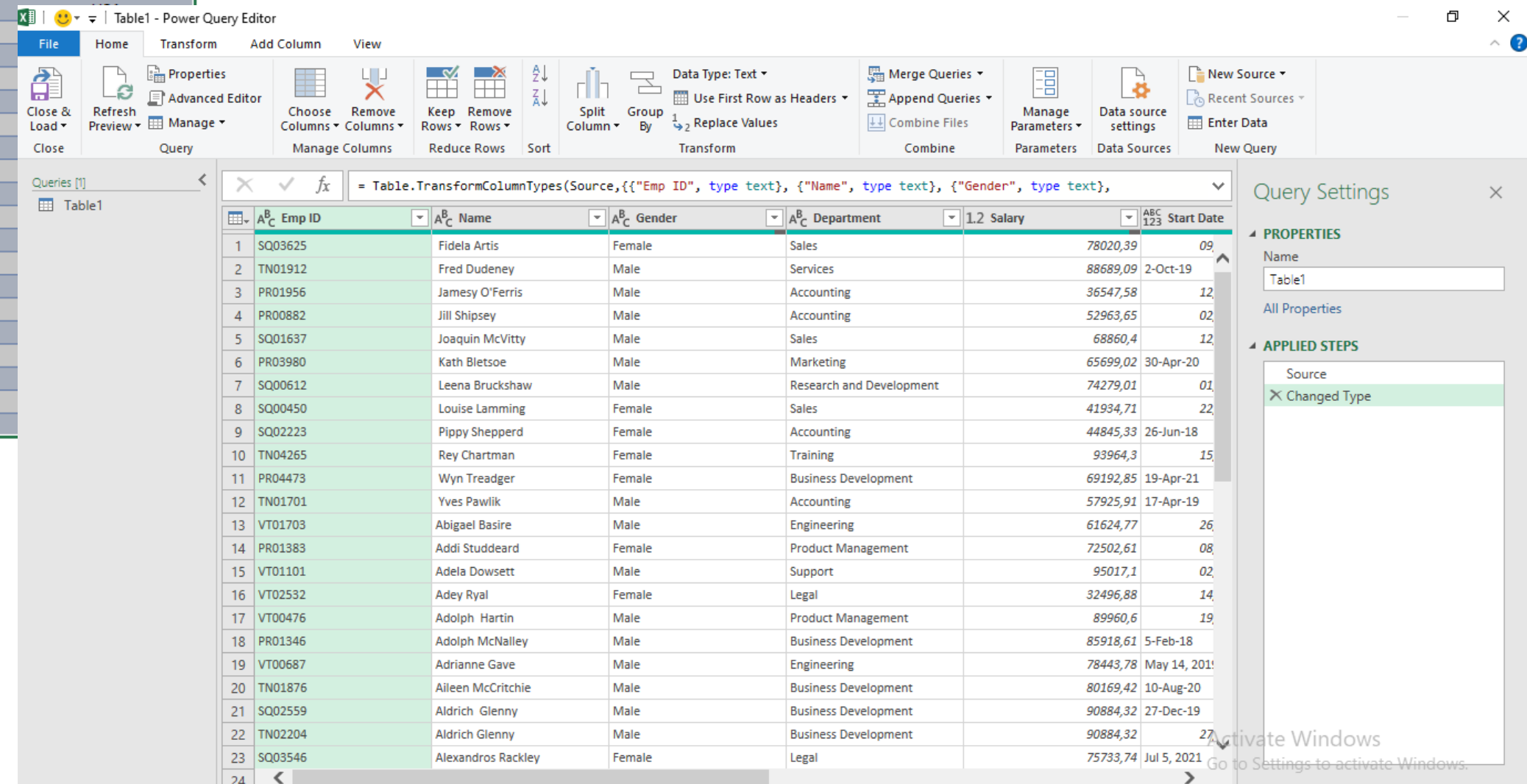
Emp ID	Name	Gender	Department	Salary	Start Date	FTE	Employee type	Work location	Country
PR03271	Stan Tolliday	Female	Sales	\$39,535.49	24/10/2018	0.3	Permanent	Remote	
SQ03116	Syd Fearn	Male	Engineering	\$108,872.77	25/02/2019	1	Permanent	Remote	
VT01092	Tabby Astall	Male	Accounting	\$57,419.35	24/07/2018	1	Fixed Term	Auckland	New Zealand
TN04166	Tadio Dowdle	Female	Product Management	\$91,929.69	11/09/2020	1	Fixed Term	Remote	
TN04428	Tadio Audritt		Human Resources	\$99,448.78	8-Jan-19	1	Fixed Term	Wellington	New Zealand
VT03307	Tallie Chaikovski	Male	Sales	\$83,191.95	23/08/2019	0.6	Temporary	Remote	
TN00083	Tammi Lackham	Female	Business Development	\$61,688.77	3-Sep-18	0.9	Permanent	Chennai	India
TN04660	Thedrick Bothwell	Male	Business Development	\$69,764.10	30/12/2020	1	Fixed Term	Seattle	USA
VT02313	Thekla Lynnett	Male	Training	\$53,949.26	09/12/2019	1	Temporary	Columbus	USA
VT04552	Theresita Chasmer	Female	Product Management	\$106,665.67	30/07/2018	1	Temporary	Columbus	
TN02798	Thorvald Milliken	Female	Business Development	\$33,031.26	3-Jan-19	0.4	Permanent	Hyderabad	
PR00007	Torrance Collier	Female	Training	\$96,135.75	13-Jul-20	0.3	Permanent	Wellington	
TN04740	Tristram Cuming	Female	Support	\$104,038.90	16/12/2019	1	Fixed Term	Remote	
VT04350	Trix Lutsch	Male	Business Development	\$106,400.02	9-Jul-20	1	Temporary	Chennai	
VT00839	Tulley Chiddy	Female	Accounting		5-Feb-19	1	Fixed Term	Columbus	
PR04380	Van Tuxwell	Female	Business Development	\$80,695.74	18-Nov-19	0.8	Permanent	Columbus	
PR00113	Van Tuxwell	Female	Business Development	\$80,695.74	17/09/2018	1	Permanent	Columbus	
PR02957	Vaughn Carvill	Female	Training	\$84,745.93	30-Aug-19	1	Permanent	Wellington	
PR03804	Vere Kulic	Male	Legal	\$66,572.58	28-Dec-20	1	Permanent	Chennai	
SQ00691	Verla Timmis	Male	Support	\$54,137.05	25-Oct-19	1	Permanent	Remote	
PR02208	Vernor Atyea	Female	Training	\$102,934.09	29-Apr-21	1	Permanent	Hyderabad	
VT00194	Violante Courtonne	Female	Product Management	\$49,625.64	07/07/2021	0.5	Fixed Term	Remote	
SQ03112	Vlad Strangeway	Male	Product Management	\$77,743.15	30-Mar-20	1	Permanent	Chennai	
TN02727	Wald Bountiff	Female	Support	\$28,974.03	25-Sep-19	1	Permanent	Auckland	
SQ01620	Westbrook Brandino	Male	Legal	\$113,616.23	04/06/2018	1	Permanent	Remote	
SQ04488	Yanaton Wooster	Male	Marketing	\$76,932.60	28-Jan-19	1	Permanent	Hyderabad	
VT04627	Yvette Bett	Male	Human Resources	\$76,320.44	06/07/2021	0.8	Temporary	Remote	
VT01246	Zach Polon	Male	Marketing	\$53,535.62	Oct 6, 2020	0.5	Fixed Term	Seattle	

Block tabel yang dipilih > Data

Ribbon > From Table/ Range



Maka akan muncul tampilan
Power Query



Emp ID	Name	Gender	Department	Salary	Start Date
1	SQ03625	Fidela Artis	Female	Sales	78020,39
2	TN01912	Fred Dudeney	Male	Services	88689,09
3	PR01956	Jamesy O'Ferris	Male	Accounting	36547,58
4	PR00882	Jill Shipsey	Male	Accounting	52963,65
5	SQ01637	Joaquin McVitty	Male	Sales	68860,4
6	PR03980	Kath Bletsoe	Male	Marketing	65699,02
7	SQ00612	Leena Bruckshaw	Male	Research and Development	74279,01
8	SQ00450	Louise Lamming	Female	Sales	41934,71
9	SQ02223	Pippy Shepperd	Female	Accounting	44845,33
10	TN04265	Rey Chartman	Female	Training	93964,3
11	PR04473	Wyn Treadger	Female	Business Development	69192,85
12	TN01701	Yves Pawlik	Male	Accounting	57925,91
13	VT01703	Abigail Basire	Male	Engineering	61624,77
14	PR01383	Addi Studdard	Female	Product Management	72502,61
15	VT01101	Adela Dowsett	Male	Support	95017,1
16	VT02532	Adey Ryal	Female	Legal	32496,88
17	VT00476	Adolph Hartin	Male	Product Management	89960,6
18	PR01346	Adolph McNalley	Male	Business Development	85918,61
19	VT00687	Adrienne Gave	Male	Engineering	78443,78
20	TN01876	Aileen McCritchie	Male	Business Development	80169,42
21	SQ02559	Aldrich Glenny	Male	Business Development	90884,32
22	TN02204	Aldrich Glenny	Male	Business Development	90884,32
23	SQ03546	Alexandros Rackley	Female	Legal	75733,74

Power Query – Split Columns

fx = Table.TransformColumnTypes(Source,{{"Emp ID", type text}, {"Name", type text}, {"Gender", type text},

	Emp ID	Name	Gender	Department	Salary	Start Date
1	SQ03625		Female	Sales	78020,39	09
2	TN01912		Male	Services	88689,09	2-Oct-19
3	PR01956		Male	Accounting	36547,58	12
4	PR00882		Male	Accounting	52963,65	02
5	SQ01637		Male	Sales	68860,4	12
6	PR03980		Male	Marketing	65699,02	30-Apr-20
7	SQ00612		Male	Research and Development	74279,01	01
8	SQ00450		Female	Sales	41934,71	22
9	SQ02223		Female	Accounting	44845,33	26-Jun-18
10	TN04265		Female	Training	93964,3	15
11	PR04473		Female	Business Development	69192,85	19-Apr-21
12	TN01701		Male	Accounting	57925,91	17-Apr-19
13	VT01703		Male	Engineering	61624,77	26
14	PR01383			management	72502,61	08
15	VT01101				95017,1	02
16	VT02532				32496,88	14
17	VT00476			management	89960,6	19
18	PR01346			development	85018,51	5-Feb-18
19	VT00687					
20	TN01876			development		
21	SQ02559		Female	Business Development		
22	TN02204		Male	Business Development		
23	SQ03546		Female	Legal		
24						

Klik kanan pada kolom Emp ID > Split columns by number of characters > 2 num of char > Once, as far left as possible,

Split Column by Number of Characters

Specify the number of characters used to split the text column.

Number of characters

Split

☒ Once, as far left as possible

☐ Once, as far right as possible

☐ Repeatedly

Advanced options

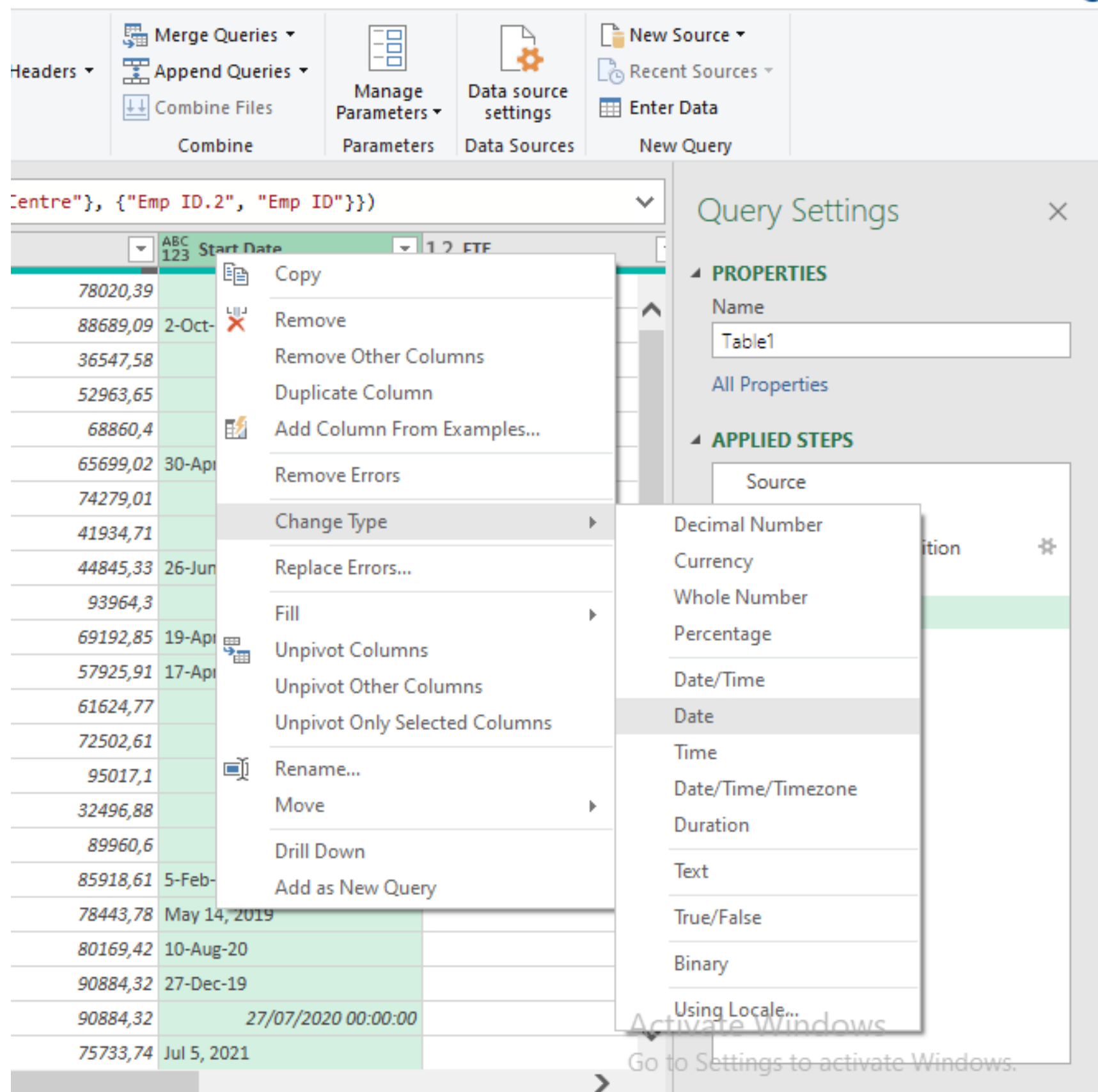
OK Cancel

fx = Table.RenameColumns("#Changed Type1",{{"Emp ID.1", "Cost Centre"}, {"Emp ID.2", "Emp ID"}})

	Cost Centre	Emp ID	Name	Gender	Department	Salary
1	SQ	3625	Fidela Artis	Female	Sales	
2	TN	1912	Fred Dudeney	Male	Services	
3	PR	1956	Jamesy O'Ferris	Male	Accounting	
4	PR	882	Jill Shipsey	Male	Accounting	
5	SQ	1637	Joaquin McVitty	Male	Sales	
6	PR	3980	Kath Bletsoe	Male	Marketing	
7	SQ	612	Leena Bruckshaw	Male	Research and Development	
8	SQ	450	Louise Lamming	Female	Sales	
9	SQ	2223	Pippy Shepperd	Female	Accounting	
10	TN	4265	Rey Chartman	Female	Training	
11	PR	4473	Wyn Treadger	Female	Business Development	
12	TN	1701	Yves Pawlik	Male	Accounting	
13	VT	1703	Abigael Basire	Male	Engineering	
14	PR	1383	Addi Studdeard	Female	Product Management	
15	VT	1101	Adela Dowsett	Male	Support	
16	VT	2532	Adey Ryal	Female	Legal	
17	VT	476	Adolph Hartin	Male	Product Management	
18	PR	1346	Adolph McNalley	Male	Business Development	
19	VT	687	Adrianne Gave	Male	Engineering	
20	TN	1876	Aileen McCritchie	Male	Business Development	
21	SQ	2559	Aldrich Glenny	Male	Business Development	
22	TN	2204	Aldrich Glenny	Male	Business Development	
23	SQ	3546	Alexandros Rackley	Female	Legal	

Rename column menjadi Cost Centre dan Emp ID

Power Query – Change Type



The screenshot shows the Power Query Editor interface. The ribbon at the top includes 'Merge Queries', 'Append Queries', 'Combine Files', 'Manage Parameters', 'Data source settings', 'New Source', 'Recent Sources', and 'Enter Data'. The main area displays a table with columns 'ABC', '123', 'Start Date', and 'ETC'. The 'Start Date' column is selected, and a context menu is open, showing options like 'Copy', 'Remove', 'Change Type', etc. The 'Change Type' option is highlighted, and a sub-menu is open, showing various data types: 'Decimal Number', 'Currency', 'Whole Number', 'Percentage', 'Date/Time', 'Date', 'Time', 'Date/Time/Timezone', 'Duration', 'Text', 'True/False', 'Binary', and 'Using Locale...'. The 'Date' option is selected in the sub-menu. The 'Query Settings' pane on the right shows the 'Table1' name and the 'APPLIED STEPS' section.

ABC	123	Start Date	ETC
78020,39			
88689,09	2-Oct-		
36547,58			
52963,65			
68860,4			
65699,02	30-Apr		
74279,01			
41934,71			
44845,33	26-Jun		
93964,3			
69192,85	19-Apr		
57925,91	17-Apr		
61624,77			
72502,61			
95017,1			
32496,88			
89960,6			
85918,61	5-Feb-		
78443,78	May 14, 2019		
80169,42	10-Aug-20		
90884,32	27-Dec-19		
90884,32		27/07/2020 00:00:00	
75733,74	Jul 5, 2021		

Klik kanan pada kolom Start date> Change Type > Date

Power Query – Conditionals Columns

Table1 (2) - Power Query Editor

File

Home

Transform

Add Column

View

Column From Examples

Custom Column

Invoke Custom Function

Conditional Column

Index Column

Duplicate Column

Format

Merge Columns

Extract

Parse

Statistics

Standard

Scientific

Trigonometry

Rounding

Information

Date

Time

Duration

General

From Text

From Number

From Date & Time

Queries [2]

Table1

Table1 (2)

×

✓

f_x

= Table.TransformColumnTypes(Source,{{"Emp ID", type text}, {"Name", type text}, {"Gender", type text},

	<div>ABC123</div>	Start Date	<div>1.2 FTE</div>	<div>A^B_C</div> Employee type	<div>A^B_C</div> Work location	<div>A^B_C</div> Country
1	78020,39	09/03/2020 00:00:00	0,7	Permanent	Remote	nul
2	88689,09	2-Oct-19	1	Permanent	Seattle	USA
3	36547,58	12/11/2018 00:00:00	1	Permanent	Remote	nul
4	52963,65	02/04/2021 00:00:00	0,3	Permanent	Columbus	USA
5	68860,4	12/02/2019 00:00:00	0,4	Permanent	Columbus	USA

Klik kolom FTE > Klik conditional column

fx = Table.TransformColumnTypes(#"Changed Type2", {"Start Date", type text}, "en-ID")

Add Conditional Column

Add a conditional column that is computed from the other columns or values.

New column name

Full Part?

	Column Name	Operator	Value	Output
If	FTE	equals	1	Full time

Add Clause

Else

Part time

OK Cancel

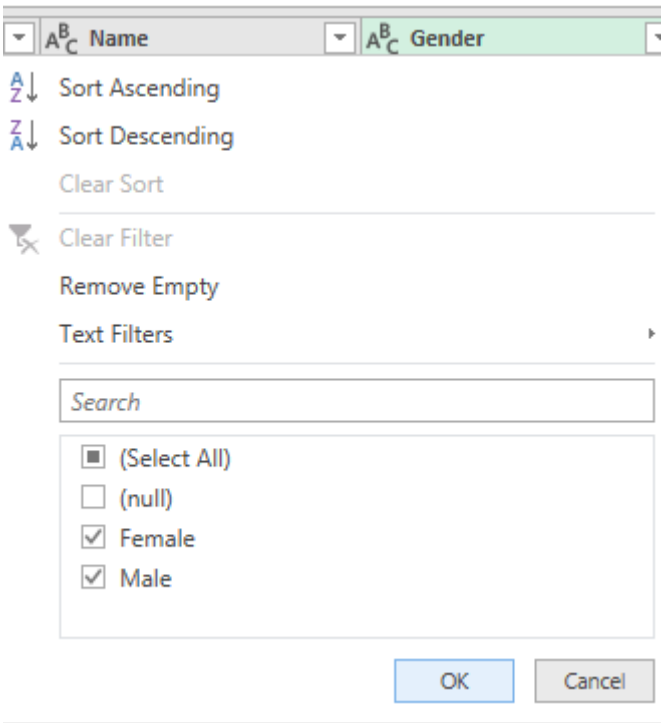
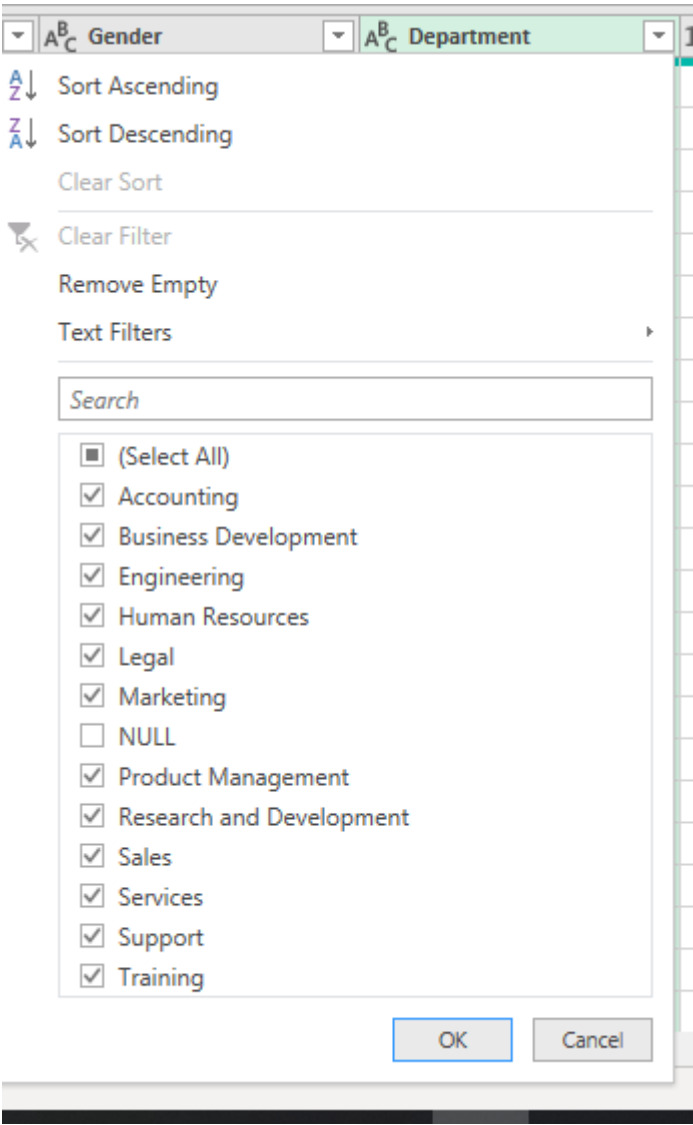
Ketikkan if conditionalnya

Table1 (2)

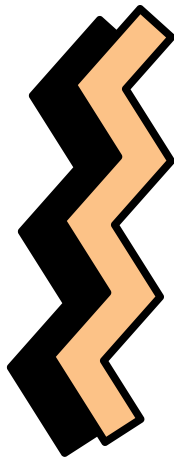
	Employee type	Work location	Country	Full Part?
1	Permanent	Remote	null	Full time
1	Permanent	Seattle	USA	Full time
1	Permanent	Remote	null	Full time
0,3	Permanent	Columbus	USA	Part time
0,4	Permanent	Columbus	USA	Part time
1	Permanent	Columbus	USA	Full time
1	Permanent	Wellington	New Zealand	Full time
1	Permanent	Remote	null	Full time
1	Permanent	Seattle	USA	Full time
0,4	Fixed Term	Hyderabad	India	Part time
1	Permanent	Columbus	USA	Full time
0,5	Permanent	Wellington	New Zealand	Part time
0,3	Fixed Term	Hyderabad	India	Part time
1	Permanent	Wellington	New Zealand	Full time

Hasilnya muncul kolom baru yang berisi Full/Part time

Power Query – Remove Null



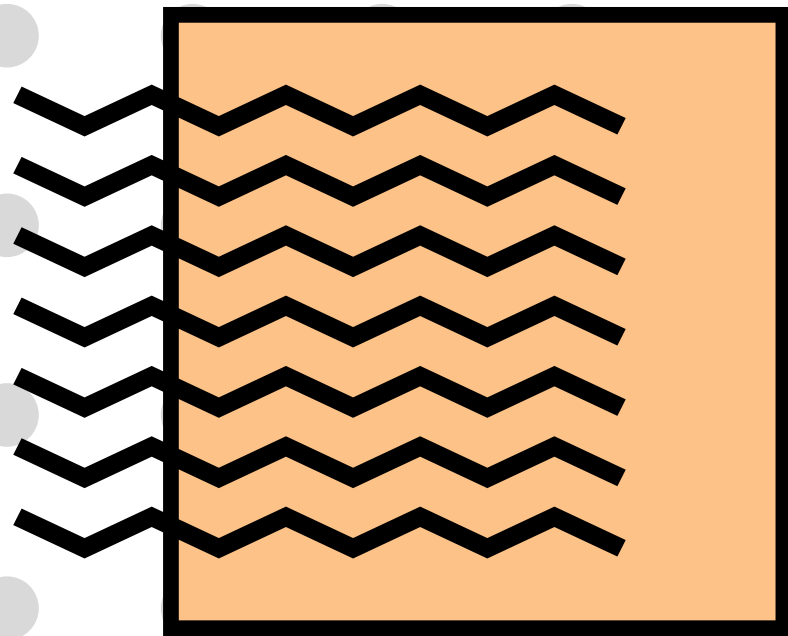
Klik tanda panah pada kolom
Department dan Gender >
Unchecklist NULL



Gender	Department	
Female	Sales	
Male	Services	
Male	Accounting	
Male	Accounting	
Male	Sales	
Male	Marketing	
Male	Research and Development	
Female	Sales	
Female	Accounting	
Female	Training	
Female	Business Development	
Male	Accounting	
Male	Engineering	
Female	Product Management	
Male	Support	
Female	Legal	
Male	Product Management	
Male	Business Development	
Male	Engineering	
Male	Business Development	
Male	Business Development	
Male	Business Development	
Female	Legal	

Maka tidak terdapat Data Kosong
pada kolom Gender dan
Department





TERIMAKASIH

