

Excel Data Cleansing Tip Card

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EXCEL
DATA CLEANSING
 Tips and Tricks from Anna Walsh, MCT
 www.the-excel-expert.com

Method 1 - In-cell formula
 1. Click where you want answer to go
 From vel massa a nunc euismod congue at quis risus. Nulla nec risi et nulla interdum volutpat. Vestibulum aliquam nunc ac ardu eleifend at convallis urna rutrum. Sed hendrerit sapien in lorem molestie luctus. Integer id elit eget massa vestibulum.

Method 2 - Concatenate Function
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3. E.g. for our case that would look like
 =Right(A1,4)

4. Copy down
 5. To replace these formulae with actual numbers see Quick Replace steps.

My downloaded data is all in upper-case or lower case. How can I convert it to "proper case"?
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4. This function removes all extra spaces - spaces at the end, spaces at the beginning and extra spaces between names.

`=TRIM(B1)`

B	C
Extra Spaces	Extra Spaces

That's great, how do I get that answer to replace my "dirty" data? AKA Quick Replace

- After you have completed the steps
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- I just want some bits in the middle
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Reviews

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