

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
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Method 2 - Concatenate Function
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 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 est eget massa vestibulum. Numbers use Quick Replace steps.

4. Copy down
 5. To replace these formula 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"?
 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce sed neque sit amet felis aliquet aliquam. Donec pretium lorem eget metus adipiscing proin 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 est eget massa vestibulum suscipit in ut risi. Vivamus placerat tristique justo elit. Fusce sed neque at amet felis aliquet aliquam. Donec pretium auctor id. Duis eget neque neque, suscipit tibusum aliquam nunc ac ardu eleifend ut. format e.g. 12/12/2014 (assuming that is the date).
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4. Click Insert to separate the data into three columns.
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That's great, how do I get that answer to replace my "dirty" data? AKA Quick Replace
 1. After you have completed the steps
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I just want some bits in the middle
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 3. E.g. for our case that would look like =Right(A1,4)

Extra Spaces
 Extra Spaces (Extra Spaces)

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