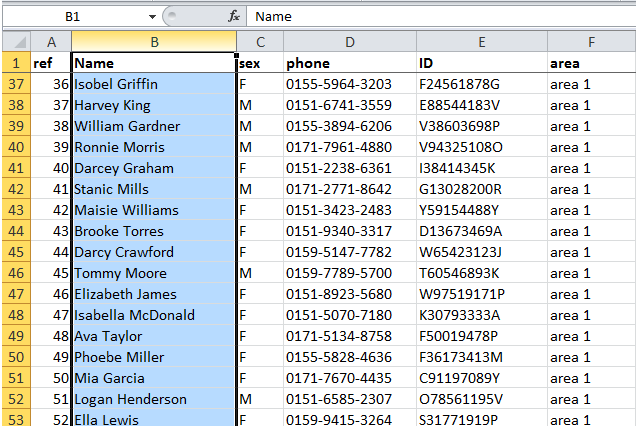
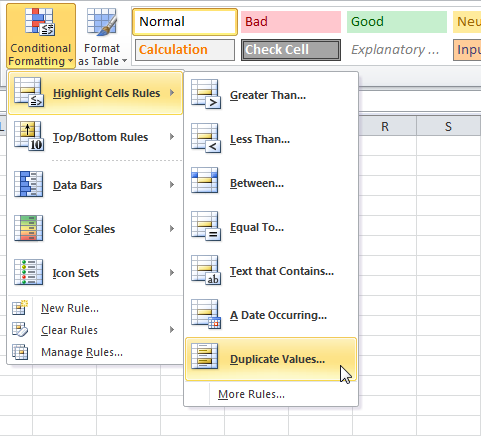
**HELPFUL TRICKS FOR REVIEWING AND CLEANING DATA IN EXCEL**

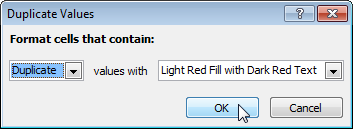
1. **FINDING DUPLICATES**
2. Select the range of cells you wish to test. ...

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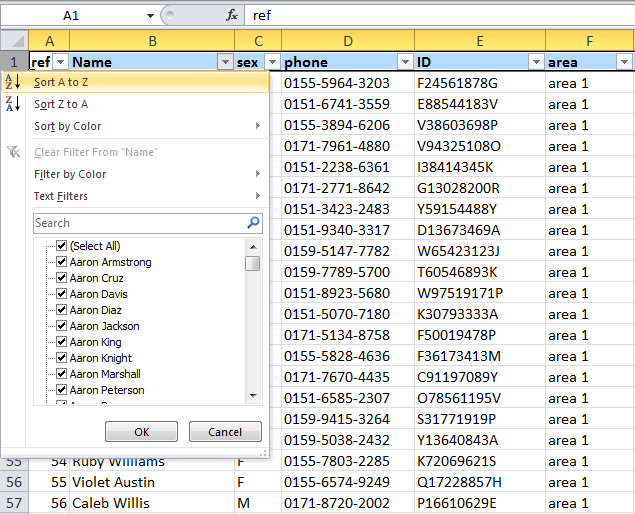
1. On Excel's Home tab, choose Conditional Formatting, Highlight Cells Rules, and then Duplicate Values.



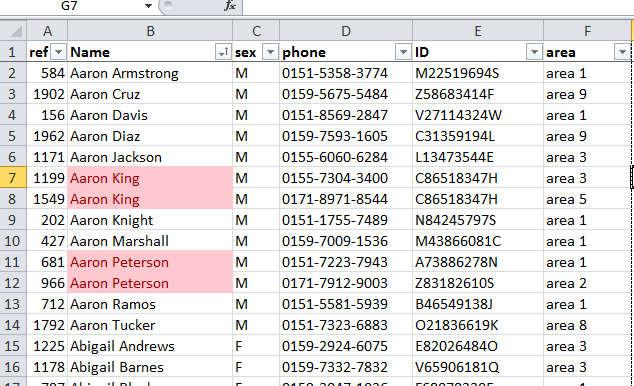
1. Click OK within the Duplicate Values dialog box to identify the duplicate values.

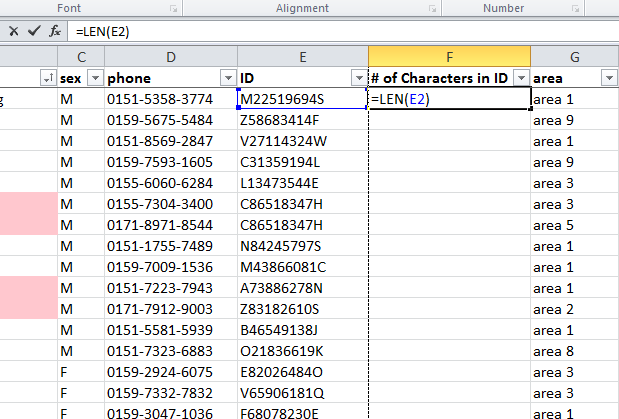


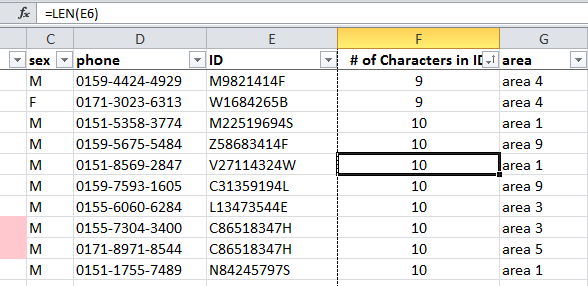
1. Filter your Data

****

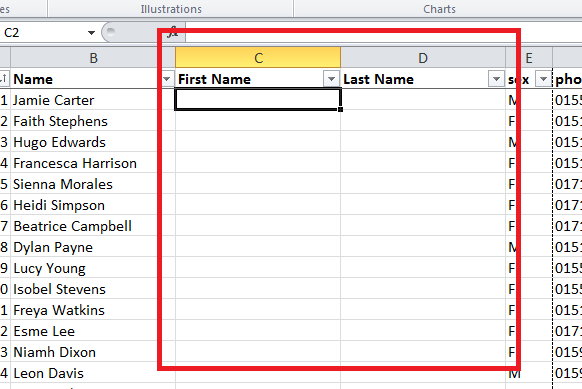
1. Duplicate values in the list will now be identified.

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1. **COUNT THE NUMBER OF CHARACTERS IN A CELL**
2. If you need to count the total characters in a cell, you can do so using the LEN function. The LEN function simply counts all characters that appear in a cell. All characters are counted, including space characters. 
3. Filter your Data – to spot differences in the number of character

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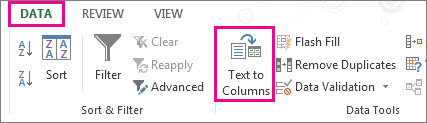
1. **SPLIT TEXT INTO DIFFERENT CELLS -** If you have text in one cell you can spread it out across multiple cells
2. Add extra columns to your files to make space for new cells

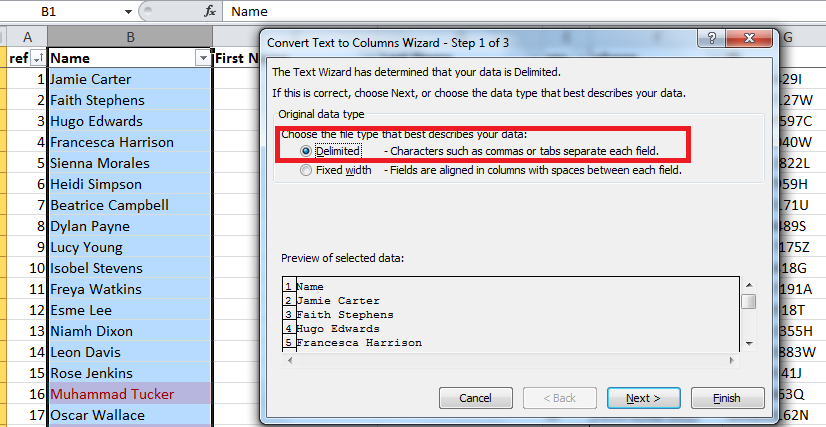


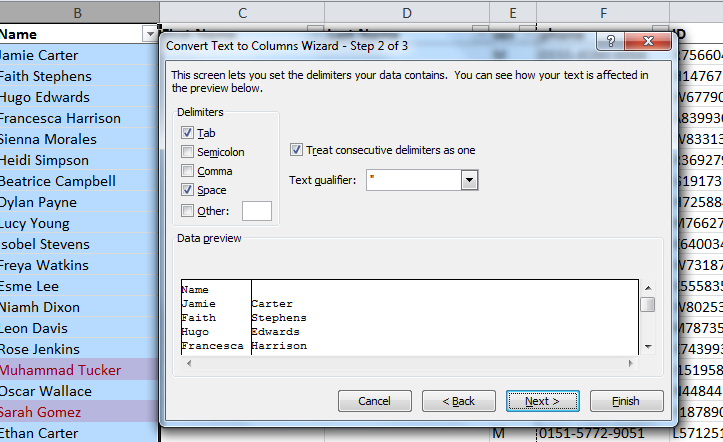
1. [Select the cell or column](https://support.office.com/en-GB/Article/Select-the-cell-or-column-6dc8a03a-fb80-4454-922e-965eb48a6d25) that contains the text you want to split.



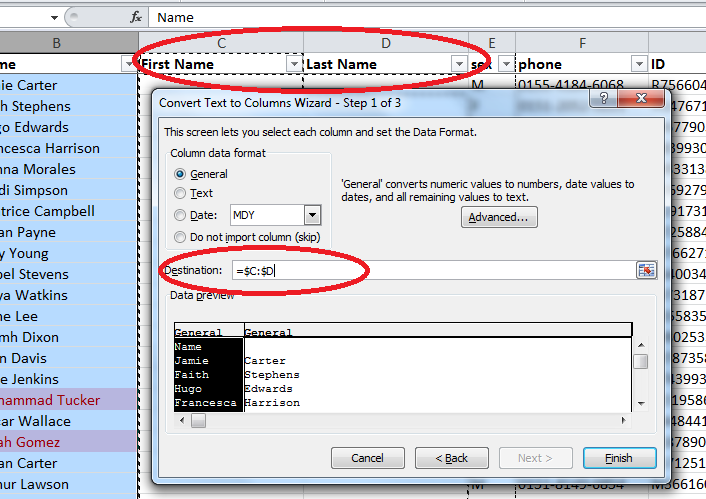
1. Click **Data** >**Text to Columns** and the wizard will walk you through the process:



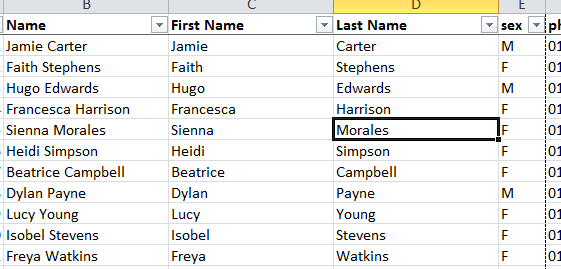




1. Select the destination as the extra columns you added earlier:

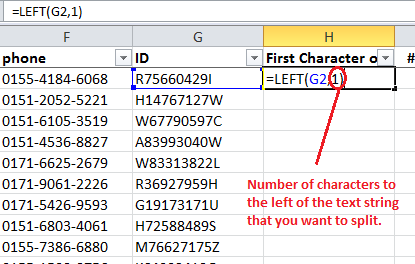


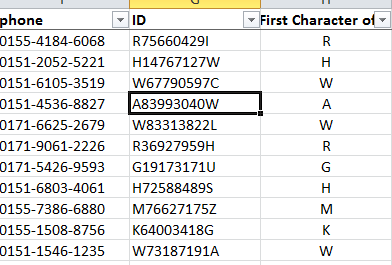
1. Your text is now separated into two new cells:



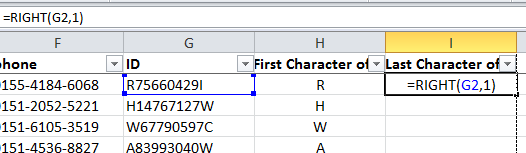
1. **SPLIT TEXT STRING**

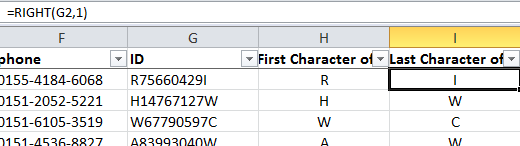
If you want to split a text string in Excel, there are three functions that are built in to Excel for this purpose. These are the Excel [Left function](http://www.excelfunctions.net/LeftFunction.html), the [Mid function](http://www.excelfunctions.net/MidFunction.html) and the [Right function](http://www.excelfunctions.net/RightFunction.html). These functions are described below:

LEFT FUNCITON: returns a specified number of characters from the left (the beginning) of a supplied text string. For example if you want to use the formula to split the text string at the first space:

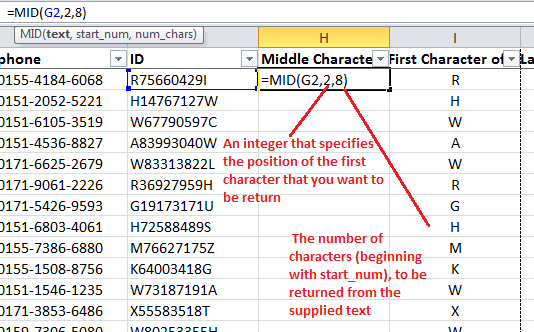


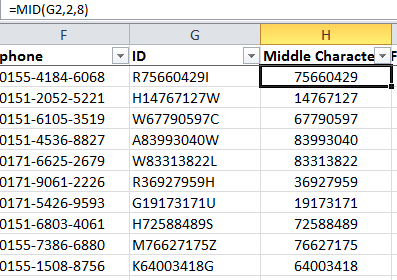
RIGHT FUNCITON: returns a specified number of characters from the right (the end) of a supplied text string. For example if you want to use the formula to split the text string at the last space:





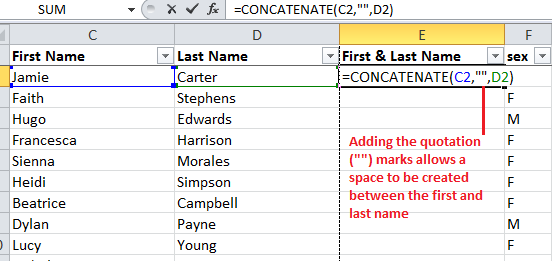
MID FUNCITON: returns a specified number of characters from the middle of a supplied text string, beginning at a specified character. For example:



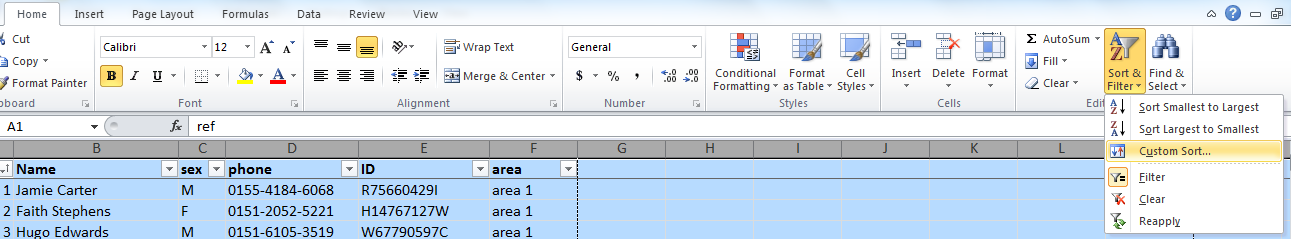


1. **COMBINE TEXT FROM DIFFERENT CELLS INTO ONE CELL**

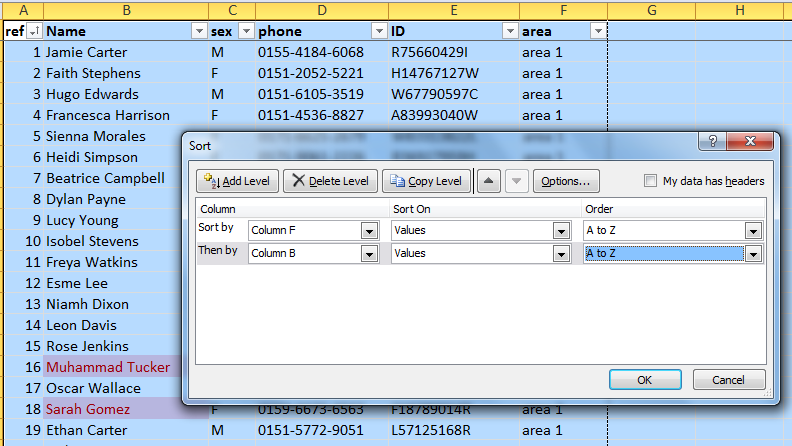
The CONCATENATE function allows you to combine text from different cells into one cell. In our example, we can use it to combine the text in column A and column B to create a combined name in a new column. Before we start writing the function, we'll need to insert a new column in our spreadsheet for this data.



1. **ADVANCE FILTERING – E.G. FILTER BY AREA THEN LAST NAME**
2. Go to **Home** > **Sort & Filter** > **Custom Sort**



1. Choose your first sorting category (e.g. Area) then your second sorting category ( Name)



Your data is now sorted first by area and secondly within each area by alphabetical order of name:

