

# Microsoft - Data Cleanup with Excel

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**Course Number: OFC-117**

**Duration: 0.5 days**

## Overview

### Course Description

This Microsoft Excel Data Cleanup training course teaches attendees how to clean data in Excel using Text to Columns, text case formatting, Flash Fill, and more. Participants also learn how to automate data cleanup using Power Query.

### Skills Gained

- Use techniques for data transformation
- Master Excel's Text to Columns feature
- Use Flash Fill effectively
- Create macros to automate data cleanup tasks
- Learn the basics of Power Query

### Prerequisites

All students must have some familiarity with Excel.

## Training Materials

All Excel training attendees receive a short reference handout covering the topics in the class.

## Software Requirements

All attendees need a full installation of Office 365, including Excel.

## Audience

## Course Details

## Outline

- Introduction
  - The importance of efficient data cleanup
- Text to Columns
  - Understanding and using the Text to Columns feature
  - Splitting and organizing data effectively
- Flash Fill
  - Introducing and utilizing Flash Fill
  - Automatic pattern recognition for data entry
- Macro Recording
  - Basics of macro recording in Excel
  - Automating repetitive data cleanup tasks
- Power Query Introduction
  - Overview of Power Query functionality
  - Importing, cleaning, and transforming data using Power Query
- Conclusion
  - Recap of key points
  - Q&A and troubleshooting