

Clean Messy Data in Google Sheets

Free practice file | 5 cleaning tricks + a bonus one-formula cleanup

Open the practice file (view only)

https://docs.google.com/spreadsheets/d/1rpK5o74TX5z4Xdjm_cpmyxViddEpAZxQOPS75QQ3MIM/edit?usp=sharing

Make your own editable copy

https://docs.google.com/spreadsheets/d/1rpK5o74TX5z4Xdjm_cpmyxViddEpAZxQOPS75QQ3MIM/copy

How to use it

1. Open the second link above, or use File > Make a copy. The shared file is view only, so a copy is yours to edit.
2. Go to the Practice sheet. The white/grey cells hold the messy data; the green cells are empty - that is where each formula goes.
3. Type the formulas from the cheat sheet below, one tip at a time, and watch the data clean up.
4. Stuck on one? The Solution sheet has every formula already filled in.

What is inside

Practice	messy data for all 5 tips + the bonus, formula cells blank
Solution	the same layout with every formula filled in
Read Me	what each tip does

Formula cheat sheet

USE CASE	FORMULA
1 Extra spaces	=TRIM(B7)
1 Hidden line breaks	=TRIM(CLEAN(B18))
2 Capital letters	=PROPER(B26) =LOWER(C26) =UPPER(D26)
3 Split a column	=SPLIT(B37, " ") =SPLIT(C37, ",", ", ", FALSE)
3 Menu way	Data > Split text to columns > Separator: Custom
4 Remove duplicates	=UNIQUE(B56:D67) or Data > Data cleanup > Remove duplicates
5 Broken emails	=IF(ISEMAIL(B74), "Valid", "Fix it")
Bonus Whole column	=ARRAYFORMULA(PROPER(TRIM(B87:B94)))

TRIM removes spaces only - wrap it around CLEAN for line breaks and tabs inside the text.

SPLIT and UNIQUE spill into the cells next to them - keep those cells empty.