Sheet Snack

Clean any messy list
14 formulas to copy

Each one goes in the first row next to your data (row 2 here). Drag it down, then copy and paste as values. Checked in Excel 365 and Google Sheets.

1	**Remove extra spaces** Leading, trailing and double spaces go.	`=TRIM(A2)`	Both
2	**Fix capitals in names** mARIA lopez becomes Maria Lopez.	`=PROPER(A2)`	Both
3	**ALL CAPS or all small** For codes, emails and IDs.	`=UPPER(A2) / =LOWER(A2)`	Both
4	**First name from full name** Sheets: =INDEX(SPLIT(A2," "),1)	`=TEXTBEFORE(A2," ")`	Excel 365
5	**Last name from full name** Sheets: =REGEXEXTRACT(A2,"\S+$")	`=TEXTAFTER(A2," ",-1)`	Excel 365
6	**Company from an email** Sheets: =REGEXEXTRACT(A2,"@(.+)")	`=TEXTAFTER(A2,"@")`	Excel 365
7	**First number in messy text** Returns text. Wrap in VALUE() to do maths.	`=REGEXEXTRACT(A2,"\d+")`	Excel 365, Sheets
8	**Remove a character** Dashes out of phone numbers or IDs.	`=SUBSTITUTE(A2,"-","")`	Both
9	**Numbers stored as text** Fixes SUM returning 0 on imported numbers.	`=VALUE(A2)`	Both
10	**Strip hidden characters** For text pasted from web pages and PDFs.	`=CLEAN(TRIM(A2))`	Both
11	**Join first and last name** TRUE skips blank cells.	`=TEXTJOIN(" ",TRUE,A2,B2)`	Excel 2019+, Sheets
12	**List without duplicates** Spills the clean list down by itself.	`=UNIQUE(A2:A500)`	Excel 365, Sheets
13	**Flag duplicates** TRUE on every row that appears twice.	`=COUNTIF(A$2:A$500,A2)>1`	Both
14	**Text date to a real date** Then format the cell as a date.	`=DATEVALUE(A2)`	Both

One spreadsheet trick a day, in under 30 seconds: youtube.com/@sheetsnack