

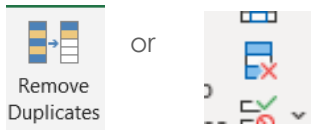
Application: Excel – Remove Duplicates

This feature will remove duplicate rows from within an Excel list or table.

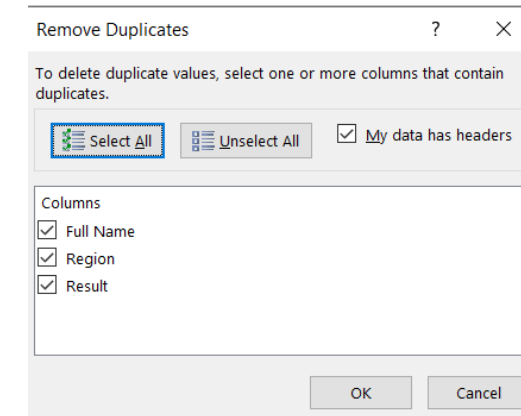
Some things to remember before you start:

- If the area you wish to check is in a continuous range, you do not have to highlight it. Excel will recognise this as the area to check for duplicates.
- However, you can highlight specific data either because you do not wish to check all the data or because it is not a continuous range i.e. you have blank columns and rows.
- If your data have column headings, format them differently from the rest of the data to ensure they are not included in the check, otherwise you would have to highlight the data to include.

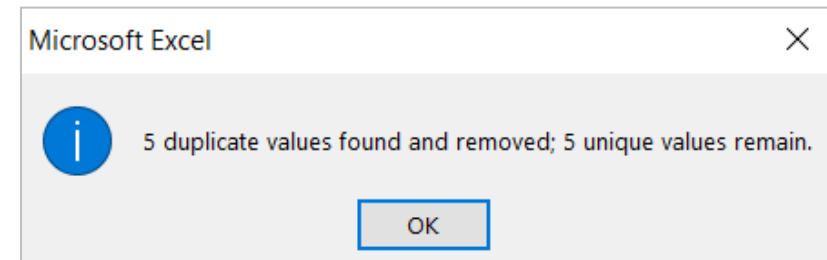
1. Click in a cell within the range you want to use or highlight the range.
2. Click on **Data > Remove Duplicates**.



3. The column headings will be displayed, and you can select the columns to compare for duplicates. If you only want to remove the duplicate row if all the data are duplicated, all the columns headings are selected by clicking on **Select All**.
4. If your data have a heading row the **Mydata has headers** check box will automatically be selected. You can deselect this if required.



5. Click on **OK**. Excel will remove any duplicate rows it finds and will display the number of deletions in a pop-up box:



Tip: Make sure you are not removing records that are not duplicates. Think about what could be different or the same. For example, it is unlikely that two people will have the same email address, but people do have the same last name.

