

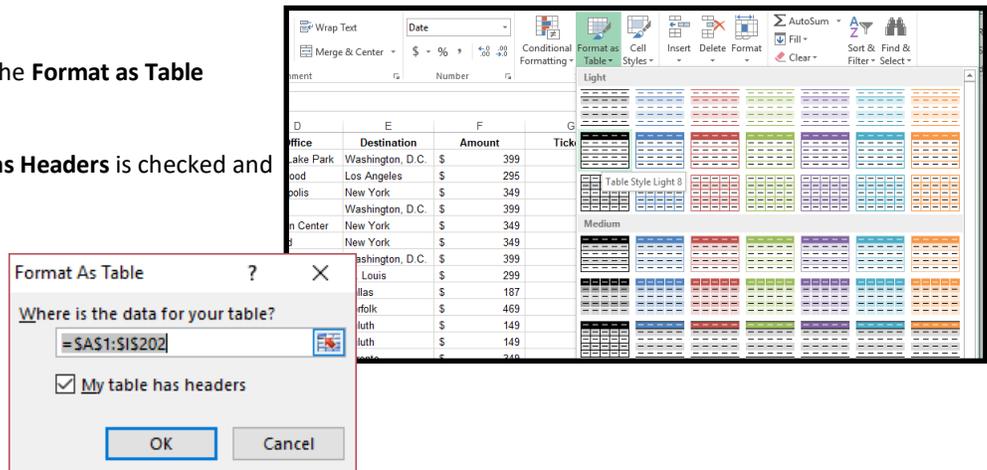
EXCEL TIPS

Removing Duplicate Records

Removing Duplicates from a List

STEP 1—FORMAT THE LIST AS A TABLE

1. Select any cell in the list.
2. From the Home tab, choose the **Format as Table** option and **select a style**.
3. Verify the option **My Table has Headers** is checked and then **click OK**.



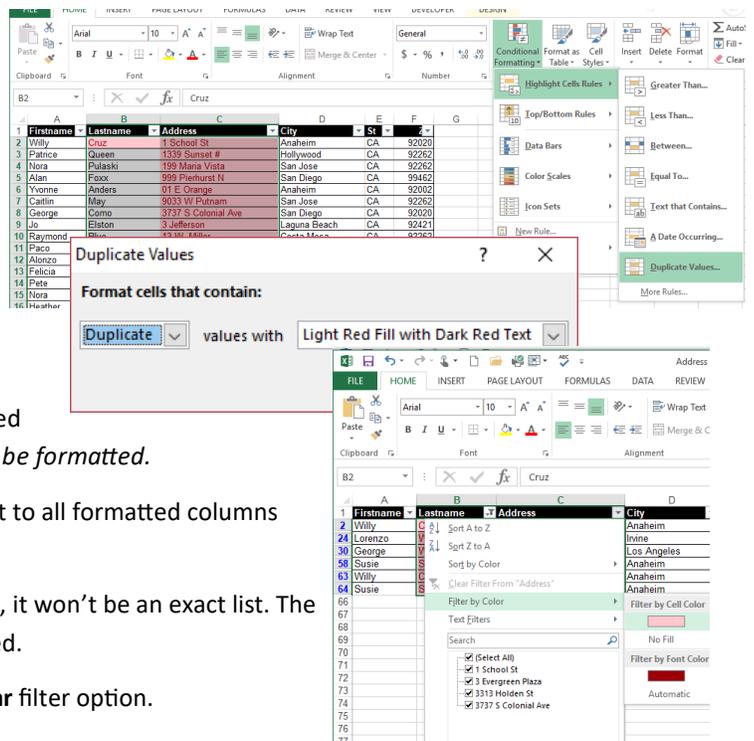
STEP 2—USING CONDITIONAL FORMATTING TO FIND DUPLICATES

The most obvious way to find duplicate records in a table is to sort by a common field. This is effective, but very time consuming. A handier way to eyeball duplicate records in a list is by combining the conditional formatting and filter options.

1. From the data table, *select at least two fields* that could be duplicated.
2. Select Conditional Formatting from the Home tab and then choose **Highlight Cell Rules > Duplicate Values**.
3. **Click OK** to set the formatting options as red fill and red font color. *Note: Duplicate values for each column will be formatted.*
4. Click the **Sort and Filter arrow button** that appears next to all formatted columns and choose to **filter by the Red color**.

Note: Since the filtering is applied to two different columns, it won't be an exact list. The benefit is to get an idea of how many records will be deleted.

5. To remove the filter: from the **Data Tab**, select the **clear** filter option.
6. To remove conditional formatting, select Conditional Formatting and Clear Rules.



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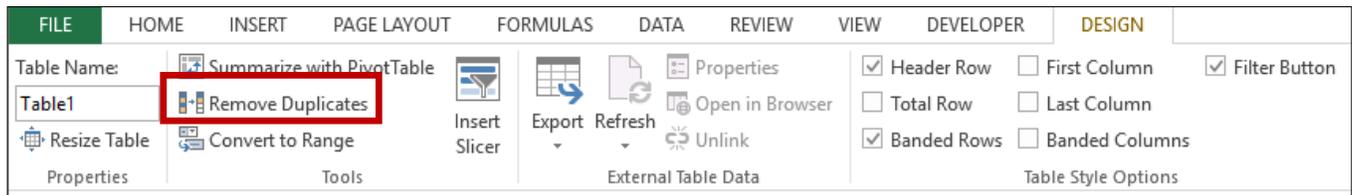
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STEP 3—USING THE REMOVE DUPLICATES OPTION

The remove duplicate option will automatically delete a duplicate record based upon your field criteria. After completion, Excel will show a count of the records that were deleted. It will not tell you what specific record was removed. That is why it is important do try to find duplicate records before performing this task.

1. Select any cell in the list. .
2. From the **Table Tools Design Tab**, choose **Remove Duplicates**.



3. **Select the fields** that might contain duplicates and click **OK**.
4. You will be notified on how many records were deleted and how many records remain. **Click OK** to continue.
5. If you feel records were removed in error, click **Undo**.

