

Microsoft Excel - Removing Duplicate Entries



Removing Duplicate Entries

It is possible to delete duplicate records from a list.

Below find two examples of how to use the Duplicate feature.

1. When the entire row has been duplicated.
2. When individual column has duplicate values.

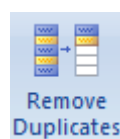
When the entire row has been duplicated.

<i>Surname</i>	<i>Initials</i>	<i>Department</i>	<i>Extn</i>	<i>Position Held</i>	<i>Salary</i>	<i>Bonus</i>
Wright	RD	Credit	9514	Credit Analyst	15,000	750
Walsh	CA	Credit	5012	Credit Analyst	13,000	650
Taylor	JC	Credit	5010	Manager	24,000	1200
Parker	JB	Credit	5011	Credit Analyst	16,000	800
Lynch	EE	Credit	6655	Credit Analyst	17,000	850
Clarke	SC	Credit	2114	Credit Analyst	12,000	600
Watson	CB	Finance	5013	Manager	25,000	1250
Taylor	DB	Finance	5015	Data Processor	10,000	500
Smith	ED	Finance	2558	Data Processor	12,000	600
Roslin	ON	Finance	5887	Secretary	11,000	550
Major	JN	Finance	2455	Data Processor	10,000	500
Beckett	WS	Finance	2664	Data Processor	10,000	500
Beckett	WS	Finance	2664	Data Processor	10,000	500

The above list (highlighted) contains two rows of duplicated data where all the fields have been duplicated.

To remove the duplicated rows follow the following procedure:

1. **Place** you cursor within the list.
2. From the **Ribbon** → **Data** select the **Remove Duplicates** icon.

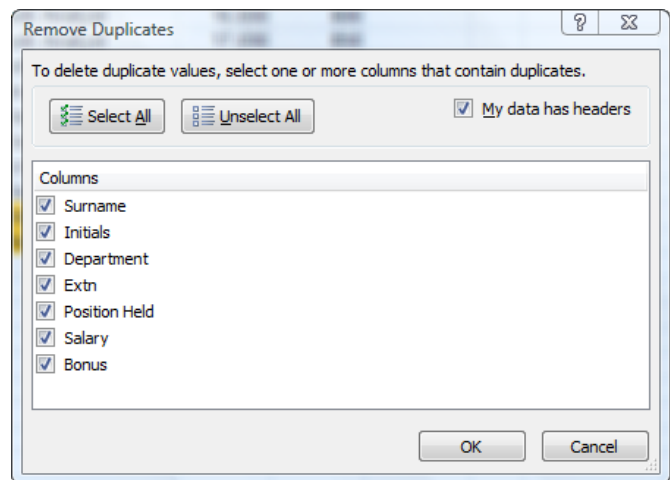


- In this example we require only exact duplicated to be deleted, (where the entire row is duplicated).

Leave all the heading tick boxes selected.

Press **Ok**.

The duplicate entry (s) will now have been removed.



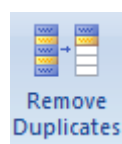
When individual column has duplicate values.

Surname	Initials	Department	Extn	Position Held	Salary	Bonus
Beckett	WS	Finance	2664	Data Processor	10000	500
Beckett	WS	Finance	2664	Data Processor	10000	500
Clarke	SC	Credit	2114	Credit Analyst	12,000	600
Lynch	EE	Credit	6655	Credit Analyst	17,000	850
Major	JN	Finance	2455	Data Processor	10,000	500
Parker	JB	Credit	5011	Credit Analyst	16,000	800
Roslin	ON	Finance	5887	Secretary	11,000	550
Smith	ED	Finance	2558	Data Processor	12,000	600
Taylor	JC	Credit	5010	Manager	24,000	1200
Taylor	DB	Finance	5015	Data Processor	10,000	500
Walsh	CA	Credit	5012	Credit Analyst	13,000	650
Watson	CB	Finance	5013	Manager	25,000	1250
Wright	RD	Credit	9514	Credit Analyst	15,000	750

The above list (highlighted) contains One column with duplicate surname entries.

To remove the duplicated surnames follow the following procedure:

- Place** you cursor within the list.
- From the **Ribbon** → **Data** select the **Remove Duplicates** icon.



3. In this example we require to delete the rows where the 'Surname'

Only select the field heading that you wish to remove duplicates.

Press **Ok**.

The duplicate surnames now have been removed.

