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How To Remove Duplicates In Excel: 5 Methods for a Cleaner Spreadsheet

OCTOBER 28, 2024 | ETHAN WILLIAMS




Have you ever been frustrated by messy Excel data with repeated entries? It's something many of us encounter, and figuring out how to clean it up efficiently is key.

In this detailed guide, we'll dive deep into how to remove duplicates in Excel, using five different methods that suit all kinds of users, from beginners to advanced Excel enthusiasts.

Whether you're working on small datasets or managing large databases, removing duplicates can help you make your spreadsheets cleaner, more readable, and easier to analyze. Let's

jump into it!

Survey for the Users! 

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Finding the right idea


Understanding the required tools and techniques

Gathering and organizing data

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What Are Duplicates and Why Should You Remove Them?

Duplicate data occurs when the same values or rows appear more than once in your dataset. This can create inaccuracies, make your analysis slower, and lead to incorrect conclusions. Removing duplicates helps ensure that your data remains accurate and relevant.

How To Find Duplicates In Excel?

Before you remove duplicates from your dataset, it's often helpful to **identify and highlight duplicates** to get a clear picture of what you're dealing with. Excel offers several ways to find duplicates, and below are two of the most effective methods: using **Conditional Formatting** and **COUNTIF**.

1. Using Conditional Formatting to Find Duplicates

This is one of the easiest methods to visually identify duplicate entries in a worksheet. Excel's **Conditional Formatting** tool highlights duplicate values, making them stand out from the rest of your data.

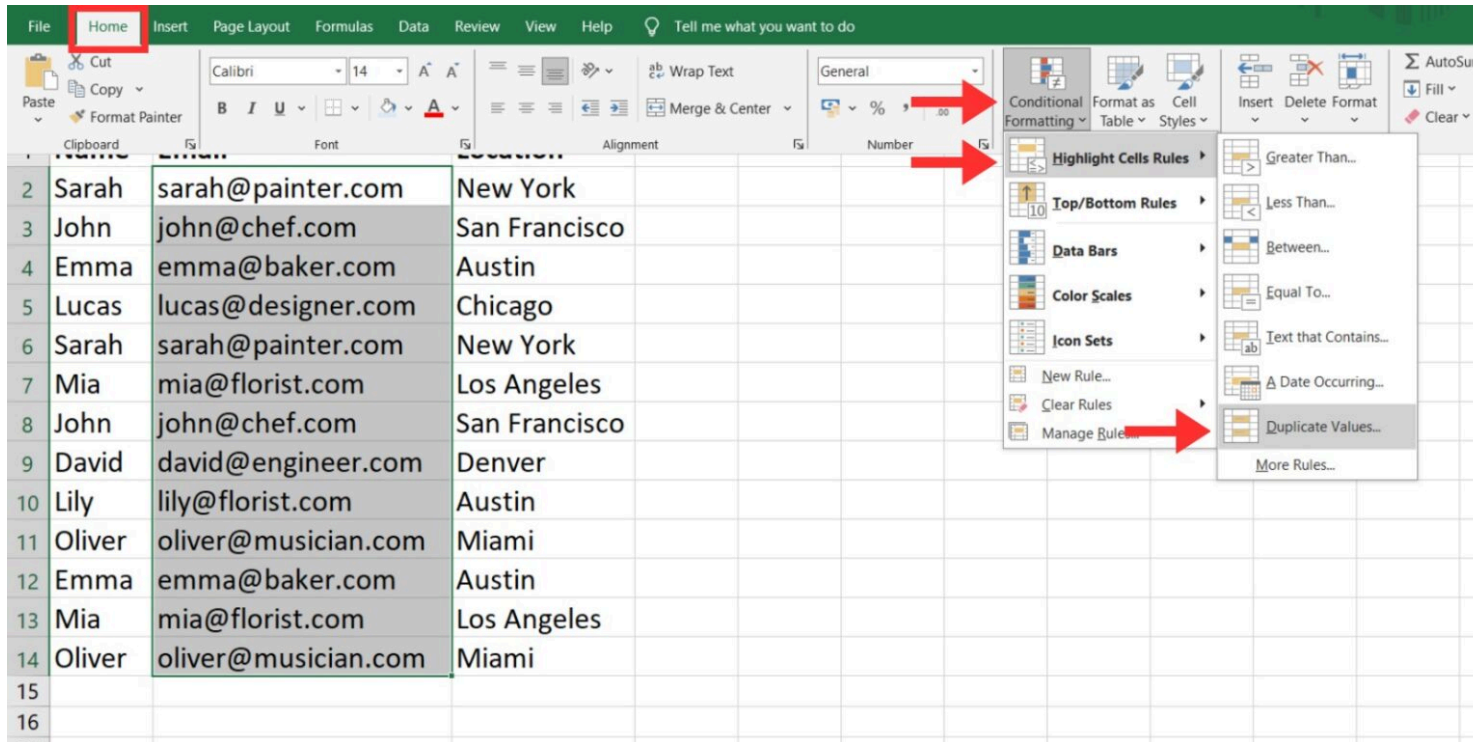
Here's how to use **Conditional Formatting** to find duplicates:

Step 1: Select the Data Range: Highlight the data where you want to find duplicates. This could be a single column or multiple columns.

Step 2: Go to the Home Tab: Click on the **Home** tab in Excel's toolbar.

Step 3: Choose Conditional Formatting: Under the **Styles** section, click **Conditional Formatting**.

Step 4: Select Highlight Cells Rules: From the dropdown menu, select **Duplicate Values**.



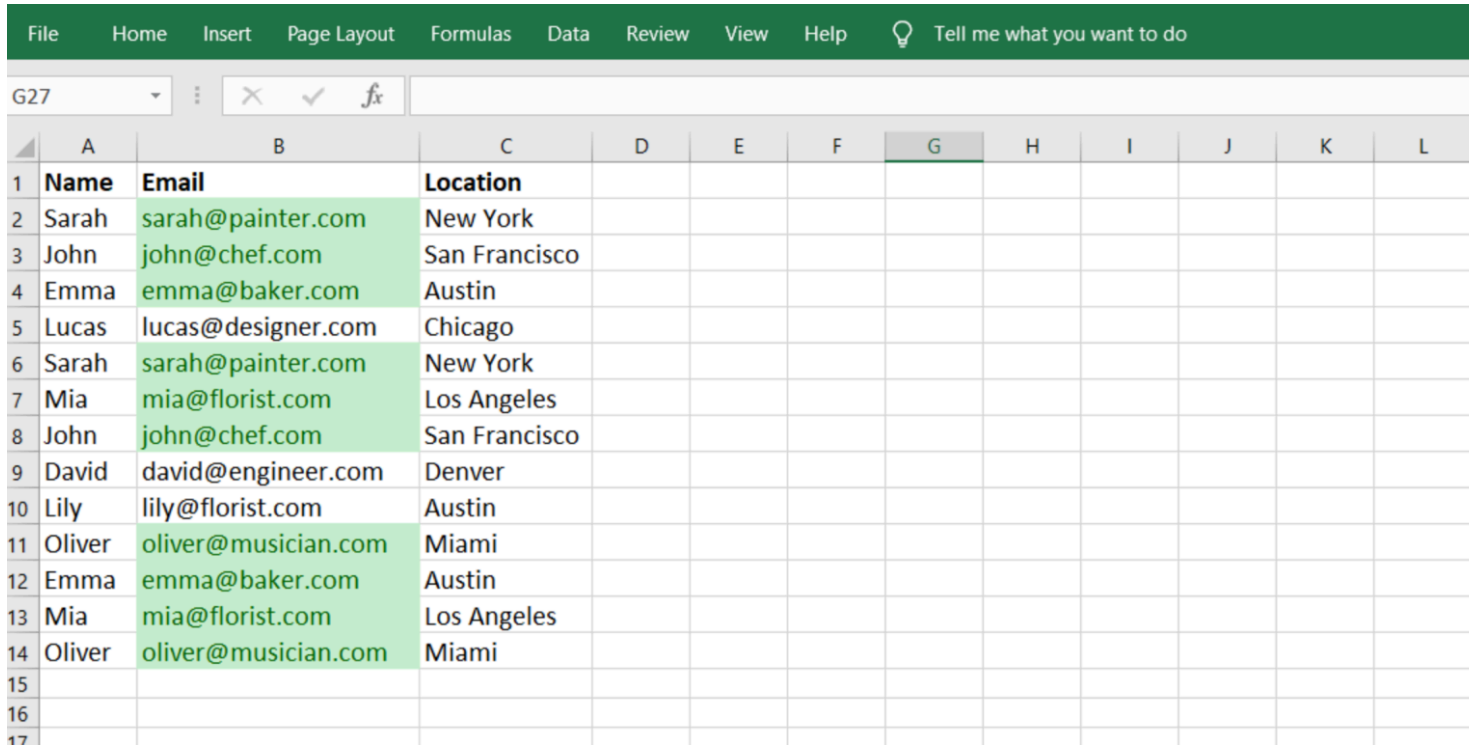
Step 5: Pick a Highlighting Format: A dialog box will appear. You can choose how you want the duplicates to be highlighted (e.g., light red fill, green text). Select your preferred format and click **OK**.

The screenshot shows an Excel spreadsheet with the following data:

Name	Email	Location
Sarah	sarah@painter.com	New York
John	john@chef.com	San Francisco
Emma	emma@baker.com	Austin
Lucas	lucas@designer.com	Chicago
Sarah	sarah@painter.com	New York
Mia	mia@florist.com	Los Angeles
John	john@chef.com	San Francisco
David	david@engineer.com	Denver
Lily	lily@florist.com	Austin
Oliver	oliver@musician.com	Miami
Emma	emma@baker.com	Austin
Mia	mia@florist.com	Los Angeles
Oliver	oliver@musician.com	Miami

The 'Duplicate Values' dialog box is open, showing the 'Duplicate' option selected in the first dropdown and 'Green Fill with Dark Green Text' selected in the second dropdown. Red arrows point to the 'OK' button and the second dropdown menu.

Step 6: Review the Duplicates: Excel will now highlight all duplicate values in the selected range. You can quickly see which entries are repeated.



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Name	Email	Location									
2	Sarah	sarah@painter.com	New York									
3	John	john@chef.com	San Francisco									
4	Emma	emma@baker.com	Austin									
5	Lucas	lucas@designer.com	Chicago									
6	Sarah	sarah@painter.com	New York									
7	Mia	mia@florist.com	Los Angeles									
8	John	john@chef.com	San Francisco									
9	David	david@engineer.com	Denver									
10	Lily	lily@florist.com	Austin									
11	Oliver	oliver@musician.com	Miami									
12	Emma	emma@baker.com	Austin									
13	Mia	mia@florist.com	Los Angeles									
14	Oliver	oliver@musician.com	Miami									
15												
16												
17												

This method works well if you're working with smaller datasets or want to get a quick visual indication of where duplicates exist.

2. Using the COUNTIF Formula to Find Duplicates

Those who prefer a formula-based approach can use the **COUNTIF** function to find duplicates in Excel. This is especially useful when you want more flexibility or need to process larger datasets.

How to use the COUNTIF formula:

Step 1: Add a Helper Column: Insert a new column next to your data. Name it something like “Duplicate Check.”

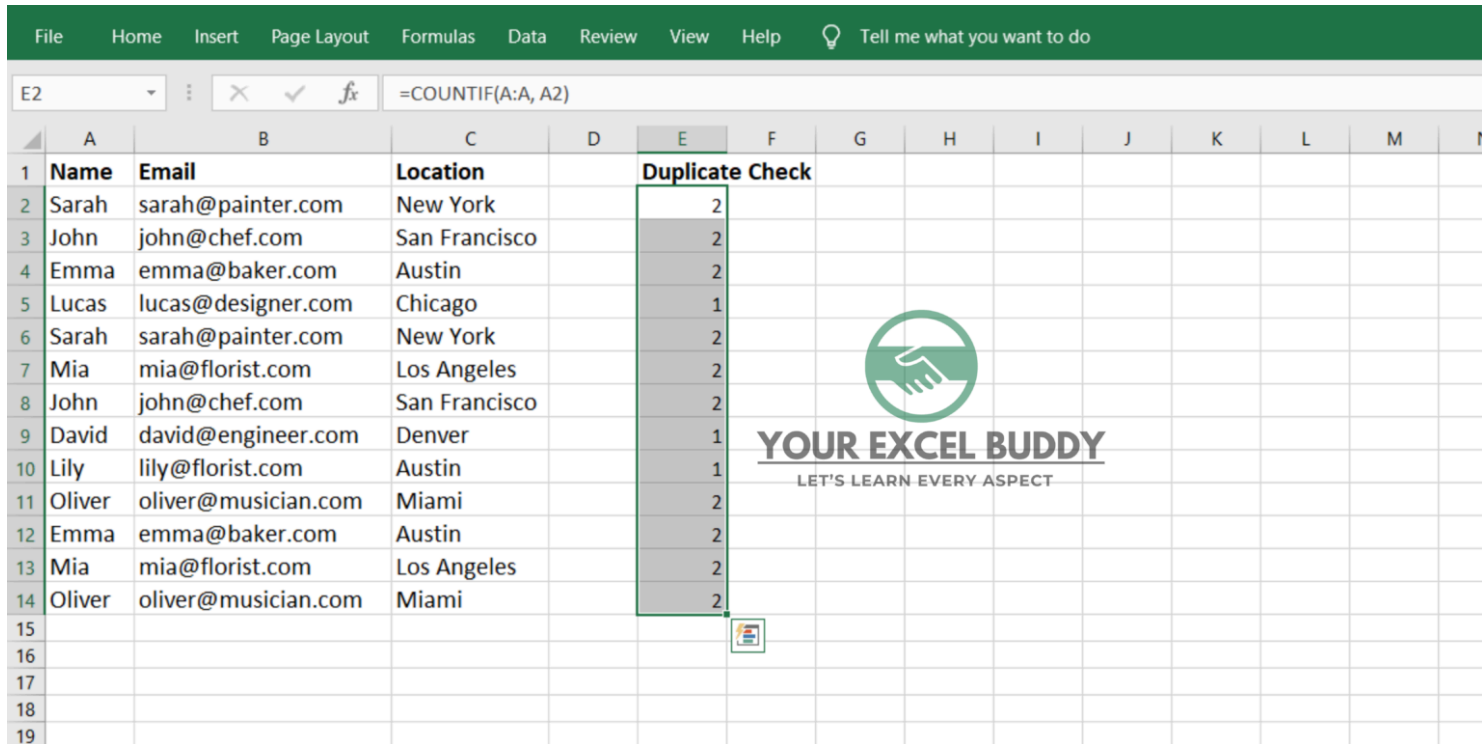
Step 2: Enter the COUNTIF Formula: In the first cell of the new column (let’s say B2), enter the following formula:

```
=COUNTIF(A:A, A2)
```

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Name	Email	Location		Duplicate Check									
2	Sarah	sarah@painter.com	New York		2									
3	John	john@chef.com	San Francisco											
4	Emma	emma@baker.com	Austin											
5	Lucas	lucas@designer.com	Chicago											
6	Sarah	sarah@painter.com	New York											
7	Mia	mia@florist.com	Los Angeles											
8	John	john@chef.com	San Francisco											
9	David	david@engineer.com	Denver											
10	Lily	lily@florist.com	Austin											
11	Oliver	oliver@musician.com	Miami											
12	Emma	emma@baker.com	Austin											
13	Mia	mia@florist.com	Los Angeles											
14	Oliver	oliver@musician.com	Miami											
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19														

This formula checks how often the value in cell A2 appears in the range A:A.

Step 3: Drag the Formula Down: After entering the formula, drag it down to apply it to all cells in the column. This will give you a count for each value.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Name	Email	Location		Duplicate Check									
2	Sarah	sarah@painter.com	New York		2									
3	John	john@chef.com	San Francisco		2									
4	Emma	emma@baker.com	Austin		2									
5	Lucas	lucas@designer.com	Chicago		1									
6	Sarah	sarah@painter.com	New York		2									
7	Mia	mia@florist.com	Los Angeles		2									
8	John	john@chef.com	San Francisco		2									
9	David	david@engineer.com	Denver		1									
10	Lily	lily@florist.com	Austin		1									
11	Oliver	oliver@musician.com	Miami		2									
12	Emma	emma@baker.com	Austin		2									
13	Mia	mia@florist.com	Los Angeles		2									
14	Oliver	oliver@musician.com	Miami		2									
15														
16														
17														
18														
19														

Step 4: Identify Duplicates: Any value greater than 1 in the helper column indicates a duplicate. If the result is 2 or more, the corresponding value in the original column is duplicated.

Example:

- If the formula returns “1,” the value is unique.
- If it returns “2” or more, the value appears multiple times.

This method is more precise and allows you to take further actions like filtering or deleting rows based on the counts.

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Which Method Should You Use?

- **Conditional Formatting** is ideal for quickly spotting duplicates visually in a smaller range of data.
- **COUNTIF** is more flexible and better suited for larger datasets or if you want to count how many times a value appears in your dataset.

Both methods make it easy to **find duplicates in Excel**, allowing you to decide whether to keep or remove repeated entries.

1. How To Remove Duplicates in Excel Using the “Remove Duplicates” Option

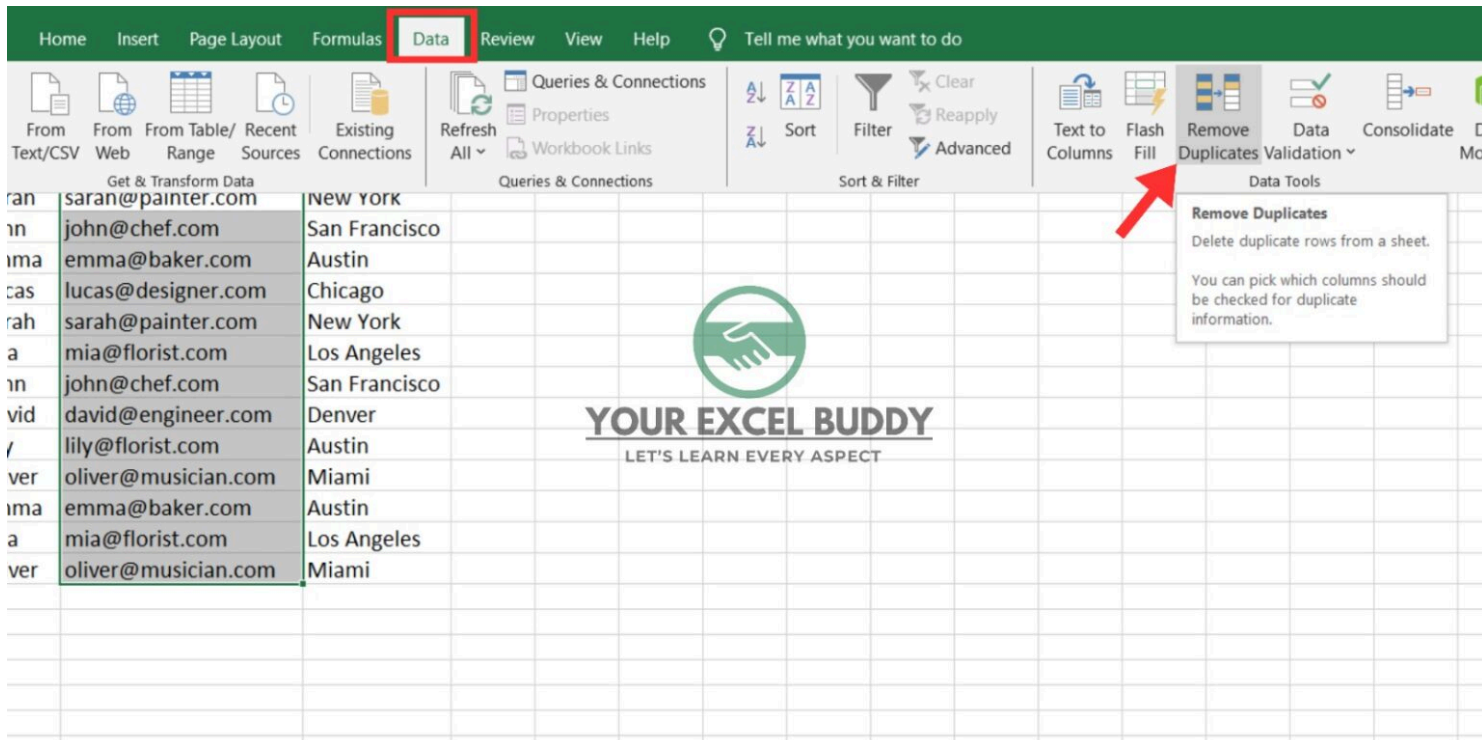
The simplest and most commonly used method in Excel is through the built-in **Remove Duplicates** tool.

Step-by-step guide:

Step 1: Select the Data Range: Highlight the cells containing the data where you want to remove duplicates.

Step 2: Navigate to the Data Tab: Click on the **Data** tab in Excel's ribbon.

Step 3: Select Remove Duplicates: In the toolbar, find the **Remove Duplicates** option and click on it.



The screenshot shows the Microsoft Excel ribbon with the 'Data' tab selected. The 'Remove Duplicates' button in the 'Data Tools' group is highlighted with a red arrow. A tooltip for 'Remove Duplicates' is visible, stating 'Delete duplicate rows from a sheet. You can pick which columns should be checked for duplicate information.'

an	saran@painter.com	NEW YORK
in	john@chef.com	San Francisco
ma	emma@baker.com	Austin
cas	lucas@designer.com	Chicago
rah	sarah@painter.com	New York
a	mia@florist.com	Los Angeles
in	john@chef.com	San Francisco
vid	david@engineer.com	Denver
/	lily@florist.com	Austin
ver	oliver@musician.com	Miami
ma	emma@baker.com	Austin
a	mia@florist.com	Los Angeles
ver	oliver@musician.com	Miami

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Name	Email	Location									
2	Sarah	sarah@painter.com	New York									
3	John	john@chef.com	San Francisco									
4	Emma	emma@baker.com	Austin									
5	Lucas	lucas@designer.com										
6	Sarah	sarah@painter.com										
7	Mia	mia@florist.com										
8	John	john@chef.com										
9	David	david@engineer.com										
10	Lily	lily@florist.com										
11	Oliver	oliver@musician.com										
12	Emma	emma@baker.com										
13	Mia	mia@florist.com	LOS ANGELES									
14	Oliver	oliver@musician.com	Miami									
15												
16												
17												

The 'Remove Duplicates Warning' dialog box contains the following text:

Remove Duplicates Warning

Microsoft Excel found data next to your selection. Because you have not selected this data, it will not be removed.

What do you want to do?

Expand the selection

Continue with the current selection

Buttons: Remove Duplicates..., Cancel

Step 4: Choose Columns to Check: A pop-up window will appear. Here, you can select which columns Excel should look at for duplicates. You can select all, or choose specific columns if you only want to check for duplicates in certain areas.

The screenshot shows the 'Remove Duplicates' dialog box in Microsoft Excel. The dialog box is open over a spreadsheet with columns 'Name', 'Email', and 'Location'. The 'Name' column contains 'Sarah' in rows 2 and 6, 'John' in rows 3 and 8, 'David' in row 9, 'Lily' in row 10, 'Mia' in row 13, and 'Oliver' in row 14. The 'Email' column contains 'sarah@painter.com' in rows 2 and 6, 'john@chef.com' in rows 3 and 8, 'emma@baker.com' in rows 4 and 12, 'lucas@designer.com' in row 5, 'mia@florist.com' in row 13, and 'oliver@musician.com' in row 14. The 'Location' column contains 'New York' in rows 2 and 6, 'San Francisco' in rows 3 and 8, 'Austin' in rows 4 and 10, 'Chicago' in row 5, 'Los Angeles' in row 12, and 'Miami' in row 14. The 'Remove Duplicates' dialog box has 'Select All' highlighted, 'My data has headers' checked, and 'Name', 'Email', and 'Location' selected in the 'Columns' list. A red arrow points to the 'OK' button. The 'YOUR EXCEL BUDDY' logo is visible in the background.

Step 5: Click OK: Excel will process and remove any duplicate rows it finds. A message will appear showing how many duplicates were removed.

This method is fast, efficient, and perfect for most small to medium-sized datasets.

2. How To Use Conditional Formatting to Find and Remove Duplicates

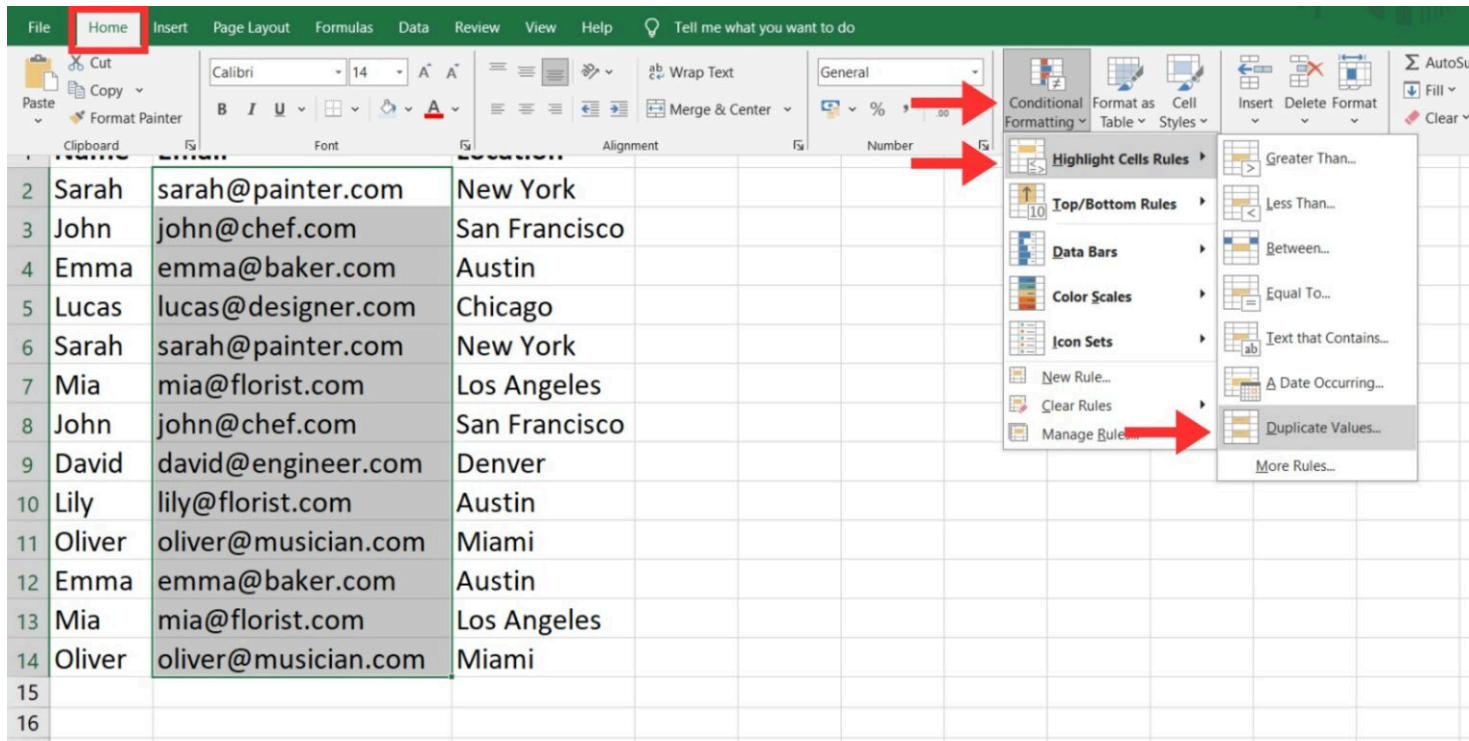
Before removing duplicates, you might want to visually identify them. **Conditional Formatting** is a great way to highlight duplicates in your data.

Here's how you do it:

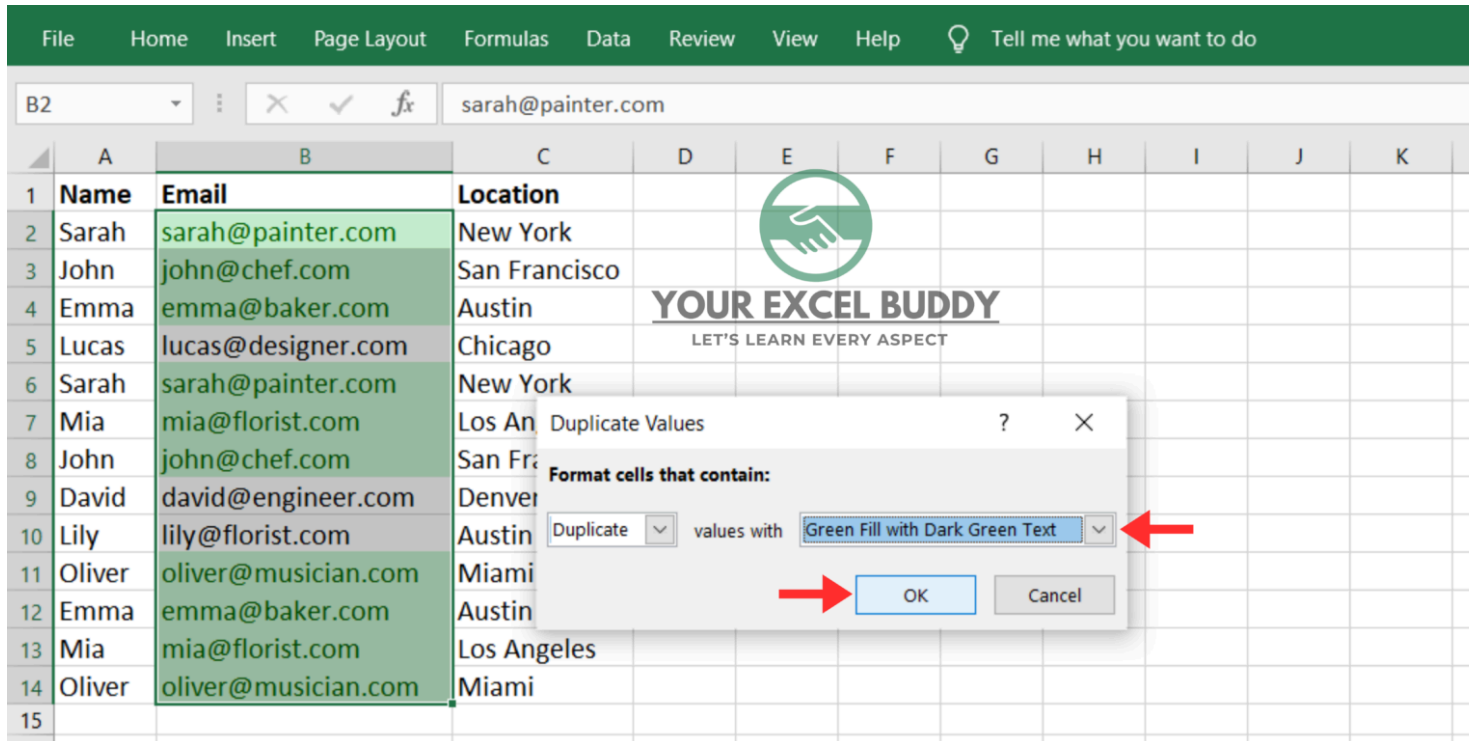
Step 1: Select the Range: Highlight the area of your spreadsheet that you want to check for duplicates.

Step 2: Go to Home Tab: In the ribbon, click on the **Home** tab and find the **Conditional Formatting** option.

Step 3: Choose Highlight Cell Rules: From the dropdown menu, select **Duplicate Values**.



Step 4: Pick Your Formatting Style: In the pop-up window, you can choose a color scheme for your duplicates (e.g., red text, green fill).



The screenshot shows an Excel spreadsheet with columns labeled Name, Email, and Location. The 'Email' column contains several duplicate entries, including 'sarah@painter.com', 'john@chef.com', 'emma@baker.com', 'lucas@designer.com', 'mia@florist.com', and 'oliver@musician.com'. A 'Duplicate Values' dialog box is open, showing the 'Format cells that contain:' section. The 'Duplicate' option is selected, and the 'Green Fill with Dark Green Text' format is chosen. Red arrows point to the 'OK' button and the format dropdown menu.

	A	B	C	D	E	F	G	H	I	J	K
1	Name	Email	Location								
2	Sarah	sarah@painter.com	New York								
3	John	john@chef.com	San Francisco								
4	Emma	emma@baker.com	Austin								
5	Lucas	lucas@designer.com	Chicago								
6	Sarah	sarah@painter.com	New York								
7	Mia	mia@florist.com	Los Angeles								
8	John	john@chef.com	San Francisco								
9	David	david@engineer.com	Denver								
10	Lily	lily@florist.com	Austin								
11	Oliver	oliver@musician.com	Miami								
12	Emma	emma@baker.com	Austin								
13	Mia	mia@florist.com	Los Angeles								
14	Oliver	oliver@musician.com	Miami								
15											

Step 5: Review the Results: Once applied, any duplicates will be highlighted, making it easy to see which values are repeated.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Name	Email	Location									
2	Sarah	sarah@painter.com	New York									
3	John	john@chef.com	San Francisco									
4	Emma	emma@baker.com	Austin									
5	Lucas	lucas@designer.com	Chicago									
6	Sarah	sarah@painter.com	New York									
7	Mia	mia@florist.com	Los Angeles									
8	John	john@chef.com	San Francisco									
9	David	david@engineer.com	Denver									
10	Lily	lily@florist.com	Austin									
11	Oliver	oliver@musician.com	Miami									
12	Emma	emma@baker.com	Austin									
13	Mia	mia@florist.com	Los Angeles									
14	Oliver	oliver@musician.com	Miami									
15												
16												
17												

Step 6: Manually Remove Duplicates: You can now manually delete the duplicate rows or proceed to use the **Remove Duplicates** function to automatically remove them.

This method is perfect for situations where you need to visually inspect duplicates before deciding what to do.

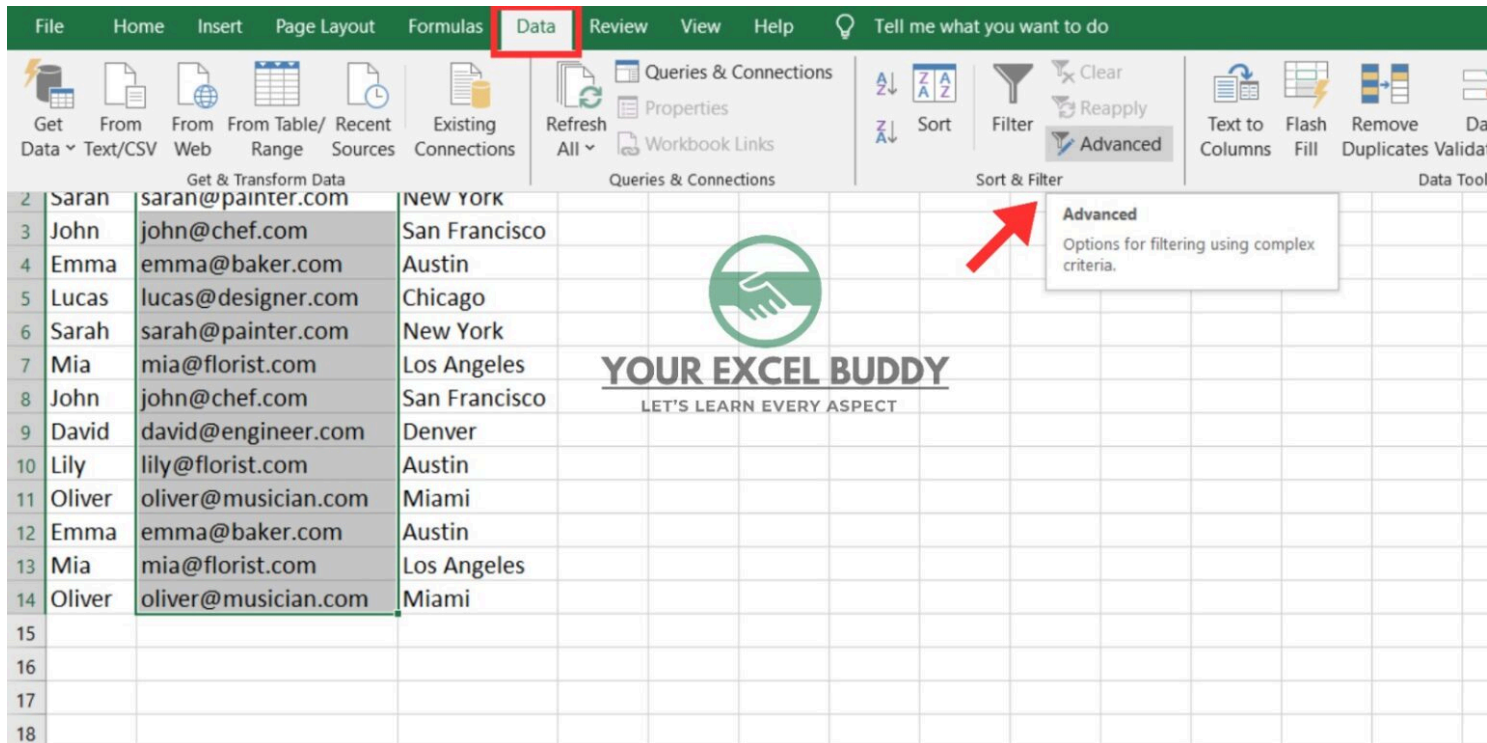
3. How To Remove Duplicates Using Excel's Advanced Filter Tool

For a more advanced approach, you can use Excel's **Advanced Filter** tool to remove duplicates while creating a filtered version of your data.

Follow these steps:

Step 1: Select Your Data Range: Highlight the dataset you want to work with.

Step 2: Go to the Data Tab: Under the **Data** tab, look for the **Sort & Filter** section, and click **Advanced**.

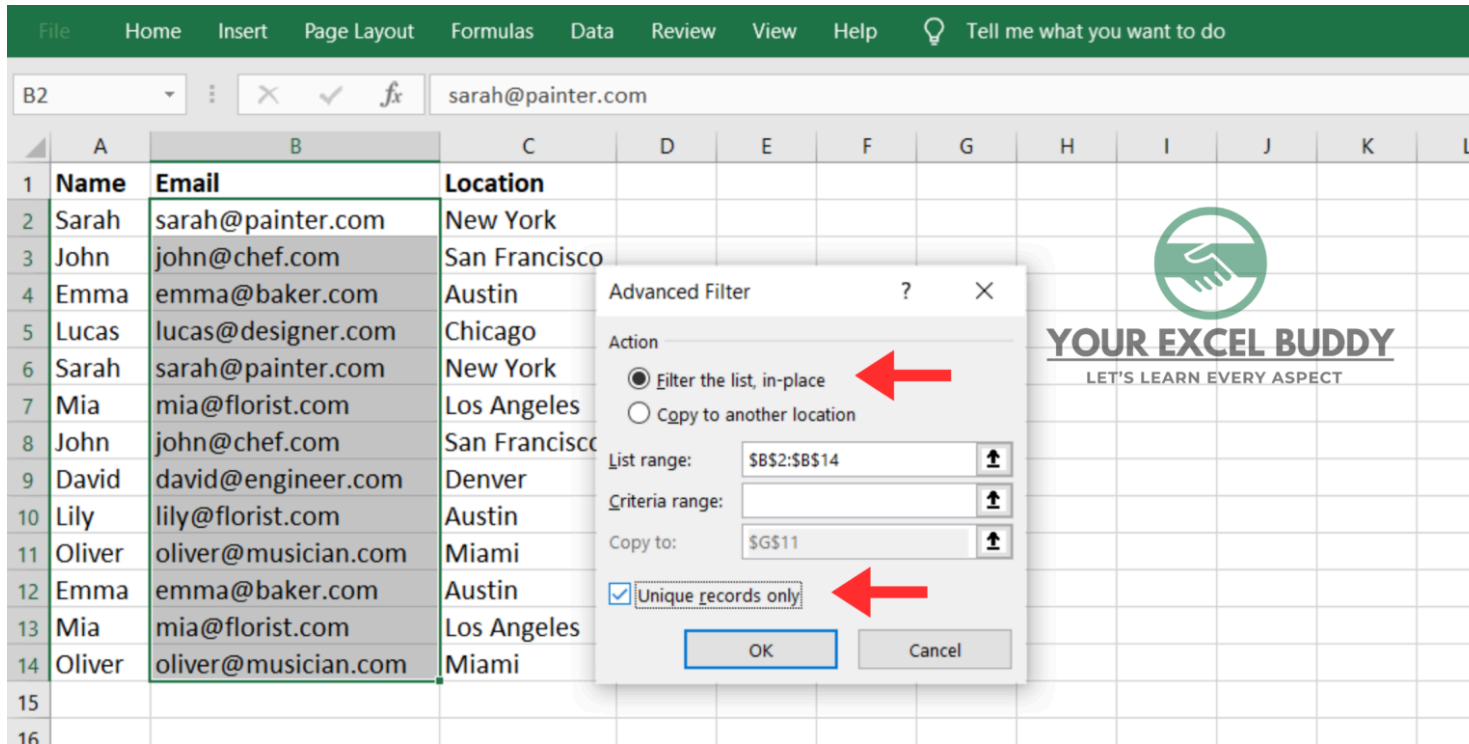


The screenshot shows the Microsoft Excel interface with the **Data** tab selected. The **Sort & Filter** group is expanded, and the **Advanced** button is highlighted. A red arrow points to the **Advanced** button, and a tooltip is visible next to it. The spreadsheet below shows a list of names and email addresses with some duplicates.

	Get & Transform Data	Queries & Connections	Sort & Filter	Data Tool
2	Saran	saran@painter.com	NEW YORK	
3	John	john@chef.com	San Francisco	
4	Emma	emma@baker.com	Austin	
5	Lucas	lucas@designer.com	Chicago	
6	Sarah	sarah@painter.com	New York	
7	Mia	mia@florist.com	Los Angeles	
8	John	john@chef.com	San Francisco	
9	David	david@engineer.com	Denver	
10	Lily	lily@florist.com	Austin	
11	Oliver	oliver@musician.com	Miami	
12	Emma	emma@baker.com	Austin	
13	Mia	mia@florist.com	Los Angeles	
14	Oliver	oliver@musician.com	Miami	
15				
16				
17				
18				

Step 3: Choose the Filter Option: In the pop-up window, choose **Copy to another location** if you want the filtered (duplicate-free) data copied elsewhere.

Step 4: Select the Unique Records Option: Check the box for **Unique records only**, and hit OK.



The screenshot shows the Excel interface with the 'Advanced Filter' dialog box open. The spreadsheet data is as follows:

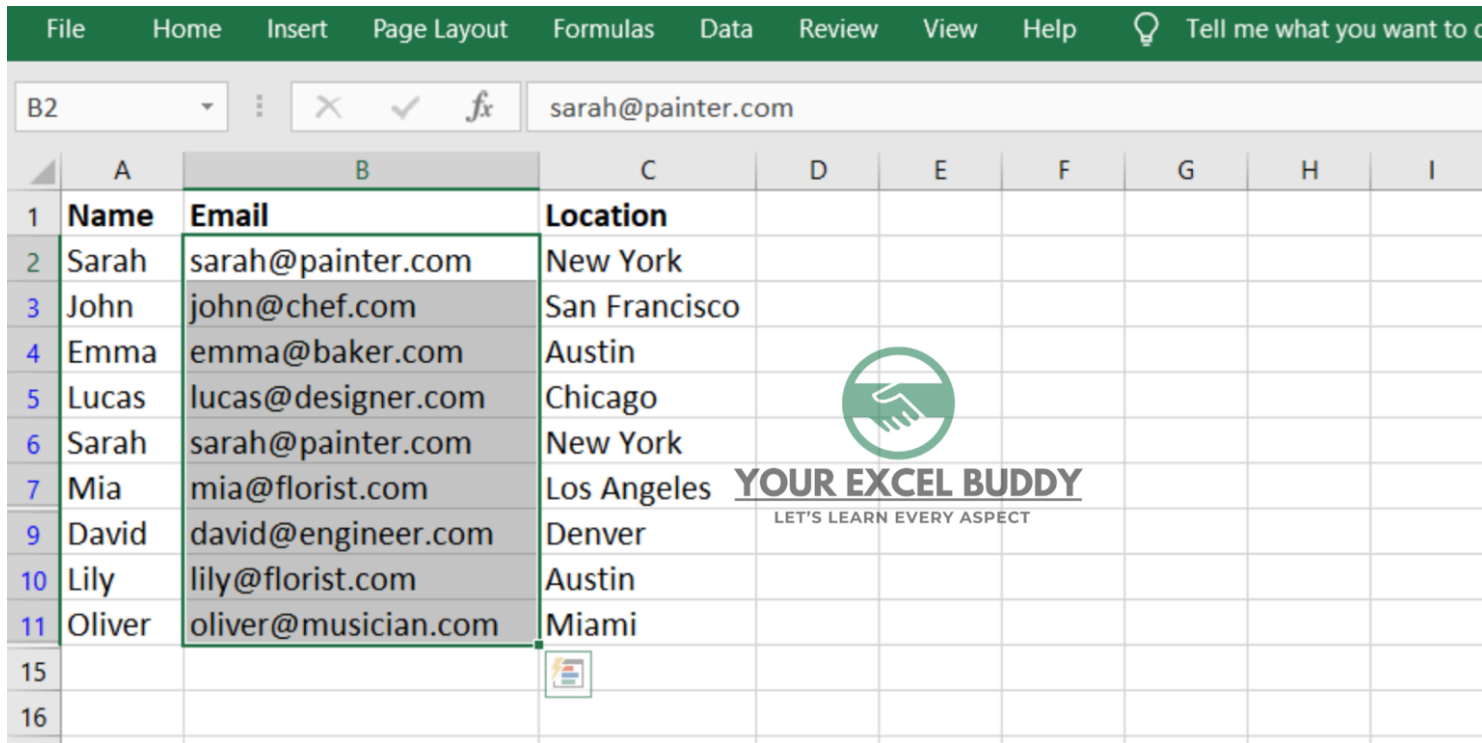
	A	B	C	D	E	F	G	H	I	J	K	L
1	Name	Email	Location									
2	Sarah	sarah@painter.com	New York									
3	John	john@chef.com	San Francisco									
4	Emma	emma@baker.com	Austin									
5	Lucas	lucas@designer.com	Chicago									
6	Sarah	sarah@painter.com	New York									
7	Mia	mia@florist.com	Los Angeles									
8	John	john@chef.com	San Francisco									
9	David	david@engineer.com	Denver									
10	Lily	lily@florist.com	Austin									
11	Oliver	oliver@musician.com	Miami									
12	Emma	emma@baker.com	Austin									
13	Mia	mia@florist.com	Los Angeles									
14	Oliver	oliver@musician.com	Miami									
15												
16												

The 'Advanced Filter' dialog box is open, showing the following settings:

- Action:** Filter the list, in-place (indicated by a red arrow)
- Copy to another location
- List range:** \$B\$2:\$B\$14
- Criteria range:** (empty)
- Copy to:** \$G\$11
- Unique records only (indicated by a red arrow)

The 'OK' button is highlighted in blue.

Step 5: Review Your Filtered Data: The filtered data will appear either in the original location or in a new section, depending on your selection.



	A	B	C	D	E	F	G	H	I
1	Name	Email	Location						
2	Sarah	sarah@painter.com	New York						
3	John	john@chef.com	San Francisco						
4	Emma	emma@baker.com	Austin						
5	Lucas	lucas@designer.com	Chicago						
6	Sarah	sarah@painter.com	New York						
7	Mia	mia@florist.com	Los Angeles						
9	David	david@engineer.com	Denver						
10	Lily	lily@florist.com	Austin						
11	Oliver	oliver@musician.com	Miami						
15									
16									

This method is useful for those who want to extract unique records without altering the original dataset.

4. How To Remove Duplicates in Excel Using Formulas

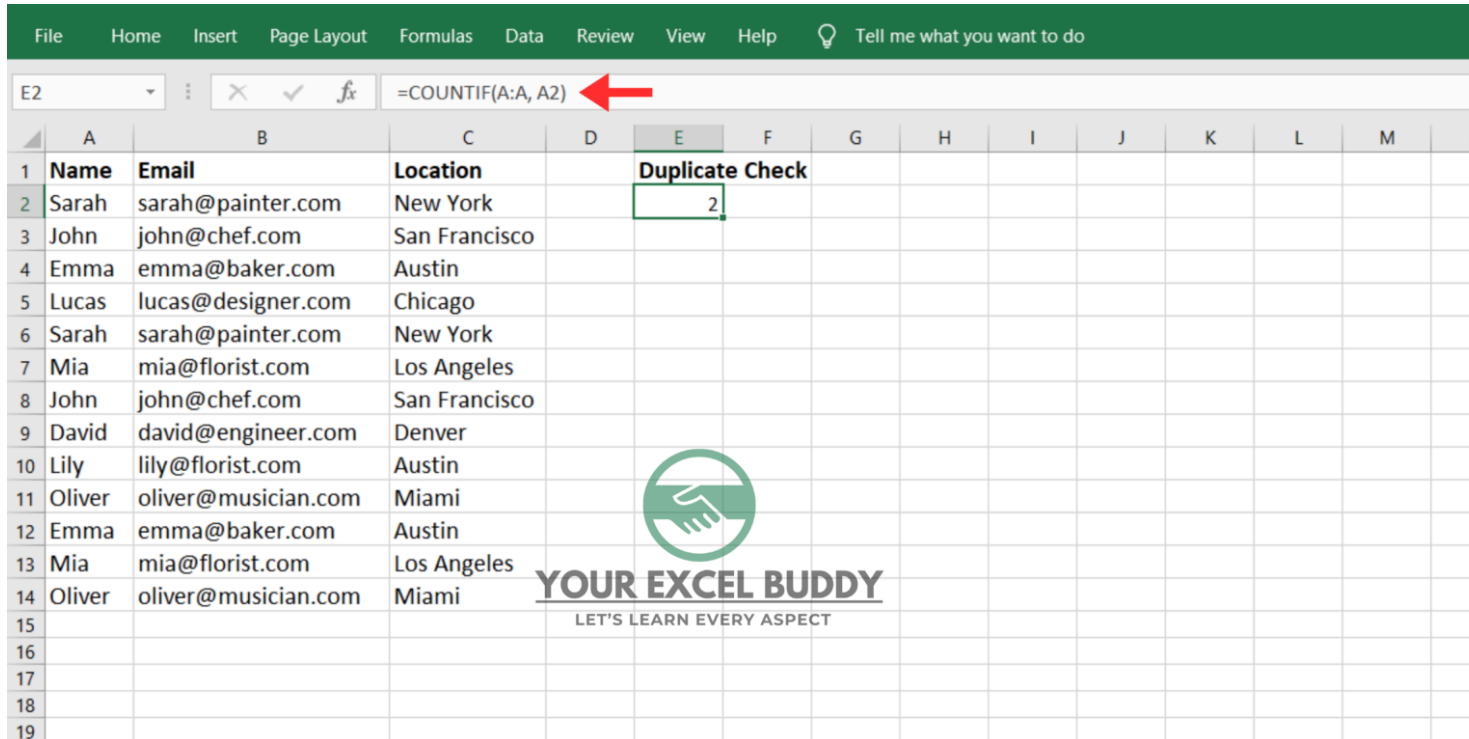
For users who like flexibility and control, you can use Excel formulas to detect and remove duplicates.

Here's an example using the **COUNTIF** function:

Step 1: Add a Helper Column: Next to your data, add a column named "Duplicate Check".

Step 2: Use the COUNTIF Formula: In the first cell of the new column, enter the following formula:

=COUNTIF(A:A, A2)



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Name	Email	Location		Duplicate Check									
2	Sarah	sarah@painter.com	New York		2									
3	John	john@chef.com	San Francisco											
4	Emma	emma@baker.com	Austin											
5	Lucas	lucas@designer.com	Chicago											
6	Sarah	sarah@painter.com	New York											
7	Mia	mia@florist.com	Los Angeles											
8	John	john@chef.com	San Francisco											
9	David	david@engineer.com	Denver											
10	Lily	lily@florist.com	Austin											
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12	Emma	emma@baker.com	Austin											
13	Mia	mia@florist.com	Los Angeles											
14	Oliver	oliver@musician.com	Miami											
15														
16														
17														
18														
19														

This will count how many times each value appears in the range. If the count is greater than 1, it's a duplicate.

Step 3: Sort the Data: Sort your data based on the “Duplicate Check” column to group all duplicates.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Name	Email	Location		Duplicate Check									
2	Sarah	sarah@painter.com	New York		2									
3	John	john@chef.com	San Francisco		2									
4	Emma	emma@baker.com	Austin		2									
5	Lucas	lucas@designer.com	Chicago		1									
6	Sarah	sarah@painter.com	New York		2									
7	Mia	mia@florist.com	Los Angeles		2									
8	John	john@chef.com	San Francisco		2									
9	David	david@engineer.com	Denver		1									
10	Lily	lily@florist.com	Austin		1									
11	Oliver	oliver@musician.com	Miami		2									
12	Emma	emma@baker.com	Austin		2									
13	Mia	mia@florist.com	Los Angeles		2									
14	Oliver	oliver@musician.com	Miami		2									
15														
16														
17														
18														
19														



Step 4: Remove the Duplicates: Manually delete the rows where the value in the “Duplicate Check” column is greater than 1.

This method is highly customizable and works well for complex datasets where automated tools might not fit the bill.

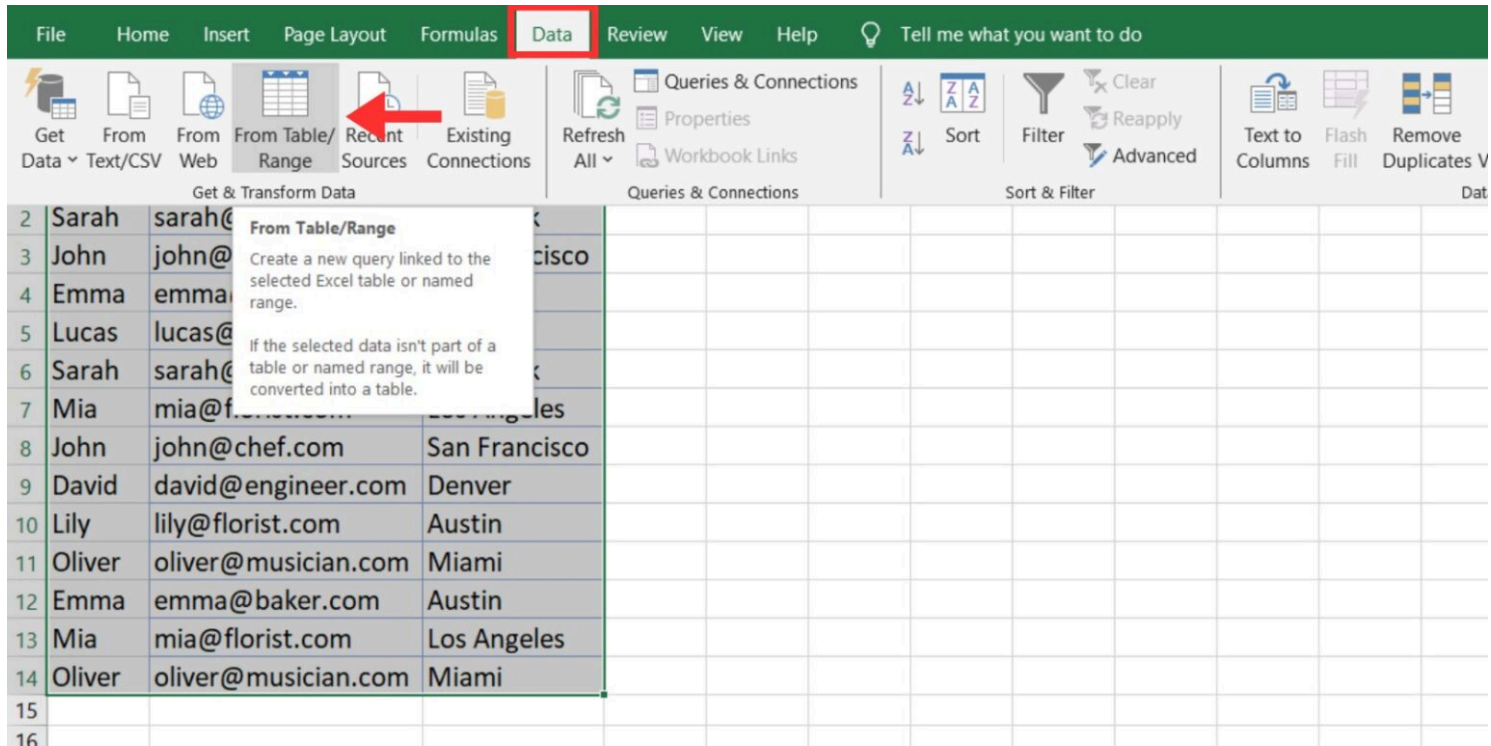
5. How To Remove Duplicates Using Power Query

Power Query is a powerful tool for cleaning and transforming data. If you’re working with large datasets, Power Query offers a scalable way to eliminate duplicates.

Here's how to use it:

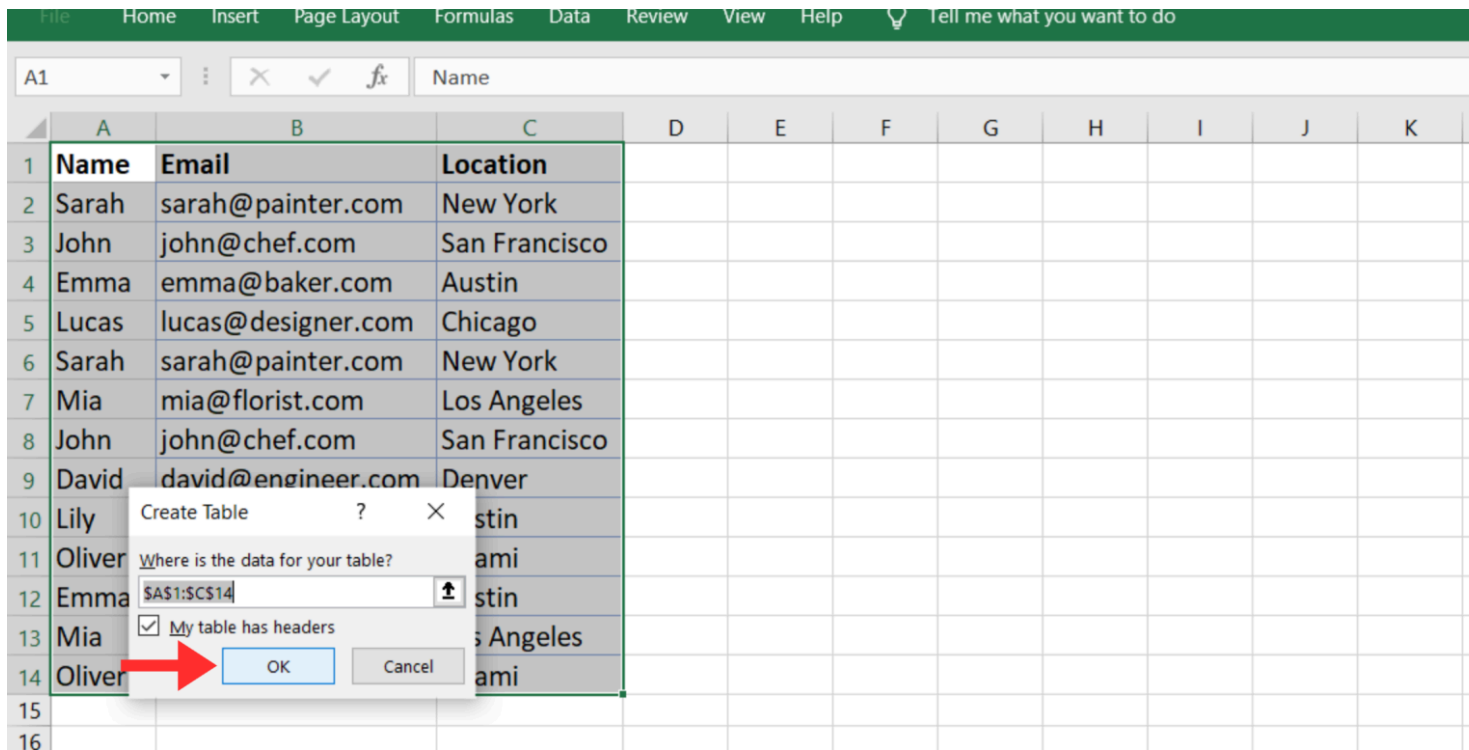
Step 1: Select Your Data: Highlight your data and go to the **Data** tab.

Step 2: Launch Power Query: Under **Get & Transform**, click **From Table/Range**.



The screenshot shows the Microsoft Excel ribbon with the **Data** tab selected. The **From Table/Range** button in the **Get & Transform Data** group is highlighted with a red box and a red arrow. A tooltip is displayed over the button, providing instructions on how to use it. Below the ribbon, a portion of a spreadsheet is visible, showing a list of names and email addresses.

2	Sarah	sarah@	
3	John	john@	cisco
4	Emma	emma@	
5	Lucas	lucas@	
6	Sarah	sarah@	
7	Mia	mia@f	Los Angeles
8	John	john@chef.com	San Francisco
9	David	david@engineer.com	Denver
10	Lily	lily@florist.com	Austin
11	Oliver	oliver@musician.com	Miami
12	Emma	emma@baker.com	Austin
13	Mia	mia@florist.com	Los Angeles
14	Oliver	oliver@musician.com	Miami
15			
16			



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K
1	Name	Email	Location								
2	Sarah	sarah@painter.com	New York								
3	John	john@chef.com	San Francisco								
4	Emma	emma@baker.com	Austin								
5	Lucas	lucas@designer.com	Chicago								
6	Sarah	sarah@painter.com	New York								
7	Mia	mia@florist.com	Los Angeles								
8	John	john@chef.com	San Francisco								
9	David	david@engineer.com	Denver								
10	Lily		Austin								
11	Oliver		ami								
12	Emma		stin								
13	Mia		s Angeles								
14	Oliver		ami								
15											
16											

The 'Create Table' dialog box is open, showing the data range \$A\$1:\$C\$14 and the option 'My table has headers' checked. A red arrow points to the 'OK' button.

Step 3: Power Query Editor Opens: In the Power Query window, go to the **Home** tab and select **Remove Rows**, then click **Remove Duplicates**.

The screenshot displays the Power Query Editor interface. The 'Remove Rows' menu is open, with 'Remove Duplicates' highlighted. A tooltip indicates: 'Remove rows containing duplicated values in the currently selected columns.' The data table below shows 13 rows with columns for Name, Email, and Location. The 'Query Settings' pane on the right shows the query name 'Table9' and the applied step 'Changed Type'.

	Name	Email	Location
1	Sarah	sarah@painter.com	New York
2	John	john@chef.com	San Francisco
3	Emma	emma@baker.com	Austin
4	Lucas	lucas@designer.com	Chicago
5	Sarah	sarah@painter.com	New York
6	Mia	mia@florist.com	Los Angeles
7	John	john@chef.com	San Francisco
8	David	david@engineer.com	Denver
9	Lily	lily@florist.com	Austin
10	Oliver	oliver@musician.com	Miami
11	Emma	emma@baker.com	Austin
12	Mia	mia@florist.com	Los Angeles
13	Oliver	oliver@musician.com	Miami

Step 4: Apply the Changes: Click **Close & Load** to save the changes and return the cleaned data to your Excel sheet.

Table9 - Power Query Editor

Table9

	Name	Email	Location
1	Sarah	sarah@painter.com	New York
2	John	john@chef.com	San Francisco
3	Emma	emma@baker.com	Austin
4	Lucas	lucas@designer.com	Chicago
5	Mia	mia@florist.com	Los Angeles
6	David	david@engineer.com	Denver
7	Lily	lily@florist.com	Austin
8	Oliver	oliver@musician.com	Miami

Query Settings

Table9

Removed Duplicates

3 COLUMNS, 8 ROWS

PREVIEW DOWNLOADED AT 14:14

The screenshot displays the Power Query Editor interface. At the top, the ribbon includes 'File', 'Home', 'Transform', 'Add Column', and 'View'. The main area shows a table with the following data:

	Name	Email	Location
1	Sarah	sarah@painter.com	New York
2	John	john@chef.com	San Francisco
3	Emma	emma@baker.com	Austin
4	Lucas	lucas@designer.com	Chicago
5	Mia	mia@florist.com	Los Angeles
6	David	david@engineer.com	Denver
7	Lily	lily@florist.com	Austin
8	Oliver	oliver@musician.com	Miami

A dialog box titled 'Power Query Editor' is centered on the screen, asking 'Do you want to keep your changes?'. It features three buttons: 'Keep' (highlighted with a red arrow), 'Discard', and 'Cancel'. The 'Query Settings' pane on the right shows the 'APPLIED STEPS' list with 'Removed Duplicates' selected. The status bar at the bottom indicates '3 COLUMNS, 8 ROWS' and 'PREVIEW DOWNLOADED AT 14:14'.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Name	Email	Location													
2	Sarah	sarah@painter.com	New York													
3	John	john@chef.com	San Francisco													
4	Emma	emma@baker.com	Austin													
5	Lucas	lucas@designer.com	Chicago													
6	Mia	mia@florist.com	Los Angeles													
7	David	david@engineer.com	Denver													
8	Lily	lily@florist.com	Austin													
9	Oliver	oliver@musician.com	Miami													
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Power Query is ideal for advanced users who work with complex datasets and need more control over their data-cleaning processes.

How To Sort Data in Excel for Better Organization and Analysis

Summing Up

Identifying duplicate entries in Excel is a straightforward yet crucial process for ensuring data accuracy and consistency. By using the **Conditional Formatting** tool, users can quickly

highlight duplicate values, making it easy to review and clean up records.

This functionality is particularly useful when working with large datasets, helping prevent errors that may arise from repeated entries. Ensuring data uniqueness not only improves data quality but also enhances the reliability of analysis results.

By using these techniques, you'll be well on your way to keeping your Excel spreadsheets organized and efficient.

Happy data cleaning!

FAQs

Q1: Can I remove duplicates without losing the original data?

Yes! You can use Excel's **Advanced Filter** to copy the unique values to a new location, preserving the original dataset.

Q2: How do I highlight duplicates in a column without deleting them?

You can use **Conditional Formatting** to highlight duplicates. Simply select the range and apply the **Highlight Cell Rules** -> **Duplicate Values** option.

Q3: Does removing duplicates delete my entire row of data?

Yes, when you use Excel's **Remove Duplicates** tool, the entire row is deleted if a duplicate is found.

Q4: Can I remove duplicates based on specific columns only?

Absolutely! In the **Remove Duplicates** pop-up, you can choose which columns to focus on when finding duplicates.

Q5: How do I automate removing duplicates for future data imports?

Power Query is the best tool for automating data cleaning processes, including removing duplicates. You can set up a query and reuse it when importing new data.

Excel Tips

< [31 Best Uses of Excel in Daily Life: Practical Applications for Everyday Tasks](#)



ABOUT THE AUTHOR

An Excel expert and author, known for simplifying data analysis and spreadsheet automation. His guides and tutorials help users enhance productivity and master Excel's advanced features.



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