

Remove Duplicate Entries

Quick Reference Guide



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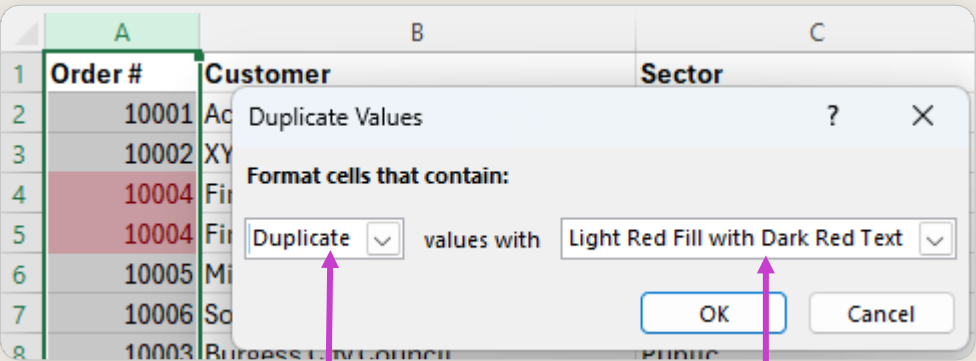
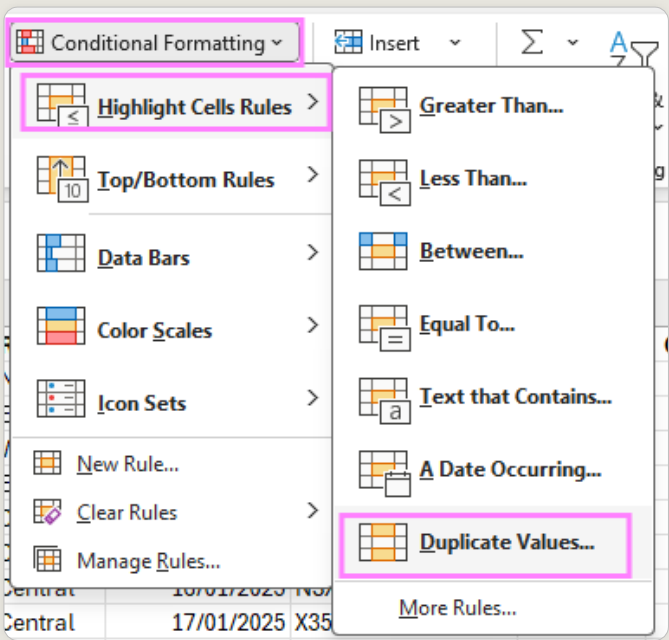
This guide will help you efficiently identify and eliminate duplicate entries in your spreadsheets, ensuring your data remains clean and accurate. Whether you're managing large datasets or simply tidying up your records, these easy-to-follow steps will streamline your workflow and enhance your productivity.

Highlight Duplicates

Select the cells, column(s) or row(s) you wish to search for duplicate values.

Go to the **Home** tab:

Conditional Formatting > Highlight Cells Rules > Duplicate Values...



Dropdown to change between highlighting Duplicate or Unique values.

Dropdown to change highlight style/colour.

Remove Duplicate Entries

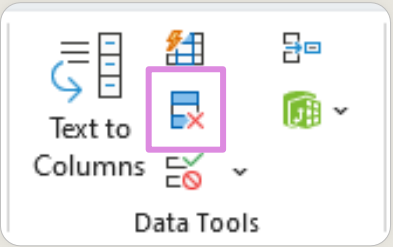
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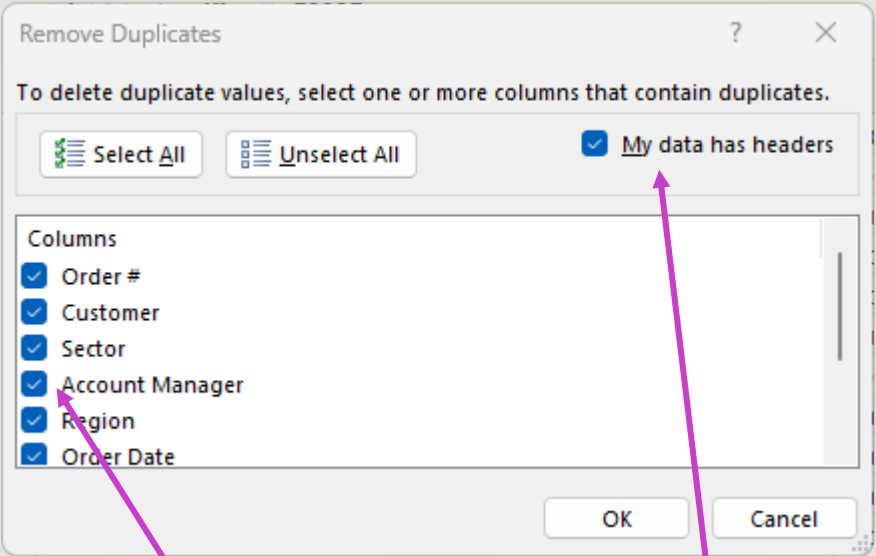
IMPORTANT: Removing duplicates permanently deletes duplicate values. It is recommended to create a backup of your data or copy to another worksheet/workbook first.

Select anywhere within your data.

Go to the **Data tab > Data Tools** and select the **Remove Duplicates** icon:



NOTE: Removing duplicates is not dynamic so you will need to go through the process again if further data is added to your sheet.



Select which columns you wish to check for duplicate values. If all selected (default setting), only precise matches will be removed.

Check box if your data has column headers.