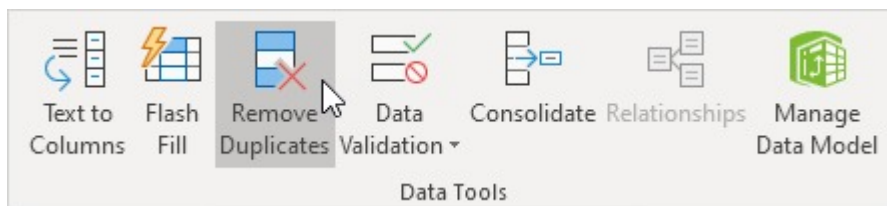


Remove Duplicates in Excel

To quickly remove duplicates in Excel, use the tool on the Data tab. Use the Advanced Filter if you don't want to delete duplicates permanently.

1. Click any single cell inside the data set.
2. On the Data tab, in the Data Tools group, click Remove Duplicates.



Discover more

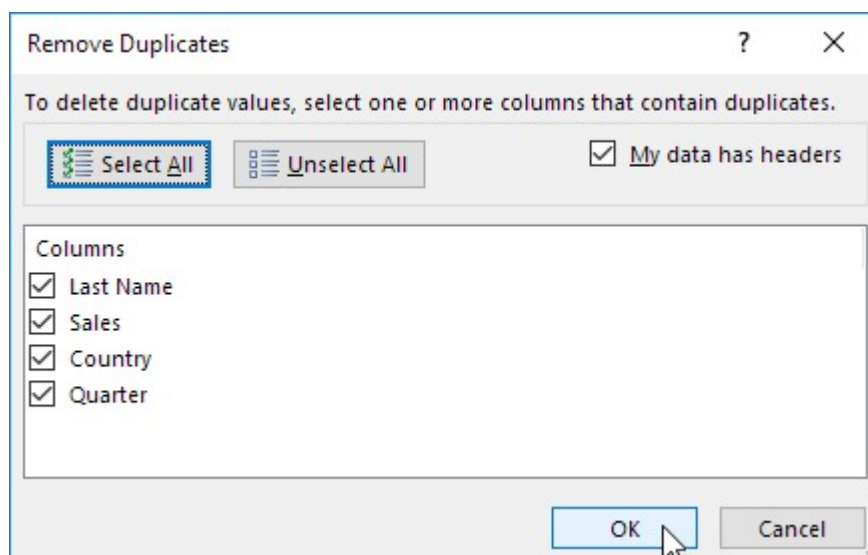
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The following dialog box appears.

3. Leave all check boxes checked and click OK.



Result: Excel removes all identical rows (blue) except for the first identical row found (yellow).

	A	B	C	D		A	B	C	D
1	Last Name	Sales	Country	Quarter	1	Last Name	Sales	Country	Quarter
2	Smith	\$16,753.00	UK	Qtr 3	2	Smith	\$16,753.00	UK	Qtr 3
3	Johnson	\$14,808.00	USA	Qtr 4	3	Johnson	\$14,808.00	USA	Qtr 4
4	Williams	\$10,644.00	UK	Qtr 2	4	Williams	\$10,644.00	UK	Qtr 2
5	Jones	\$1,390.00	USA	Qtr 3	5	Jones	\$1,390.00	USA	Qtr 3
6	Brown	\$4,865.00	USA	Qtr 4	6	Brown	\$4,865.00	USA	Qtr 4
7	Smith	\$16,753.00	UK	Qtr 3	7	Williams	\$12,438.00	UK	Qtr 1
8	Williams	\$12,438.00	UK	Qtr 1	8	Johnson	\$9,339.00	UK	Qtr 2
9	Johnson	\$9,339.00	UK	Qtr 2	9	Smith	\$18,919.00	USA	Qtr 3
10	Smith	\$18,919.00	USA	Qtr 3	10	Jones	\$9,213.00	USA	Qtr 4
11	Jones	\$9,213.00	USA	Qtr 4	11	Jones	\$7,433.00	UK	Qtr 1
12	Jones	\$7,433.00	UK	Qtr 1	12	Brown	\$3,255.00	USA	Qtr 2
13	Smith	\$16,753.00	UK	Qtr 3	13	Williams	\$14,867.00	USA	Qtr 3
14	Brown	\$3,255.00	USA	Qtr 2	14	Williams	\$19,302.00	UK	Qtr 4
15	Williams	\$14,867.00	USA	Qtr 3	15	Smith	\$9,698.00	USA	Qtr 1
16	Williams	\$19,302.00	UK	Qtr 4	16				
17	Smith	\$9,698.00	USA	Qtr 1	17				
18					18				

To remove rows with the same values in certain columns, execute the following steps.

4. For example, remove rows with the same Last Name and Country.

5. Check Last Name and Country and click OK.

Result: Excel removes all rows with the same Last Name and Country (blue) except for the first instances found (yellow).

	A	B	C	D		A	B	C	D
1	Last Name	Sales	Country	Quarter	1	Last Name	Sales	Country	Quarter
2	Smith	\$16,753.00	UK	Qtr 3	2	Smith	\$16,753.00	UK	Qtr 3
3	Johnson	\$14,808.00	USA	Qtr 4	3	Johnson	\$14,808.00	USA	Qtr 4
4	Williams	\$10,644.00	UK	Qtr 2	4	Williams	\$10,644.00	UK	Qtr 2

5	Jones	\$1,390.00	USA	Qtr 3	5	Jones	\$1,390.00	USA	Qtr 3
6	Brown	\$4,865.00	USA	Qtr 4	6	Brown	\$4,865.00	USA	Qtr 4
7	Williams	\$12,438.00	UK	Qtr 1	7	Johnson	\$9,339.00	UK	Qtr 2
8	Johnson	\$9,339.00	UK	Qtr 2	8	Smith	\$18,919.00	USA	Qtr 3
9	Smith	\$18,919.00	USA	Qtr 3	9	Jones	\$7,433.00	UK	Qtr 1
10	Jones	\$9,213.00	USA	Qtr 4	10	Williams	\$14,867.00	USA	Qtr 3
11	Jones	\$7,433.00	UK	Qtr 1	11				
12	Brown	\$3,255.00	USA	Qtr 2	12				
13	Williams	\$14,867.00	USA	Qtr 3	13				
14	Williams	\$19,302.00	UK	Qtr 4	14				
15	Smith	\$9,698.00	USA	Qtr 1	15				
16					16				
17					17				
18					18				

Discover more

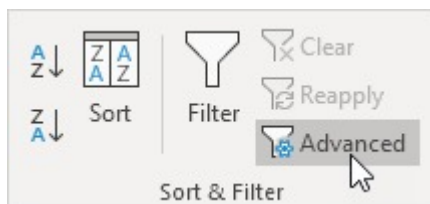
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Let's explore one more cool Excel feature that removes duplicates. If you prefer not to delete duplicates permanently, use the Advanced Filter to extract unique rows (or values in a column).

6. On the Data tab, in the Sort & Filter group, click Advanced.



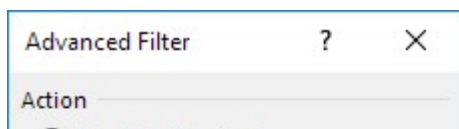
The Advanced Filter dialog box appears.

7. Click Copy to another location.

8. Click in the List range box and select the range A1:A17 (see images below).

9. Click in the Copy to box and select cell F1 (see images below).

10. Check Unique records only.



☐ Filter the list, in-place
☒ Copy to another location

List range:

Criteria range:

Copy to:

☒ Unique records only

11. Click OK.

Result: Excel removes all duplicate last names and sends the result to column F.

	A	B	C	D	E	F	G
1	Last Name	Sales	Country	Quarter		Last Name	
2	Smith	\$16,753.00	UK	Qtr 3		Smith	
3	Johnson	\$14,808.00	USA	Qtr 4		Johnson	
4	Williams	\$10,644.00	UK	Qtr 2		Williams	
5	Jones	\$1,390.00	USA	Qtr 3		Jones	
6	Brown	\$4,865.00	USA	Qtr 4		Brown	
7	Smith	\$16,753.00	UK	Qtr 3			
8	Williams	\$12,438.00	UK	Qtr 1			
9	Johnson	\$9,339.00	UK	Qtr 2			
10	Smith	\$18,919.00	USA	Qtr 3			
11	Jones	\$9,213.00	USA	Qtr 4			
12	Jones	\$7,433.00	UK	Qtr 1			
13	Smith	\$16,753.00	UK	Qtr 3			
14	Brown	\$3,255.00	USA	Qtr 2			
15	Williams	\$14,867.00	USA	Qtr 3			
16	Williams	\$19,302.00	UK	Qtr 4			
17	Smith	\$9,698.00	USA	Qtr 1			
18							

Note: at step 8, instead of selecting the range A1:A17, select the range A1:D17 to extract unique rows.

12. Finally, you can use conditional formatting in Excel to highlight duplicate values.

	A	B	C	D	E	F	G
1	Sierra	Tango	Charlie				
2	Kilo	Bravo	Yankee				
3	Golf	Mike	Delta				
4	Juliet	Alpha	Foxtrot				
5	Papa	X-ray	November				
6	Zulu	Sierra	Whiskey				
7	Romeo	Echo	Quebec				
8	India	Oscar	Delta				
9	Sierra	Lima	Uniform				
10	Hotel	Juliet	Victor				
11							

13. Or use conditional formatting in Excel to highlight duplicate rows.

Tip: visit our page about [finding duplicates](#) to learn more about these tricks.

Chapter

- [Filter](#)

Learn more, it's easy

- [Number and Text Filters](#)

- [Date Filters](#)

- [Advanced Filter](#)

- [Data Form](#)

- [Remove Duplicates](#)

- [Outlining Data](#)

- [Subtotal](#)

- [Unique Values](#)

- [FILTER function](#)

⬇ Download Excel File

- [remove-duplicates.xlsx](#)

Next Chapter

- [Conditional Formatting](#)

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