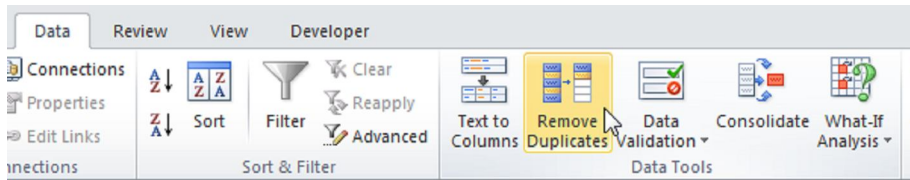


# Remove Duplicates G+ Follow 9.7k

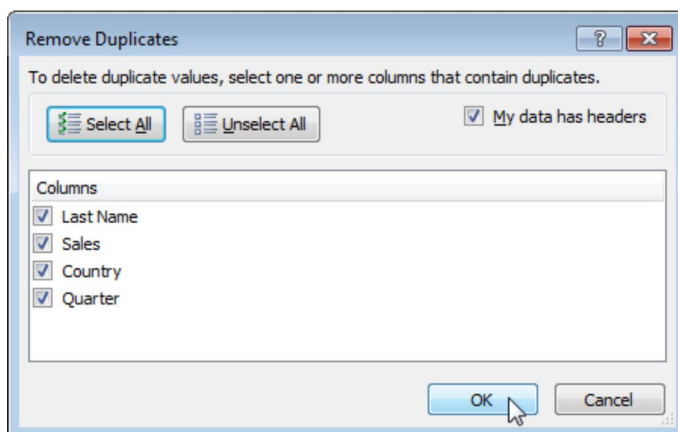
This example teaches you how to remove duplicates in Excel. Go here to only [find duplicates](#).

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



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).

## Chapter

[Filter](#)

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[Number and Text Filters](#)[Date Filters](#)[Advanced Filter](#)[Data Form](#)[Remove Duplicates](#)[Outlining Data](#)

## Download Excel File

[remove-duplicates.xls](#)

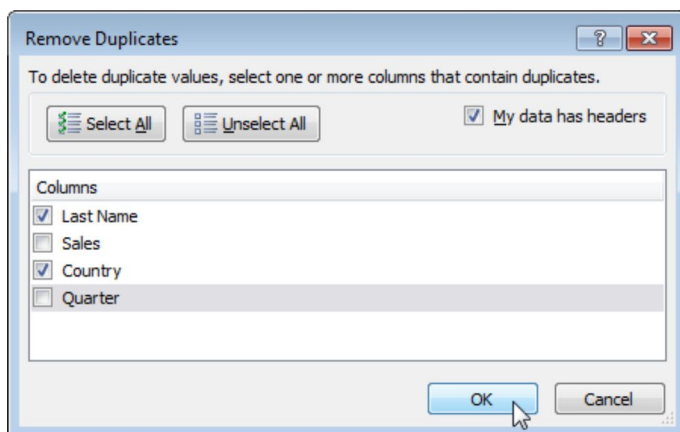
## Follow Excel Easy



	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				
19					19				

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

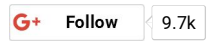
- For example, remove rows with the same Last Name and Country.
- Check Last Name and Country and click OK.



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				
19					19				

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**Learn more about filtering, use the side menu >>**

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