



# REMOVING DUPLICATES & BONUS RESOURCES

---

---

## STEPS TO REMOVE DUPLICATES

**Step 1:** Open Microsoft Excel and create a new workbook.

**Step 2:** In the first column, enter the following data (you can use any data of your choice, but make sure to).

**Step 3:** Select the range of cells containing the data (in this example, select all of Column A).

**Step 4:** Go to the "Data" tab in the Excel Ribbon.

**Step 5:** In the "Data Tools" group, click on "Remove Duplicates."

**Step 6:** A dialog box will appear, showing a list of columns in your selected range. In this case, there's only one column, "Column A," and it should be checked by default.

**Step 7:** Click "OK" to proceed. Excel will remove the duplicate values and keep only the unique entries.

**Step 8:** Excel will display a message with the number of duplicate values found and removed.

**Step 9:** Click "OK," and the duplicates will be removed from the selected range.



# REMOVING DUPLICATES & BONUS RESOURCES

---

---

## EXCEL TIPS

**Keyboard Shortcuts:** Learning keyboard shortcuts can significantly speed up your Excel workflow. Some essential shortcuts include Ctrl+C (copy), Ctrl+V (paste), Ctrl+Z (undo), Ctrl+S (save), and F2 (edit cell).

**AutoFill:** Excel's AutoFill feature allows you to quickly fill in a series of data. Click and drag the fill handle (a small square at the bottom-right corner of a cell) to copy data or create a sequence.

**Conditional Formatting:** Use conditional formatting to highlight cells that meet specific criteria. This can help you visually analyze your data more effectively.

**Freeze Panes:** When working with large datasets, freeze panes to keep headers or certain rows/columns visible while scrolling through your data. This makes it easier to understand your data context.

**Data Validation:** Set up data validation rules to control what users can enter in specific cells. This helps maintain data integrity and consistency.





# REMOVING DUPLICATES & BONUS RESOURCES

---

---

**Named Ranges:** Instead of using cell references, name ranges of cells. This makes formulas and functions more readable and easier to manage.

**PivotTables:** PivotTables are powerful tools for summarizing and analyzing data. They can quickly create summaries, perform calculations, and generate charts from large datasets.

**VLOOKUP and HLOOKUP:** These functions allow you to search for a value in a table and return a corresponding value from a specified column or row, respectively.

**IF Function:** Use the IF function to perform logical tests and return different values based on the result. It's handy for creating dynamic spreadsheets.

**Remove Duplicates:** Excel has a built-in feature to remove duplicate rows from your data. It's useful for cleaning up datasets.

**Visit our course catalog at:  
[Best2succeed.com](http://Best2succeed.com)**

