

Clipboard Font Alignment Number Styles Cells Editing Add-ins

Calibri 11 A A Wrap Text Merge & Center General Conditional Formatting Format as Table Cell Styles Insert Delete Format AutoSum Fill Clear Sort & Filter Find & Select Add-ins Analyze Data

AutoSave On Save Undo Redo

A1 fx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
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Hello, and welcome to Mark's Excel Tips. In today's video, we are going to show you how to quickly remove duplicates in Excel 365. Let's get started.

Clipboard: Paste, Copy, Cut, Paste as Pictures

Font: Calibri, 11, Bold, Italic, Underline, Paragraph, Color, Text Color

Alignment: Left, Center, Right, Justify, Merge & Center

Number: General, Currency, Percentage, Decimals

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Add-ins: Add-ins, Analyze Data

AutoSave On Save Undo Redo

V8 fx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	ASIN	Product Name	Brand	Featured Offer	Winning Price	Category										
355	B07FZ1NT4G	Zevia Caffeine Free Cola 10 Pack, 12 FZ	Zevia	\$	8.40	Food And Beverages										
356	B0078DTW1U	ZEVIA Caffeine Free Cola 6 Pack, 12 FZ	Zevia	\$	5.08	Food And Beverages										
357	B003SO5SL6	Zevia Cola 6 Pack, 12 FZ	Zevia	\$	4.90	Food And Beverages										
358	B0014JQSKM	Zevia Natural Orange Soda, Sugar Free, 12 Fl Oz (Pack of 6)	Zevia	\$	4.87	Food And Beverages										
359	B00NZDD0HY	Zevia Soda Ginger Root Beer, 12 oz, (10 Pack)	Zevia	\$	8.59	Food And Beverages										
360	B00KQEHR60	Zevia Zero Calorie Soda - Grapefruit Citrus - 12 oz - 6 pk	Zevia	\$	4.95	Food And Beverages										
361	B074TSFGR7	Zevia Zero Calorie Soda, Cola, 12 oz, (10 Pack)	Zevia	\$	8.72	Food And Beverages										
362	B007TW2G8Q	Zipfizz Healthy Energy Drink Mix, Hydration with B12 and Multi Vitamins, Variety Pack, 30 Count, 0.38 Ounce (Pack of 30)	Zipfizz	\$	36.43	Food And Beverages										
363	B00HNEDP1C	Zipfizz Orange Cream Healthy Energy Drink Mix - Transform Your Water Into a Healthy Energy Drink - 30 Orange Cream Tubes	Zipfizz	\$	38.46	Health										
364	B0881ZF4BK	Zipfizz Pina Colada B12 Energy Drink Dietary Supplement Limited Edition Net Wt 11.64 Oz	Zipfizz	\$	36.69	Health										
365																

Here is a list of products, that is currently 164 rows long.

364

File Home Insert Page Layout Formulas Data Review View Developer Help Power Pivot

Clipboard Font Alignment Number Styles Cells Editing Add-ins Analyze Data

AutoSave On Save Undo Redo

V8

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	ASIN	Product Name	Brand	Featured Offer	Winning Price	Category										
355	B07FZ1NT4G	Zevia Caffeine Free Cola 10 Pack, 12 FZ	Zevia	\$	8.40	Food And Beverages										
356	B0078DTW1U	ZEVIA Caffeine Free Cola 6 Pack, 12 FZ	Zevia	\$	5.08	Food And Beverages										
357	B003SO5SL6	Zevia Cola 6 Pack, 12 FZ	Zevia	\$	4.90	Food And Beverages										
358	B0014JQSKM	Zevia Natural Orange Soda, Sugar Free, 12 Fl Oz (Pack of 6)	Zevia	\$	4.87	Food And Beverages										
359	B00NZDD0HY	Zevia Soda Ginger Root Beer, 12 oz, (10 Pack)	Zevia	\$	8.59	Food And Beverages										
360	B00KQEHR60	Zevia Zero Calorie Soda - Grapefruit Citrus - 12 oz - 6 pk	Zevia	\$	4.95	Food And Beverages										
361	B074TSFGR7	Zevia Zero Calorie Soda, Cola, 12 oz, (10 Pack)	Zevia	\$	8.72	Food And Beverages										
362	B007TW2G8Q	Zipfizz Healthy Energy Drink Mix, Hydration with B12 and Multi Vitamins, Variety Pack, 30 Count, 0.38 Ounce (Pack of 30)	Zipfizz	\$	36.43	Food And Beverages										
363	B00HNEDP1C	Zipfizz Orange Cream Healthy Energy Drink Mix - Transform Your Water Into a Healthy Energy Drink - 30 Orange Cream Tubes	Zipfizz	\$	38.46	Health										
364	B0881ZF4BK	Zipfizz Pina Colada B12 Energy Drink Dietary Supplement Limited Edition Net Wt 11.64 Oz	Zipfizz	\$	36.69	Health										
365																

I know that this list has many duplicates in it, but to go through the list manually and remove them all, would take a very long time.

Clipboard Font Alignment Number Styles Cells Editing Add-ins

Paste, Font (Calibri, 11), Bold, Italic, Underline, Paragraph, Color, Text Background Color, Text Color, Alignment (Left, Center, Right, Justify), Merge & Center, Number (General, Currency, Percentage, Decimals, Thousands Separator), Styles (Conditional Formatting, Format as Table, Cell Styles), Cells (Insert, Delete, Format), Editing (AutoSum, Fill, Clear, Sort & Filter, Find & Select), Add-ins (Add-ins, Analyze Data)

AutoSave On Save Undo Redo

P11 fx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	ASIN	Product Name	Brand	Featured Offer	Winning Price	Category										
2	B0097NLDK2	Rice Krispies Treats, Original Marshmallow, 0.78oz Pack, 60 per Carton	Rice Krispies	\$	26.83	Home Improvement										
3	B07PV2RPN1	10 Beeswax Taper Candles 12 Pack - Handmade, All Natural, 100% Pure Unscented Bee Wax Candle - Tall, Decorative, White - 10 Hour Burn Time	Hyoola	\$	23.96	Lighting										
4	B07TJJ893J	100 Natural Pure Beeswax Taper Candles 9 Inch Tall Church Jerusalem Holy Land Scented Candle Gift Box	TALISMAN4U	\$	27.65	Lighting										
5	B07TJJ893J	100 Natural Pure Beeswax Taper Candles 9 Inch Tall Church Jerusalem Holy Land Scented Candle Gift Box	TALISMAN4U	\$	27.65	Lighting										
6	B07TJJ893J	100 Natural Pure Beeswax Taper Candles 9 Inch Tall Church Jerusalem Holy Land Scented Candle Gift Box	TALISMAN4U	\$	27.65	Lighting										
7	B07TJJ893J	100 Natural Pure Beeswax Taper Candles 9 Inch Tall Church Jerusalem Holy Land Scented Candle Gift Box	TALISMAN4U	\$	27.65	Lighting										
8	B07TJJ893J	100 Natural Pure Beeswax Taper Candles 9 Inch Tall Church Jerusalem Holy Land Scented Candle Gift Box	TALISMAN4U	\$	27.65	Lighting										
		12 Havdalah Sets of Braided Blue and White Candles with a Small Container														

To quickly remove all of the duplicates, simply click in the top left corner of your worksheet, to highlight all of your rows.

Clipboard Font Alignment Number Styles Cells Editing Add-ins

Paste, Font: Calibri 11, Bold, Italic, Underline, Paragraph, Styles: Conditional Formatting, Format as Table, Cell Styles, Cells: Insert, Delete, Format, Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select, Add-ins: Add-ins, Analyze Data

A1 fx ASIN

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	ASIN	Product Name	Brand	Featured Offer Winning Price	Category											
2	B0097NLDK2	- Rice Krispies Treats, Original Marshmallow, 0.78oz Pack, 60 per Carton	Rice Krispies	\$ 26.83	Home Improvement											
3	B07PV2RPN1	10 Beeswax Taper Candles 12 Pack - Handmade, All Natural, 100% Pure Unscented Bee Wax Candle - Tall, Decorative, White - 10 Hour Burn Time	Hyoola	\$ 23.96	Lighting											
4	B07TJJ893J	100 Natural Pure Beeswax Taper Candles 9 Inch Tall Church Jerusalem Holy Land Scented Candle Gift Box	TALISMAN4U	\$ 27.65	Lighting											
5	B07TJJ893J	100 Natural Pure Beeswax Taper Candles 9 Inch Tall Church Jerusalem Holy Land Scented Candle Gift Box	TALISMAN4U	\$ 27.65	Lighting											
6	B07TJJ893J	100 Natural Pure Beeswax Taper Candles 9 Inch Tall Church Jerusalem Holy Land Scented Candle Gift Box	TALISMAN4U	\$ 27.65	Lighting											
7	B07TJJ893J	100 Natural Pure Beeswax Taper Candles 9 Inch Tall Church Jerusalem Holy Land Scented Candle Gift Box	TALISMAN4U	\$ 27.65	Lighting											
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		12 Havdalah Sets of Braided Blue and White Candles with a Small Container														

Next, click on the Data tab.

Get Data

- From Text/CSV
- From Web
- From Table/Range
- From Picture
- Recent Sources
- Existing Connections

Get & Transform Data

Queries & Connections

- Refresh All
- Properties
- Workbook Links

Data Types

- Stocks
- Currencies

Sort & Filter

- Sort
- Filter
- Clear
- Reapply
- Advanced

Data Tools

- Text to Columns
- Remove Duplicates**

Forecast

- What-If Analysis
- Forecast Sheet

Outline

- Group
- Ungroup
- Subtotal

AutoSave On Save Undo Redo

A1 ASIN

ASIN	Product Name	Brand	Featured Offer	Winning Price	Category
B0097NLDK2	- Rice Krispies Treats, Original Marshmallow, 0.78oz Pack, 60 per Carton	Rice Krispies	\$	26.83	Home Improvement
B07PV2RPN1	10 Beeswax Taper Candles 12 Pack - Handmade, All Natural, 100% Pure Unscented Bee Wax Candle - Tall, Decorative, White - 10 Hour Burn Time	Hyoola	\$	23.96	Lighting
B07TJJ893J	100 Natural Pure Beeswax Taper Candles 9 Inch Tall Church Jerusalem Holy Land Scented Candle Gift Box	TALISMAN4U	\$	27.65	Lighting
B07TJJ893J	100 Natural Pure Beeswax Taper Candles 9 Inch Tall Church Jerusalem Holy Land Scented Candle Gift Box	TALISMAN4U	\$	27.65	Lighting
B07TJJ893J	100 Natural Pure Beeswax Taper Candles 9 Inch Tall Church Jerusalem Holy Land Scented Candle Gift Box	TALISMAN4U	\$	27.65	Lighting
B07TJJ893J	100 Natural Pure Beeswax Taper Candles 9 Inch Tall Church Jerusalem Holy Land Scented Candle Gift Box	TALISMAN4U	\$	27.65	Lighting
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B07TJJ893J	100 Natural Pure Beeswax Taper Candles 9 Inch Tall Church Jerusalem Holy Land Scented Candle Gift Box	TALISMAN4U	\$	27.65	Lighting
B07TJJ893J	12 Havdalah Sets of Braided Blue and White Candles with a Small Container				

Remove Duplicates

Delete duplicate rows from a sheet.

You can pick which columns should be checked for duplicate information.

In the Data Tools section, find and click on the Remove Duplicates icon.

Get Data: From Text/CSV, From Web, From Table/Range, From Picture, Recent Sources, Existing Connections

Queries & Connections: Refresh, All, Properties, Workbook Links

Data Types: Stocks, Currencies

Sort & Filter: Sort, Filter, Clear, Reapply, Advanced

Data Tools: Text to Columns, Group, Ungroup, Subtotal

Forecast: What-If Analysis, Forecast Sheet

Outline: Group, Ungroup, Subtotal

AutoSave On Save Undo Redo

A2 B0097NLDK2

ASIN	Product Name	Brand	Featured Offer	Winning Price	Category
B0097NLDK2	- Rice Krispies Treats, Original Marshmallow, 0.78oz Pack, 60 per Carton	Rice Krispies	\$	26.83	Home Improv
B07PV2RPN1	10 Beeswax Taper Candles 12 Pack - Handmade, All Natural, 100% Pure Unscented Bee Wax Candle - Tall, Decorative, White - 10 Hour Burn Time	Hyoola	\$	23.96	Lighting
B07TJJ893J	100 Natural Pure Beeswax Taper Candles 9 Inch Tall Church Jerusalem Holy Land Scented Candle Gift Box	TALISMAN4U	\$	27.65	Lighting
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B07TJJ893J	100 Natural Pure Beeswax Taper Candles 9 Inch Tall Church Jerusalem Holy Land Scented Candle Gift Box	TALISMAN4U	\$	27.65	Lighting
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B07TJJ893J	12 Havdalah Sets of Braided Blue and White Candles with a Small Container				

Remove Duplicates

To delete duplicate values, select one or more columns that contain duplicates.

Select All Unselect All My data has headers

Columns

- ASIN
- Product Name
- Brand
- Featured Offer Winning Price
- Category

OK Cancel

In the window that opens, It says, to delete duplicate values, select one or more columns that contain duplicates. Since we selected the whole workbook to begin with, we don't need to select anything here.

Get Data

- From Text/CSV
- From Web
- From Table/Range
- From Picture
- Recent Sources
- Existing Connections

Get & Transform Data

Queries & Connections

- Refresh All
- Properties
- Workbook Links

Data Types

- Stocks
- Currencies

Sort & Filter

- Sort
- Filter
- Clear
- Reapply
- Advanced

Data Tools

- Text to Columns

Forecast

- What-If Analysis
- Forecast Sheet

Outline

- Group
- Ungroup
- Subtotal

AutoSave On Save Undo Redo

A2 : X ✓ fx B0097NLDK2

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	ASIN	Product Name	Brand	Featured Offer	Winning Price	Category										
2	B0097NLDK2	- Rice Krispies Treats, Original Marshmallow, 0.78oz Pack, 60 per Carton	Rice Krispies	\$	26.83	Home Improv										
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My data has headers

Columns

- ASIN
- Product Name
- Brand
- Featured Offer Winning Price
- Category

Click Ok.

Get Data: From Text/CSV, From Web, From Table/Range, From Picture, Recent Sources, Existing Connections

Queries & Connections: Refresh, Properties, Workbook Links

Data Types: Stocks, Currencies

Sort & Filter: Sort, Filter, Clear, Reapply, Advanced

Data Tools: Text to Columns, Group, Ungroup, Subtotal

Forecast: What-If Analysis, Forecast Sheet

AutoSave On Save Undo Redo

fx B0097NLDK2

ASIN	Product Name	Brand	Featured Offer	Winning Price	Category
B0097NLDK2	- Rice Krispies Treats, Original Marshmallow, 0.78oz Pack, 60 per Carton	Rice Krispies	\$	26.83	Home Improvement
B07PV2RPN1	10 Beeswax Taper Candles 12 Pack - Handmade, All Natural, 100% Pure Unscented Bee Wax Candle - Tall, Decorative, White - 10 Hour Burn Time	Hyoola			
B07TJJ893J	100 Natural Pure Beeswax Taper Candles 9 Inch Tall Church Jerusalem Holy Land Scented Candle Gift Box	TALISMAN4U			
B07JFJKQTP	12 Havdalah Sets of Braided Blue and White Candles with a Small Container of Besomim	Shalhevet	\$	36.54	Lighting
B07DWBSC9P	12 Pack Tall Taper Candles - 12 Inch Sahara Beige Dripleless, Unscented Dinner Candle - Paraffin Wax with Cotton Wicks - 10 Hour Burn Time	Hyoola	\$	39.99	Lighting
B07STLSYXL	4C Energy Rush Stix Single Serve Water Flavoring Packets Sugar Free, with Taurine On the Go (40ct, Variety)	4C	\$	14.22	Food And Beverages
B00C05M0PL	4C Totally Light -2- Go Energy Rush Packets, 4 Flavors, 54-Count [RETAIL PACKAGING]	Totally Light	\$	25.79	Food And Beverages

Microsoft Excel

38 duplicate values found and removed; 325 unique values remain. Note that counts may include empty cells, spaces, etc.

OK

The next window tells you that 38 duplicate values were found and remove.

Get Data: From Text/CSV, From Web, From Table/Range, From Picture, Recent Sources, Existing Connections

Queries & Connections: Refresh, Properties, Workbook Links

Data Types: Stocks, Currencies

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Microsoft Excel

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OK

Click ok and save your work.

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[View The Video Tutorial Here](#)

[Visit My YouTube Channel](#)

