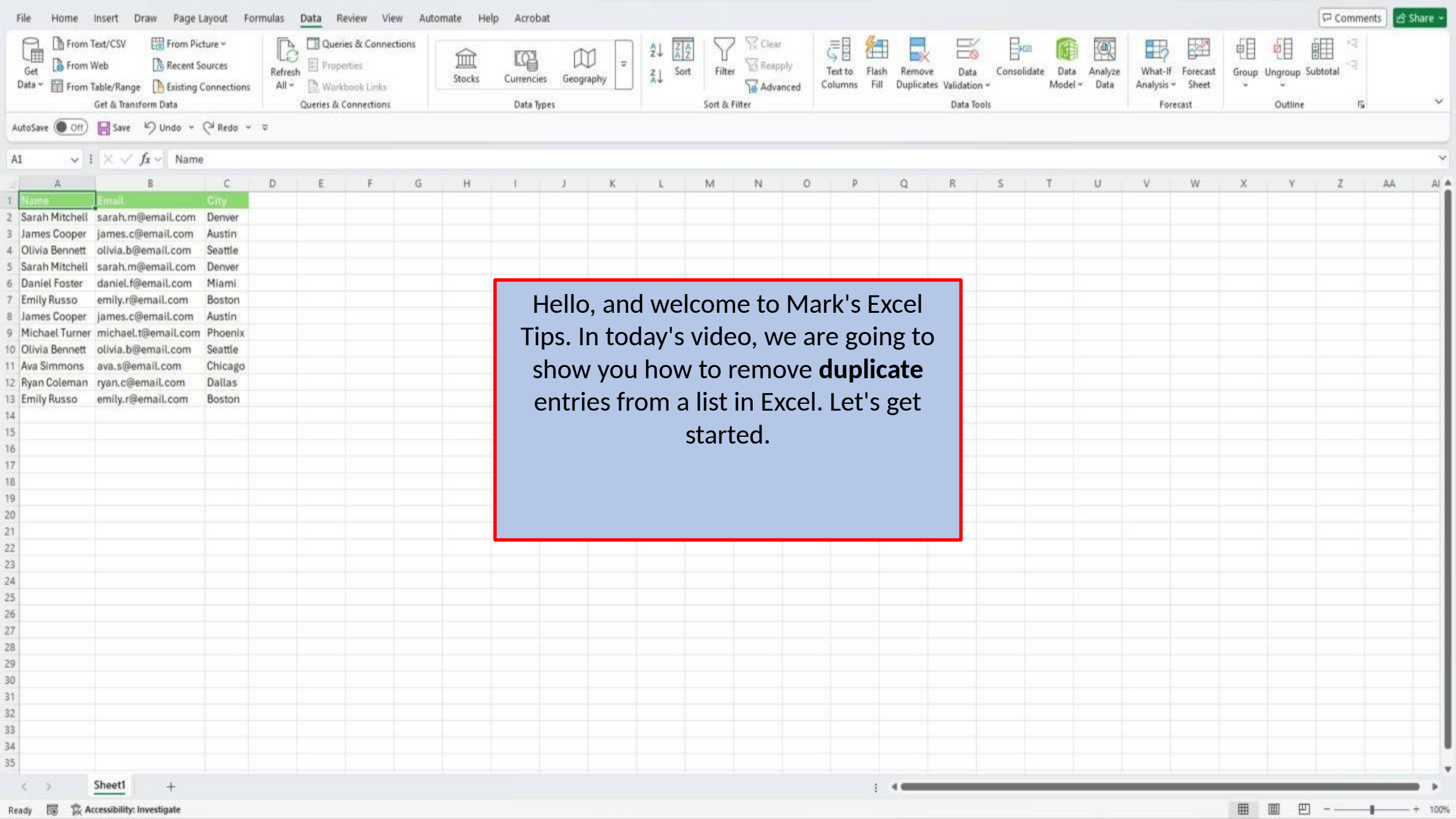




FileHomeInsertDrawPage LayoutFormulasDataReviewViewAutomateHelpAcrobat

Get Data

From Text/CSV

From Web

From Table/Range

From Picture

Recent Sources

Existing Connections

Get & Transform Data

Refresh All

Queries & Connections

Properties

Workbook Links

Queries & Connections

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Sort

Filter

Sort & Filter

Clear

Reapply

Advanced

Text to Columns

Flash Fill

Remove Duplicates

Data Validation

Consolidate

Data Model

Analyze Data

Data Tools

What-If Analysis

Forecast Sheet

Forecast

Group

Ungroup

Subtotal

Outline

CommentsShare

AutoSave Off

Save

Undo

Redo

A1

Name

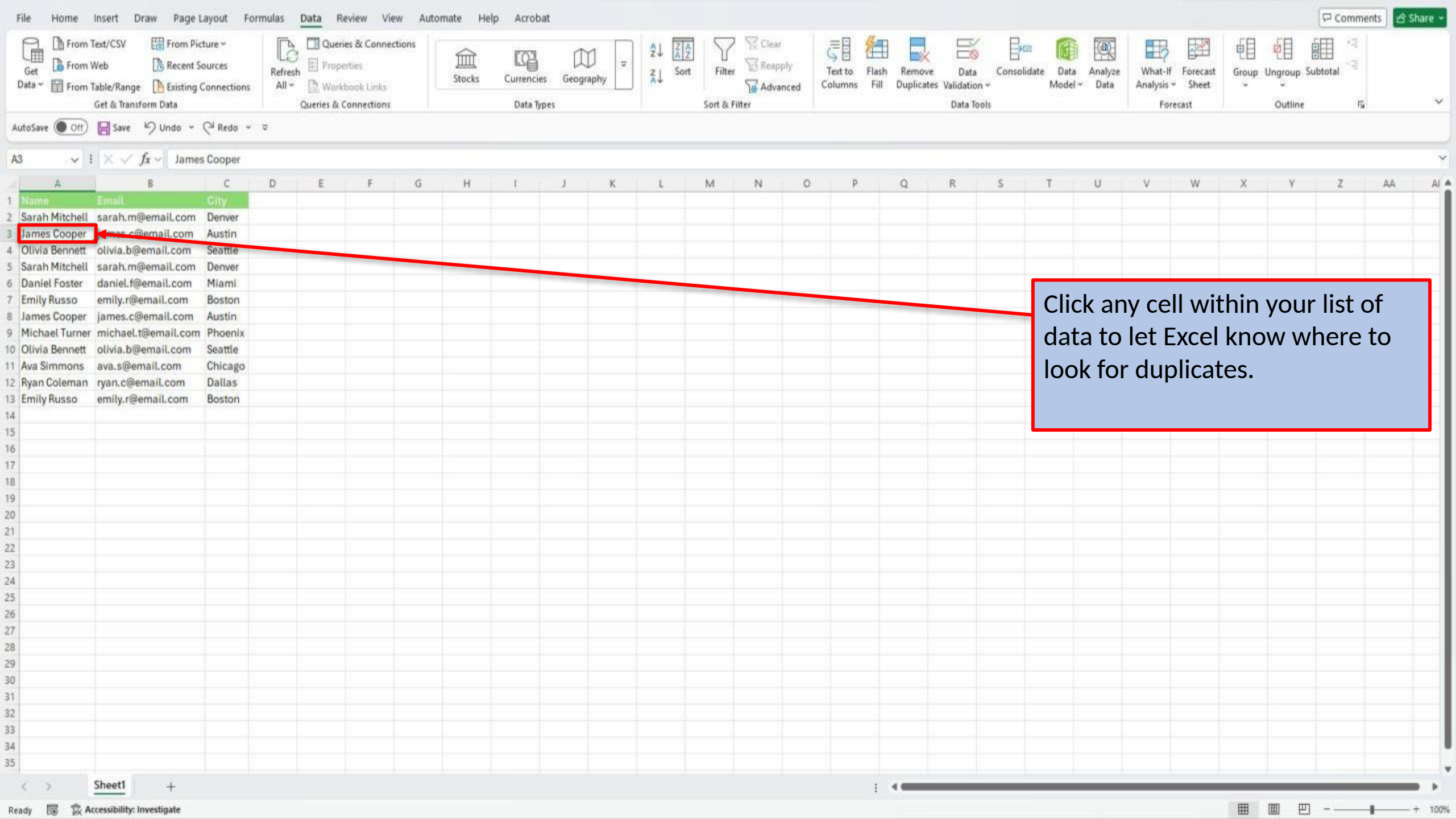
Name	Email	City
Sarah Mitchell	sarah.m@email.com	Denver
James Cooper	james.c@email.com	Austin
Olivia Bennett	olivia.b@email.com	Seattle
Sarah Mitchell	sarah.m@email.com	Denver
Daniel Foster	daniel.f@email.com	Miami
Emily Russo	emily.r@email.com	Boston
James Cooper	james.c@email.com	Austin
Michael Turner	michael.t@email.com	Phoenix
Olivia Bennett	olivia.b@email.com	Seattle
Ava Simmons	ava.s@email.com	Chicago
Ryan Coleman	ryan.c@email.com	Dallas
Emily Russo	emily.r@email.com	Boston

Here we have a list of names and email addresses, but notice some entries like **Sarah Mitchell** and **James Cooper** appear more than once.

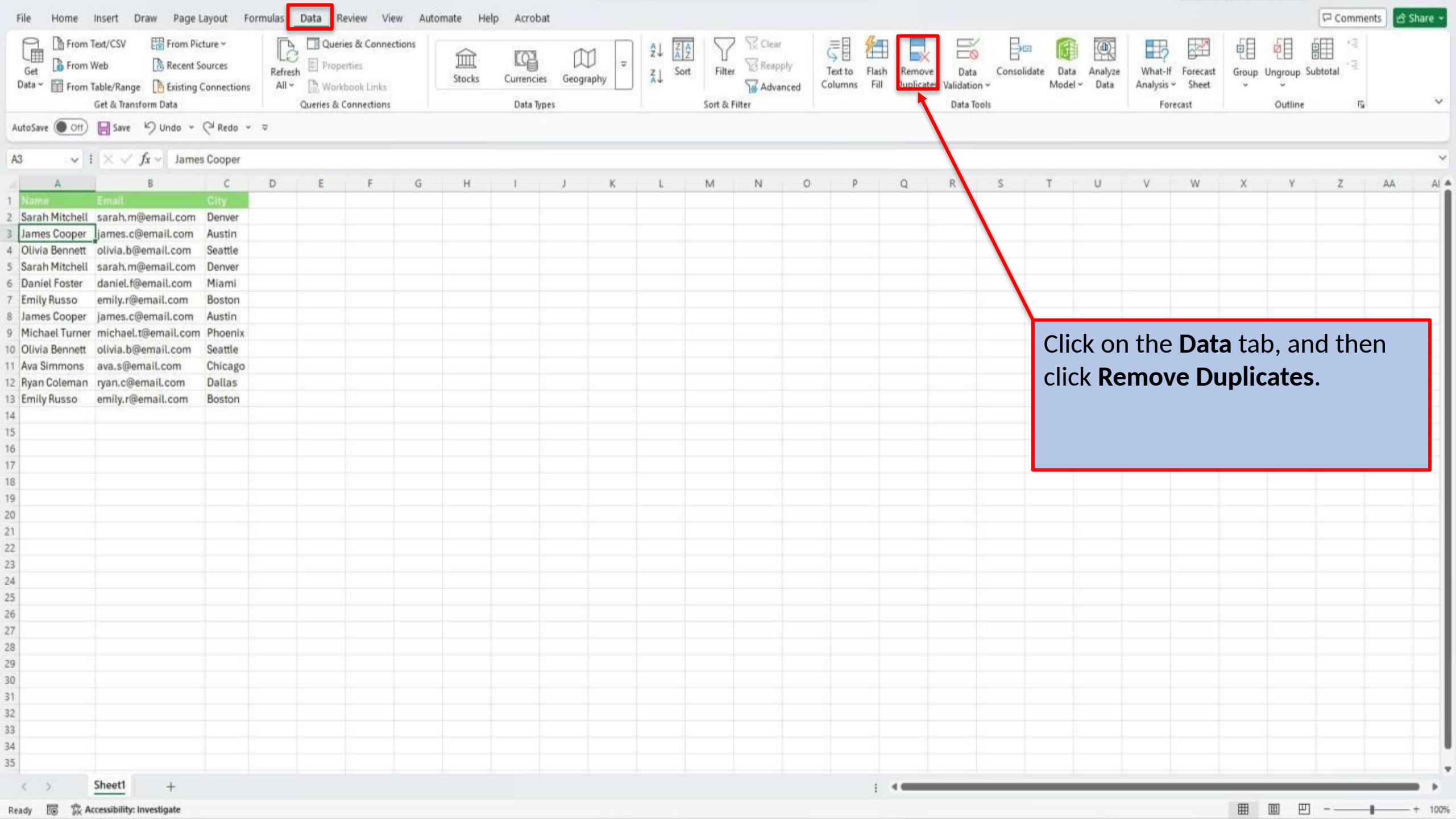
Sheet1

ReadyAccessibility: Investigate

100%



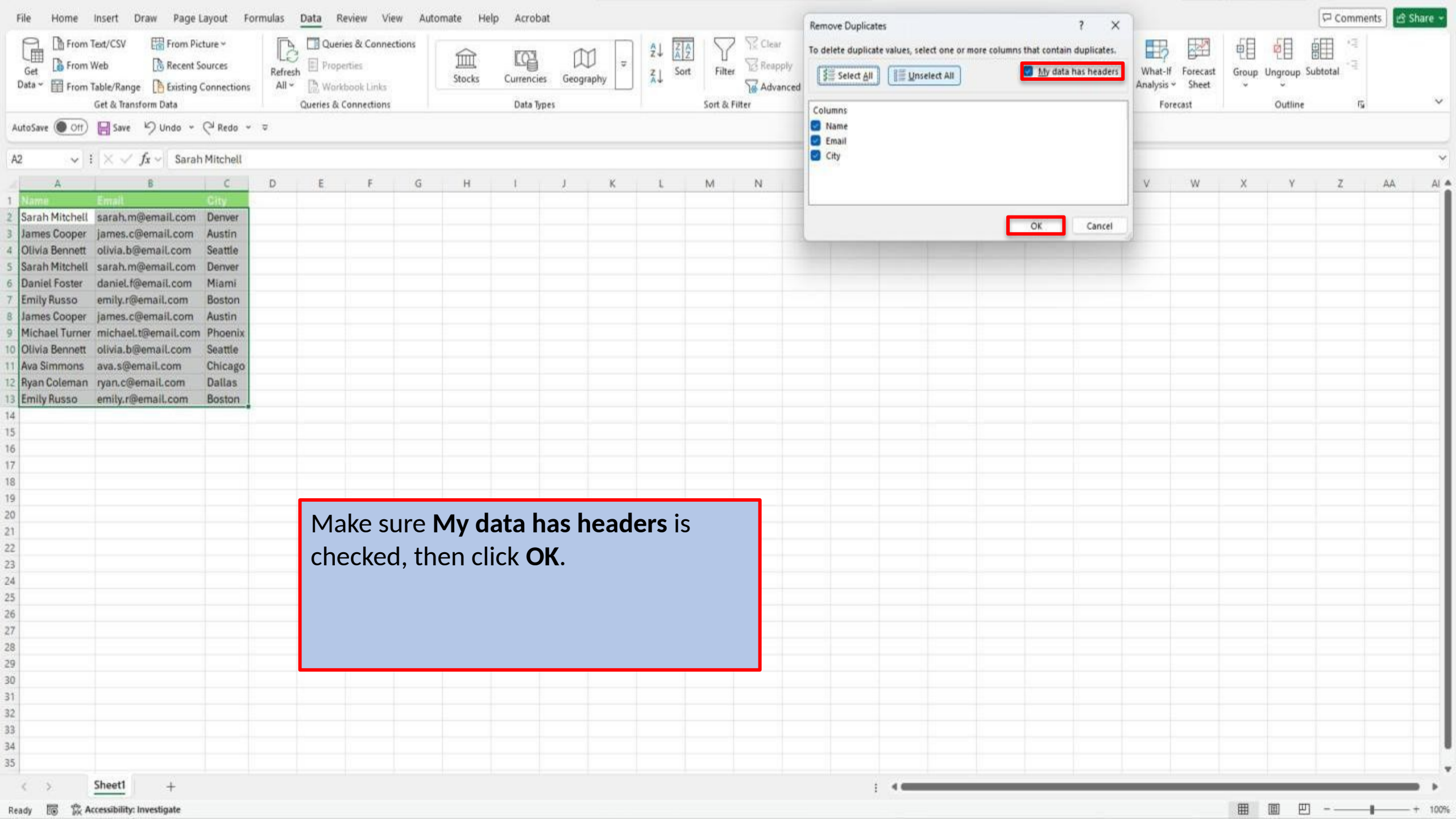
Click any cell within your list of data to let Excel know where to look for duplicates.



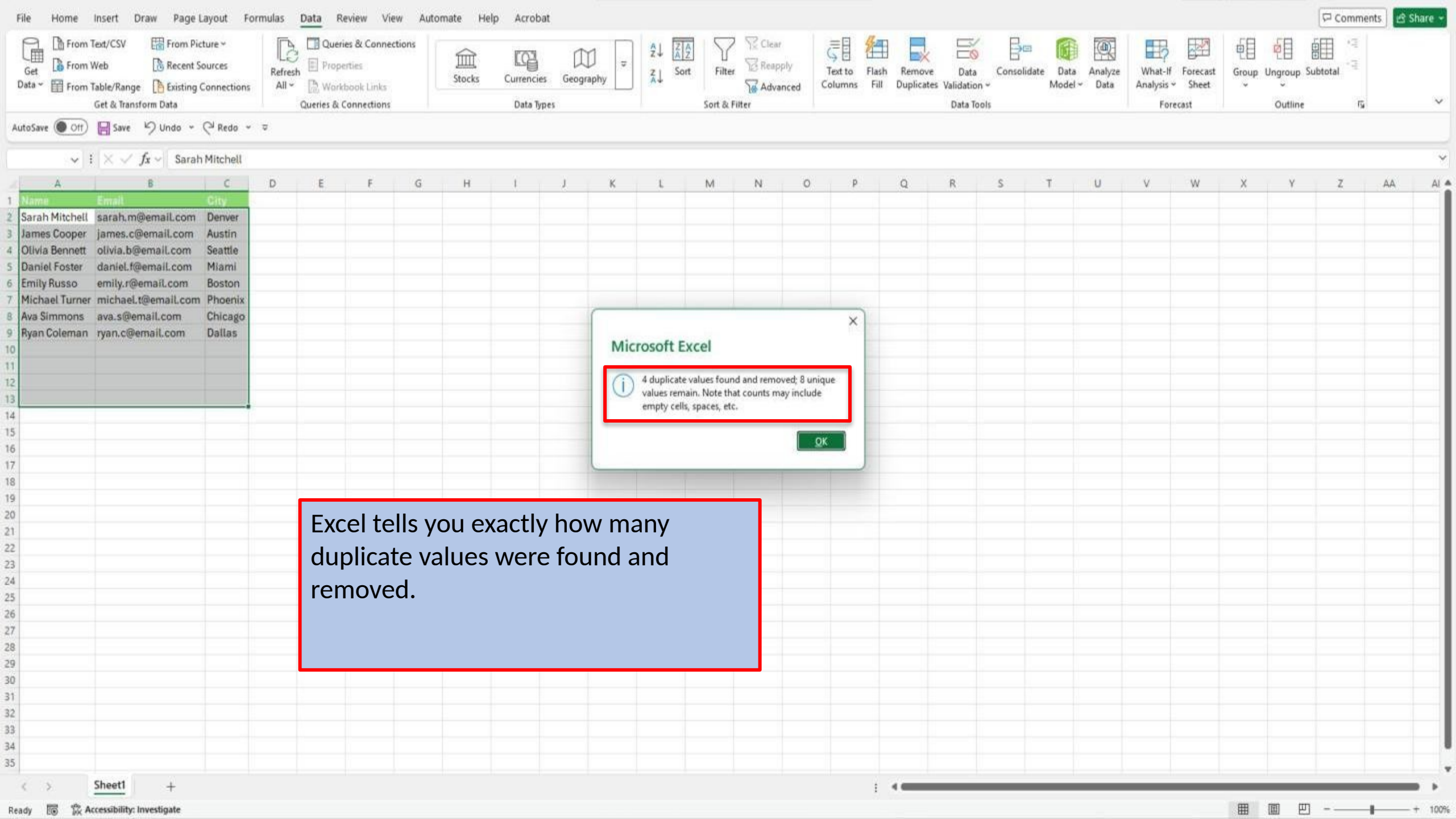
Data

Remove Duplicates

Click on the **Data** tab, and then click **Remove Duplicates**.



Make sure My data has headers is checked, then click OK.

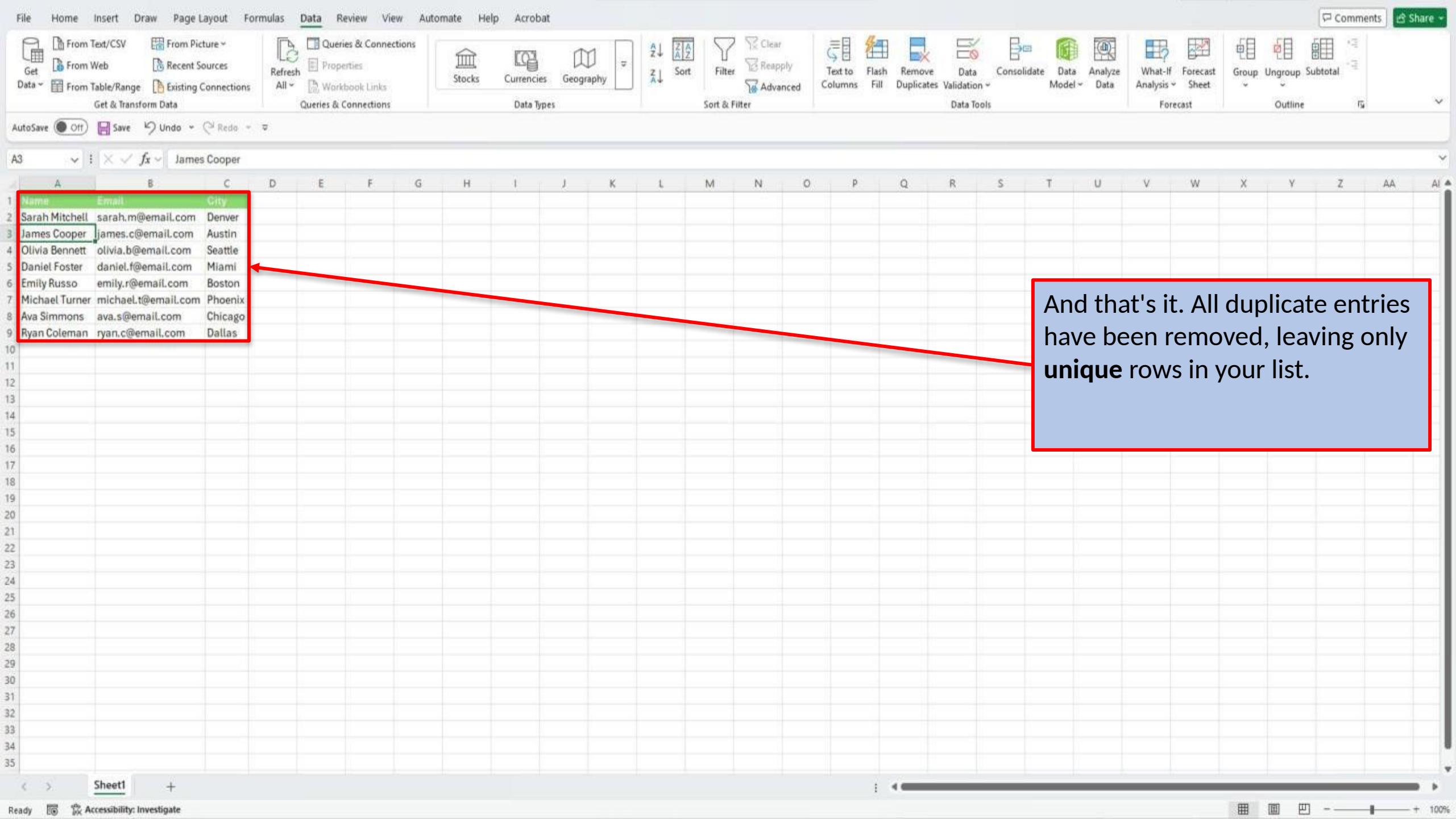


Microsoft Excel

4 duplicate values found and removed; 8 unique values remain. Note that counts may include empty cells, spaces, etc.

OK

Excel tells you exactly how many duplicate values were found and removed.



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