

How can I remove duplicates in Excel and keep the first one?

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Removing duplicates in Excel can be easily achieved by using the built-in "Remove Duplicates" function. This function allows you to select the columns or cells that contain the duplicate values and delete them, while keeping the first occurrence of the value. This is a useful tool for organizing and cleaning up data in Excel, as it helps to eliminate unnecessary and redundant information. It also ensures that the original data remains intact, while removing any duplicates that may affect the accuracy of your calculations or analysis. By using this function, you can efficiently manage your data and maintain the integrity of your Excel spreadsheet.

Excel: Remove Duplicates and Keep First One

There are two ways to remove duplicates in Excel while keeping the first occurrence:

Method 1: Use the Remove Duplicates Button

Method 2: Use the UNIQUE() Function

The following examples shows how to use each method in practice with the following dataset in Excel:

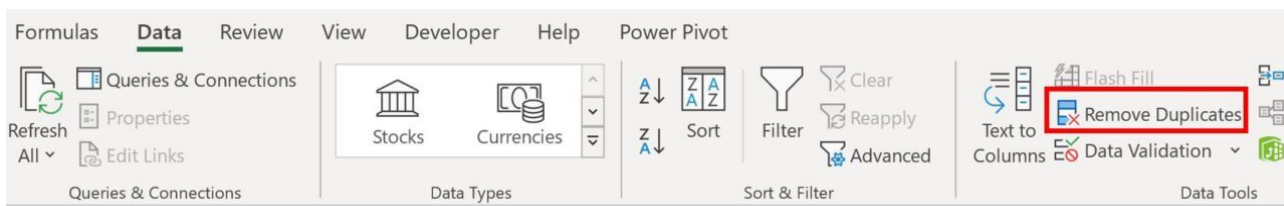
	A	B	C	D	E	F
1	Team	Points				
2	Mavs	100				
3	Heat	98				
4	Nets	93				
5	Mavs	100				
6	Lakers	109				
7	Nets	93				
8	Warriors	107				
9	Heat	98				
10	Hornets	97				
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

Example 1: Use the Remove Duplicates Button

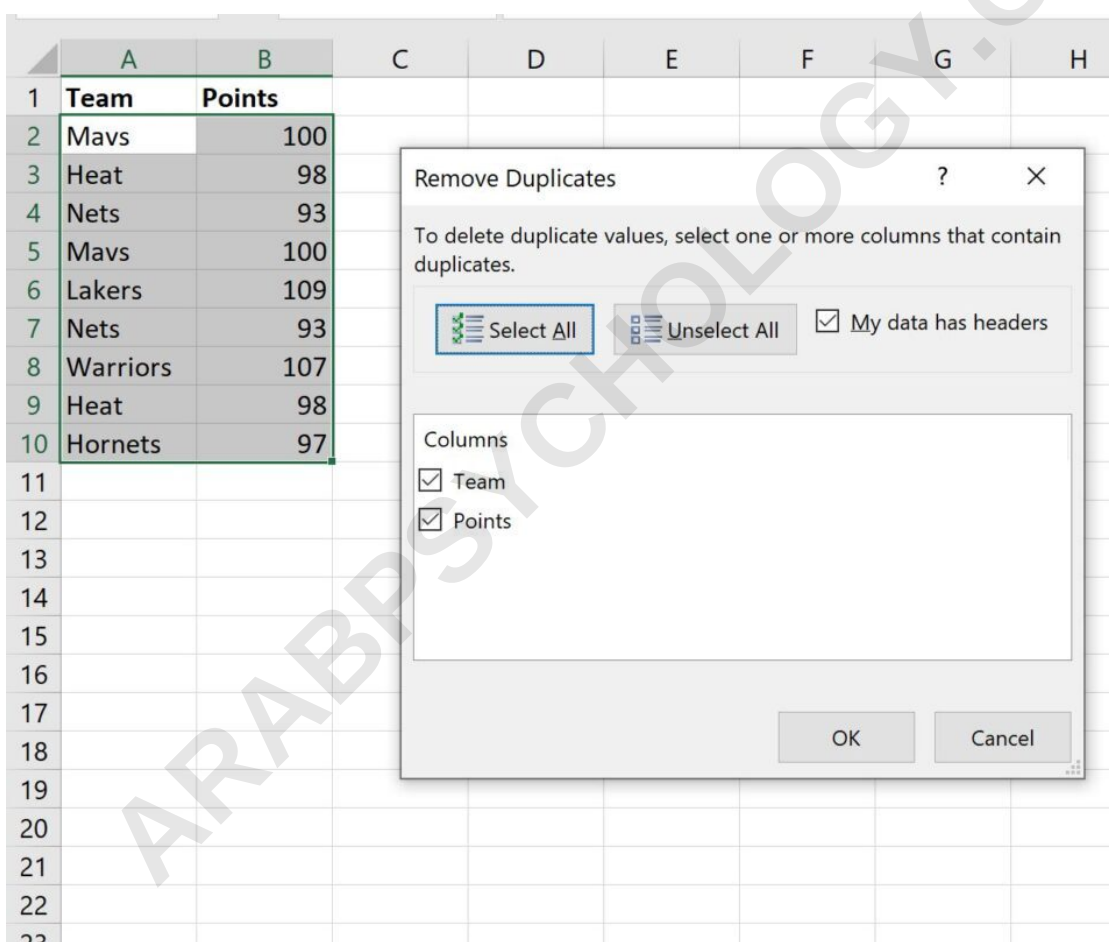
One way to remove duplicate rows in Excel while keeping the first occurrence is by using the Remove Duplicates button in the Data tab.

First, highlight the cells in the range A1:B10.

Then, click the Data tab along the top ribbon and then click the Remove Duplicates button in the Data Tools group:



In the new window that appears, check the box next to each column name:



Once you press OK, the duplicate rows will automatically be removed:

	A	B	C	D	E	F	G	H
1	Team	Points						
2	Mavs	100						
3	Heat	98						
4	Nets	93						
5	Lakers	109						
6	Warriors	107						
7	Hornets	97						
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								

Microsoft Excel

3 duplicate values found and removed; 6 unique values remain.

OK

We can see that Excel removed 3 duplicate rows and 6 unique rows were left.

Example 2: Use the UNIQUE() Function

Another way to remove duplicate rows in Excel while keeping the first occurrence is by using the UNIQUE() function.

=UNIQUE(A1:B10, FALSE, FALSE)

Once we press Enter, a list of unique rows from the

range A1:B10 will automatically be shown:

D1				=UNIQUE(A1:B10, FALSE, FALSE)			
	A	B	C	D	E	F	G
1	Team	Points		Team	Points		
2	Mavs	100		Mavs	100		
3	Heat	98		Heat	98		
4	Nets	93		Nets	93		
5	Mavs	100		Lakers	109		
6	Lakers	109		Warriors	107		
7	Nets	93		Hornets	97		
8	Warriors	107					
9	Heat	98					
10	Hornets	97					
11							
12							
13							
14							
15							
16							
17							
18							
19							

Notice that each of the duplicate rows have been removed while the unique rows remain.

This approach is particularly useful if you want to keep your original dataset while also creating a copy with only unique rows.

The following tutorials explain how to perform other common tasks in Excel: