

# How do I remove duplicates with Excel?

Authored by  
**stats writer**

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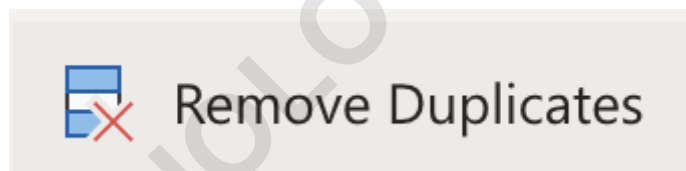
Removing duplicates with Excel is a process that allows users to eliminate duplicate entries or rows of data in a spreadsheet. This can be useful for organizing and analyzing data, as well as avoiding errors in calculations. To remove duplicates in Excel, users can use the built-in tool under the "Data" tab, which allows them to select the columns or rows to be checked for duplicates and determine how they want the duplicates to be handled. This can be done manually or automatically, depending on the complexity of the data. By removing duplicates, users can streamline their data and ensure accuracy in their analyses and reports.

## How to Remove Duplicates with Excel

Learn how to remove duplicates with Excel.

Removing duplicates manually can be time-consuming when working with large data sets.

The Remove Duplicates function in Excel makes removing duplicates easy.



The **Remove Duplicates** function is used to remove duplicate entries.

is used to

Duplicate entries are values that two or more are the same.

This can be both numbers and text inputs.

### Example

A1 (5), A2 (5), A3 (2)

A1 and A2 are duplicates since they have the same values.

## How to remove duplicate values

### Step 1) Select a range:

Select the range where you want to remove duplicate values.

A minimum of two cells needs to have values.

	A	B	C	D
1	Name	Age	Gender	
2	Liam		6 Male	
3	Iva		6 Female	
4	Iben		4 Female	
5	Jenny		5 Female	
6				

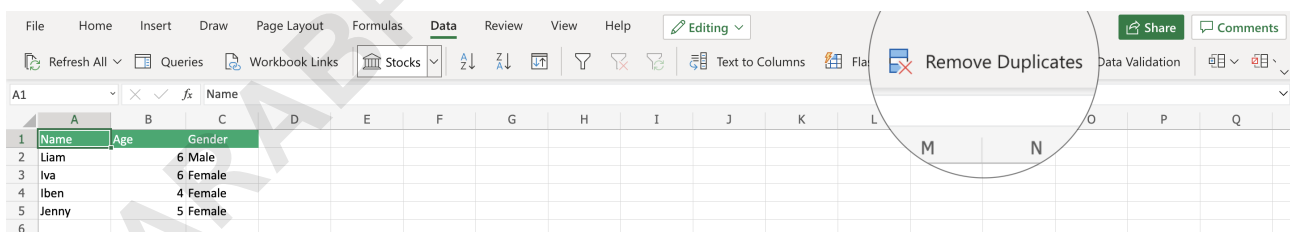
Excel will automatically include related cells.

This helps so that you do not break the relationship between the cells.

**Step 2) Click the Remove Duplicates button:**

Find the button under the Data tab in the ribbon.

Start the command by pressing the button.



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**Step 3) Select columns:**

Select one or more columns that have values.

Press the "OK" button once you have selected the columns.

## Remove Duplicates



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

Select all columns

My data has headers

- Name
- Age
- Gender

OK

Cancel

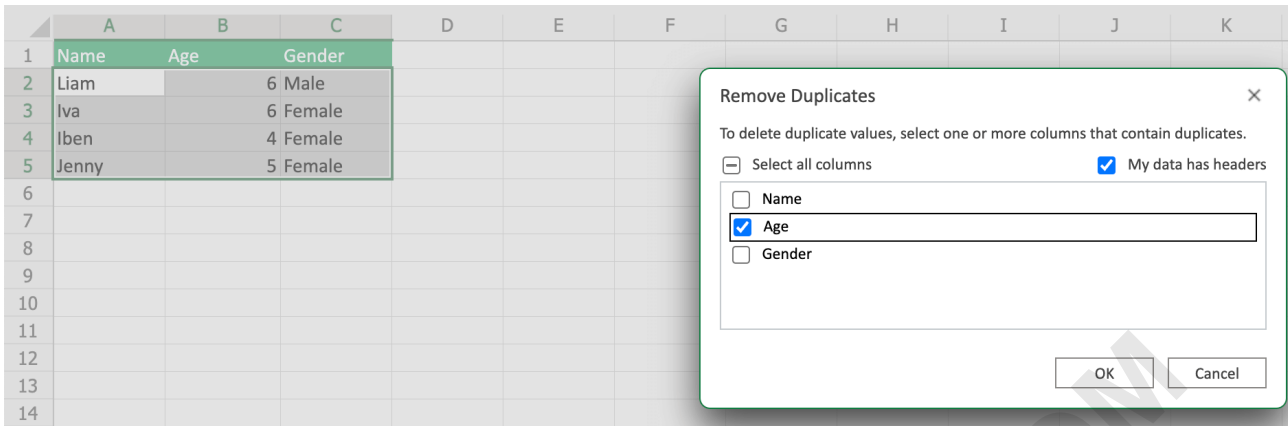
## Duplicates removed

When the columns have been selected, and you have pressed the "OK" button, the duplicates have been removed.

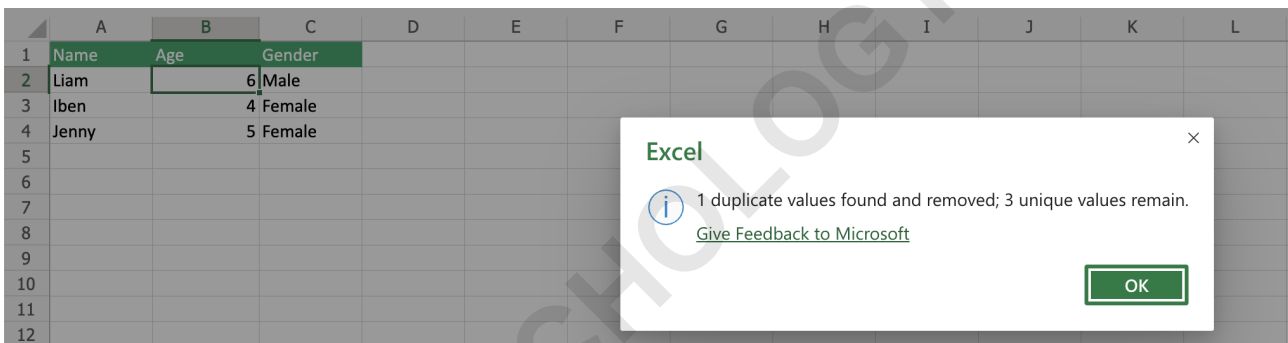
**Example:**

In this example, we will remove the duplicates for **Column B (Age)**.

Select **Column B (Age)**:



Press the "OK" button...



1 duplicate value was **removed**.

3 unique values remain.

**Tip:** Use the Remove Duplicate function with care for large data sets.

If used wrong, it might remove useful data.

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