remove duplicates excel Easy guide for clean data

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Printing & Usage Overview

Ugh, duplicates in Excel. We've all been there, staring at a massive spreadsheet with rows and rows of data, only to realize there are multiple entries for the same thing. Remove duplicates Excel to the rescue! Let's get into how this handy feature works and why it's a lifesaver for anyone dealing with data. So, you've got your Excel sheet open, and it's a mess of similar entries. Maybe it's a list of contacts, products, or sales data, and you need to clean it up. The "Remove Duplicates" feature is like a magic wand, but it's not as simple as clicking a button. You've got to set it up right to get the results you need. First, let's talk about how Excel identifies duplicates. It looks at the values in the cells and compares them. But here's the catch: by default, it only checks the active column. So, if you have duplicate entries across multiple columns, you need to tell Excel which columns to consider. You do this by selecting the range of cells you want to check, then heading to the "Data" tab and clicking "Remove Duplicates." A pop-up will appear, showing you the columns Excel will check. Make sure to select all the relevant columns, and voila! You're on your way to a cleaner sheet. Setting it Up: A Step-by-Step Guide Now, let's get into the nitty-gritty. After selecting your range, click "Remove Duplicates," and that pop-up will appear. Here, you can choose which columns to check. But be careful! If you have multiple columns with similar data, Excel might remove entries you want to keep. For example, if you have a contact list with names and email addresses, and someone has the same name but a different email, Excel might see it as a duplicate and remove one entry. To avoid this, you can use a formula like =IF(ISERROR(MATCH(B2,$B$2:$B$100,0)),"","Duplicate") in a helper column. This formula

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