Module 22 : Remove Duplicate Values

22.1 Remove Duplicate Values in Excel

Sometimes you have duplicate values in a range of data that are not useful to you.

Rather than deleting them one by one you can remove duplicate values using an Excel function.

To do this, select a cell or a range of cells.

Then go to the Data tab, and find the Data Tools group. Here, click Remove Duplicates.

Then, under Columns you can select one or more columns where you would like data removed.

You can select all columns by clicking Select All. You can clear all columns by clicking Unselect All.

Then click OK.

22.2 Video Instruction

Remove Duplicate Values – 1m 40s

22.3 Task

Estimated Time: 10 minutes Download the worksheet that accompanies this video by clicking below. Once downloaded practise Removing Duplicate Values using the video above as a reference.

Download Worksheet

[Tweet "I just completed Module 22 of the Microsoft Excel Intermediate Course"]