



How to

FIND, COUNT, DELETE AND REMOVE DUPLICATES

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Foreword

This ebook is the brainchild of [Chris Chua](#), founder of [DefeatExcel.com](#).

DefeatExcel aims to spread Excel literacy and empowers everyone to use Excel efficiently.

So, feel free to send and distribute this ebook to anyone who you think will benefit — family, friends, and colleagues. You'll definitely make their day, and mine too!

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Enjoy this ebook and if there are any questions, as always, reach out to me at defeatexcel@gmail.com.

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Introduction

No matter which profession you are in, one annoying enemy is always present — duplicates. They multiply themselves like clones, and no matter how many times you scroll and press Delete, they always seem to be never-ending.

Today we'll discuss simple and fast methods to find, count, delete and remove these duplicates from our Excel worksheets.

Exterminate these pesky clones, you will!



Dealing with Duplicates

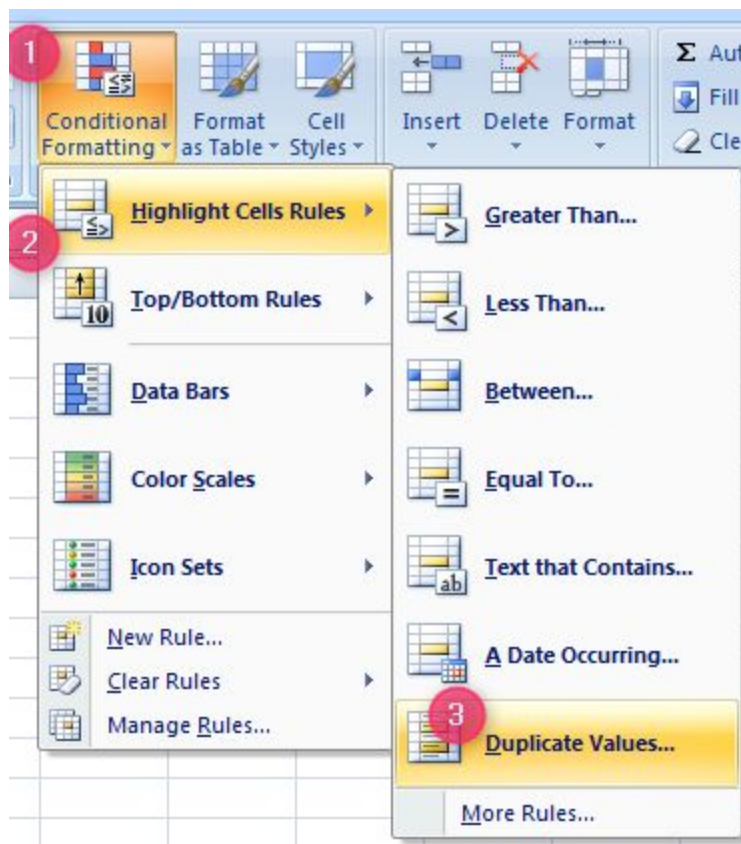
Summary

- [How to find and highlight duplicates](#)
- [How to count duplicates](#)
- [How to delete and remove duplicates](#)
- [How to count case-sensitive duplicates](#)

How to Find and Highlight Duplicates

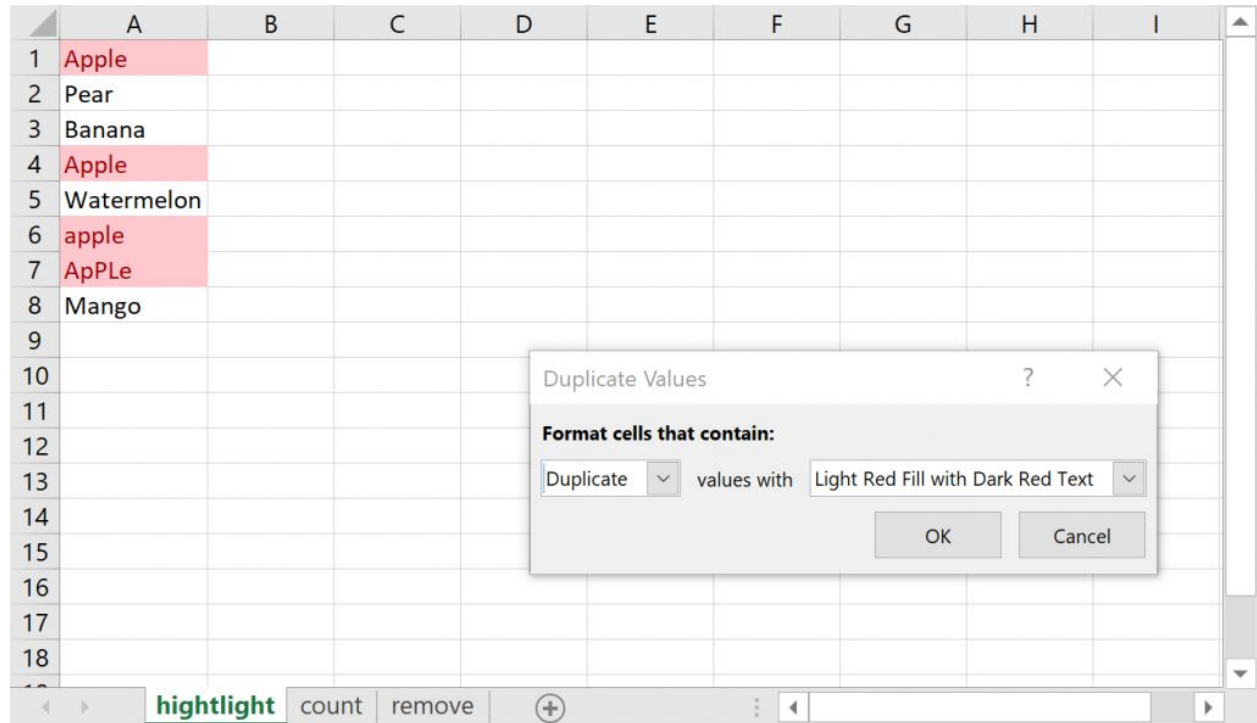
Step 1: Select the list of values.

Step 2: Go to Home | Styles | Conditional Formatting | Highlight Cell Rules | Duplicate Values...



Conditional Formatting to find duplicates

Step 3: In the Duplicate Values window, choose the preferred highlight format and colors.

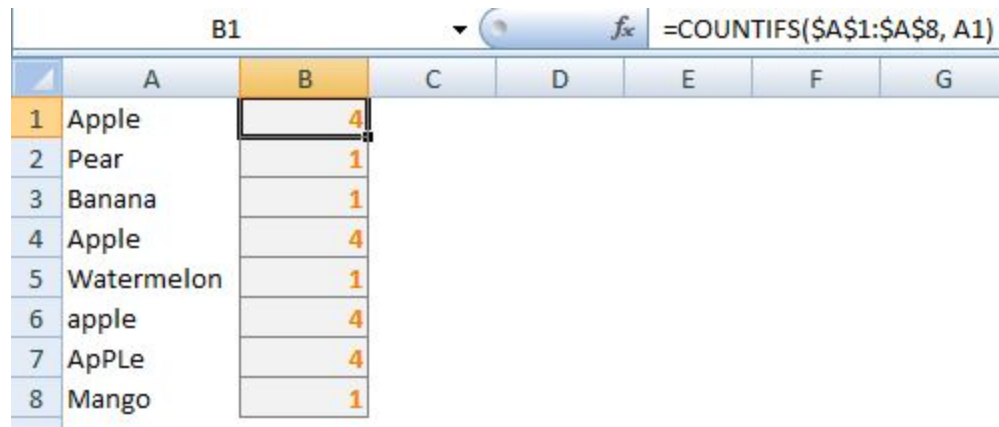


Find and highlight duplicates

How to Count Duplicates

To count the number of duplicates, we can use the following formula:

```
=COUNTIFS(range, cell)
```



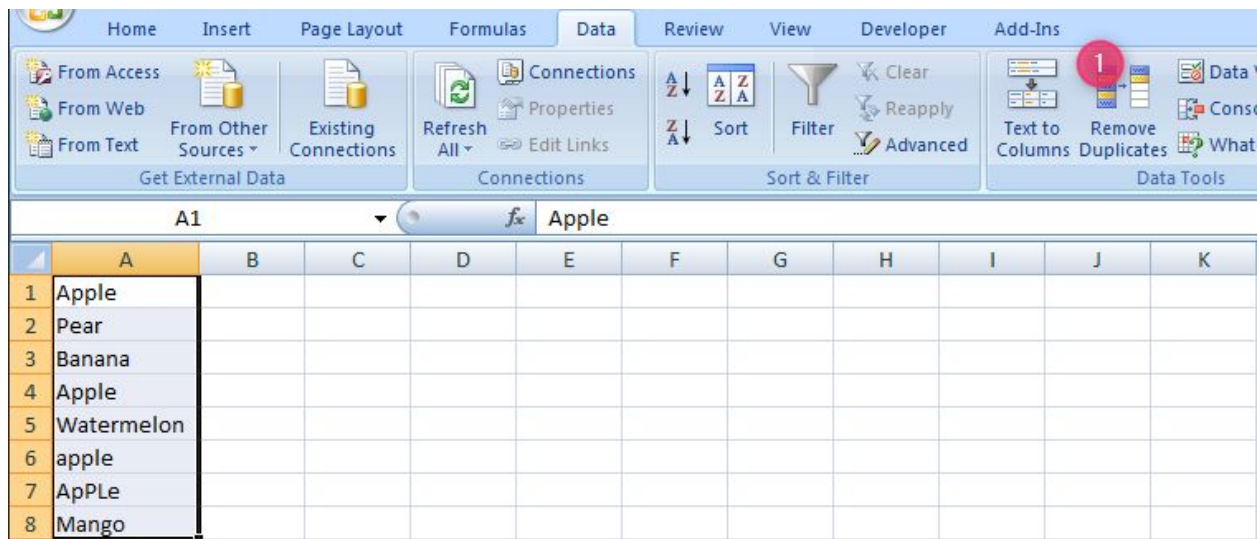
	A	B	C	D	E	F	G
1	Apple	4					
2	Pear	1					
3	Banana	1					
4	Apple	4					
5	Watermelon	1					
6	apple	4					
7	ApPLe	4					
8	Mango	1					

Count duplicates

How to Delete and Remove Duplicates

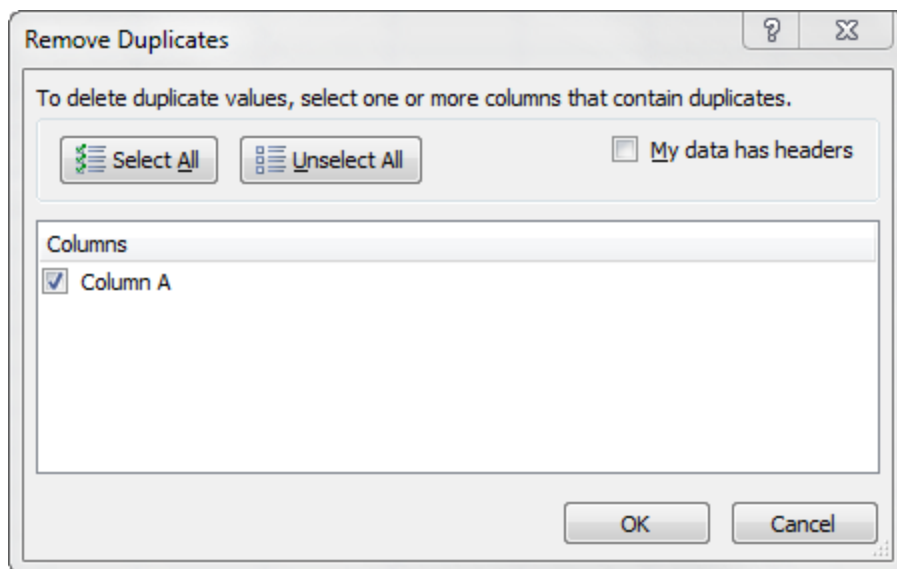
Step 1: Select the list of values.

Step 2: Go to Data | Data Tools | Remove Duplicates.



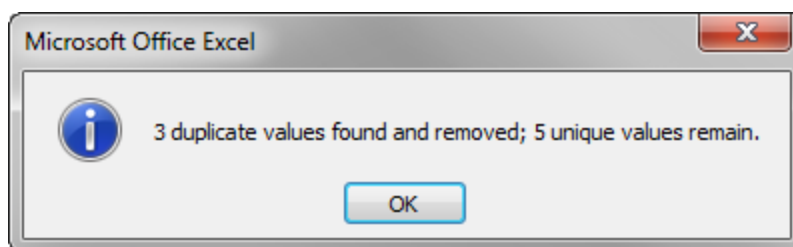
Remove duplicates

Step 3: In the Remove Duplicates window, click OK.



Remove Duplicates window

Step 4: Excel will provide you with a summary. Except for the first duplicate value, the rest of the duplicates will be deleted and removed.



Remove Duplicates summary

Note that all the methods above are not case-sensitive (i.e. Excel treats “Apple”, “apple”, “apPLe” as duplicates).

How to Count Case-Sensitive Duplicates

To count the number of case-sensitive duplicates, we can use the following formula:

`=SUMPRODUCT(--EXACT(range, cell))`

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H
1	Apple	2						
2	Pear	1						
3	Banana	1						
4	Apple	2						
5	Watermelon	1						
6	apple	1						
7	ApPLe	1						
8	Mango	1						

Count

The EXACT function tells Excel that you want to search for something exactly like the cell.

Conclusion

Duplicates are irritating and they often can multiply out of control. Learning to control them is a good skill set to have.

Dealing with duplicates is one of the modules in my self-paced online course, DataCraft. If you like this article and is interested in mastering Excel to jumpstart your career, check out this [premium course on data analysis](#) — the fast track to Excel mastery.