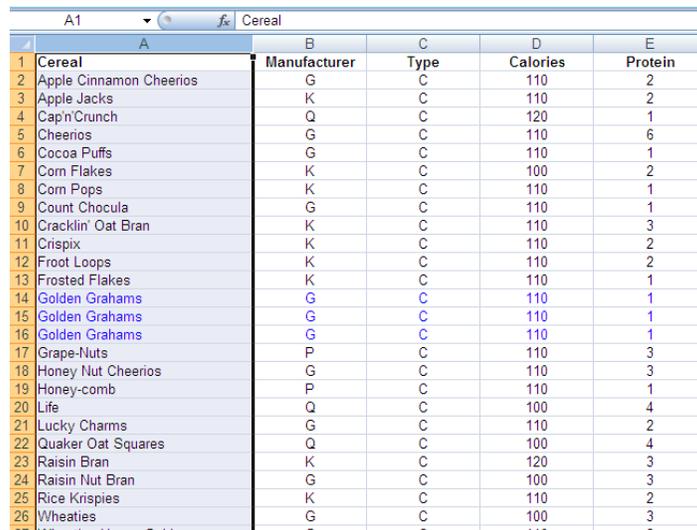


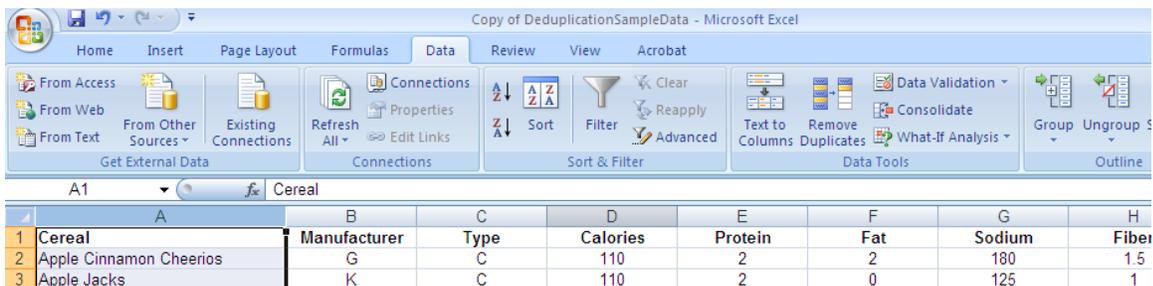
Removing Duplicates from Microsoft Excel 2007

- 1) Highlight any column you wish to remove duplicates from.

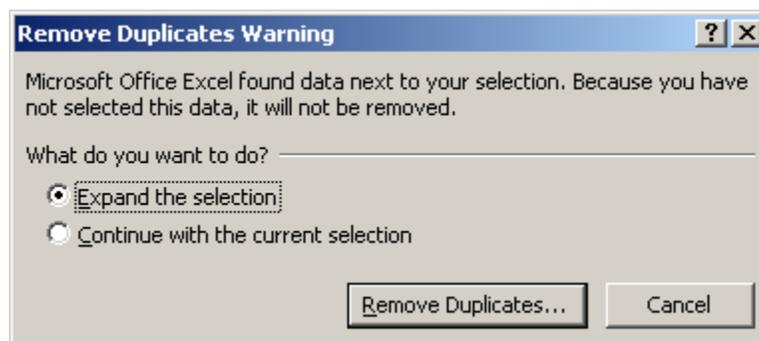


	A	B	C	D	E
1	Cereal	Manufacturer	Type	Calories	Protein
2	Apple Cinnamon Cheerios	G	C	110	2
3	Apple Jacks	K	C	110	2
4	Cap'n Crunch	Q	C	120	1
5	Cheerios	G	C	110	6
6	Cocoa Puffs	G	C	110	1
7	Corn Flakes	K	C	100	2
8	Corn Pops	K	C	110	1
9	Count Chocula	G	C	110	1
10	Cracklin' Oat Bran	K	C	110	3
11	Crispix	K	C	110	2
12	Froot Loops	K	C	110	2
13	Frosted Flakes	K	C	110	1
14	Golden Grahams	G	C	110	1
15	Golden Grahams	G	C	110	1
16	Golden Grahams	G	C	110	1
17	Grape-Nuts	P	C	110	3
18	Honey Nut Cheerios	G	C	110	3
19	Honey-comb	P	C	110	1
20	Life	Q	C	100	4
21	Lucky Charms	G	C	110	2
22	Quaker Oat Squares	Q	C	100	4
23	Raisin Bran	K	C	120	3
24	Raisin Nut Bran	G	C	100	3
25	Rice Krispies	K	C	110	2
26	Wheaties	G	C	100	3

- 2) Go to “Data” tab in tool bar and locate section for “Data tools”. Click on remove duplicates.



- 3) A selection box titled “Remove Duplicates Warning” will appear. Choose the appropriate choice for you and then click “Remove Duplicates”. Our choice is to click on “Expand the selection”.



- 4) A different selection box will appear and offer two options “Select All” or “Unselect All”. By default Excel picks all columns and after clicking ‘OK’, a pop-up box will appear summarizing the number of duplicate values identified and removed as well as what remains in your dataset.



Here is an example of our table after removing duplicate observations.

	A	B	C	D	E
1	Cereal	Manufacturer	Type	Calories	Protein
2	Apple Cinnamon Cheerios	G	C	110	2
3	Apple Jacks	K	C	110	2
4	Cap'n Crunch	Q	C	120	1
5	Cheerios	G	C	110	6
6	Cocoa Puffs	G	C	110	1
7	Corn Flakes	K	C	100	2
8	Corn Pops	K	C	110	1
9	Count Chocula	G	C	110	1
10	Cracklin' Oat Bran	K	C	110	3
11	Crispix	K	C	110	2
12	Froot Loops	K	C	110	2
13	Frosted Flakes	K	C	110	1
14	Golden Grahams	G	C	110	1
15	Grape-Nuts	P	C	110	3
16	Honey Nut Cheerios	G	C	110	3
17	Honey-comb	P	C	110	1
18	Life	Q	C	100	4
19	Lucky Charms	G	C	110	2
20	Quaker Oat Squares	Q	C	100	4
21	Raisin Bran	K	C	120	3
22	Raisin Nut Bran	G	C	100	3
23	Rice Krispies	K	C	110	2
24	Wheaties	G	C	100	3
25	Wheaties Honey Gold	G	C	110	2
26					

- 5) However, if you wish to delete duplicate observations in a specific column (for example “Manufacturer”), please click on “Unselect All” and then click on the respective column heading. The following are two screenshots to illustrate our example.

