



# How to Remove Duplicates Using Advance Filter?

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Removing duplicates is one of the important tasks, when we work with database in excel. Many times you encounter a situation where you need to remove duplicate records/data. In the following article we tried explaining you 'How to remove duplicates using Advanced Filter', hope this articles helps you!

## 1 Data before removing duplicates.

|    | A | B         | C          | D |
|----|---|-----------|------------|---|
| 1  |   |           |            |   |
| 2  |   | Employee  | Salary     |   |
| 3  |   | Rupert    | \$888.89   |   |
| 4  |   | Rossanna  | \$777.78   |   |
| 5  |   | Richard   | \$666.67   |   |
| 6  |   | Billinder | \$555.56   |   |
| 7  |   | Ricky     | \$444.44   |   |
| 8  |   | Rupert    | \$888.89   |   |
| 9  |   | Neil      | \$666.67   |   |
| 10 |   | Precide   | \$555.56   |   |
| 11 |   | Pheorina  | \$777.78   |   |
| 12 |   | Richard   | \$666.67   |   |
| 13 |   | Roman     | \$444.44   |   |
| 14 |   | Ricky     | \$444.44   |   |
| 15 |   | William   | \$1,111.11 |   |
| 16 |   | Rossanna  | \$777.78   |   |
| 17 |   |           |            |   |

2

Data after removing duplicates.

|    | A | B               | C             | D |
|----|---|-----------------|---------------|---|
| 1  |   |                 |               |   |
| 2  |   | <b>Employee</b> | <b>Salary</b> |   |
| 3  |   | Rupert          | \$888.89      |   |
| 4  |   | Rossanna        | \$777.78      |   |
| 5  |   | Richard         | \$666.67      |   |
| 6  |   | Billinder       | \$555.56      |   |
| 7  |   | Ricky           | \$444.44      |   |
| 8  |   | Rupert          | \$888.89      |   |
| 9  |   | Neil            | \$666.67      |   |
| 10 |   | Precide         | \$555.56      |   |
| 11 |   | Pheorina        | \$777.78      |   |
| 13 |   | Roman           | \$444.44      |   |
| 15 |   | William         | \$1,111.11    |   |
| 17 |   |                 |               |   |

Let us follow step by step process for removing duplicates using Advanced Filter.

1

Select a cell in your data set and choose **Data** from menu.

2

Select **Filter** and select **Advanced** from **Sort and Filter** group.

The screenshot shows the Microsoft Excel interface with the Data tab selected. The ribbon includes options for 'From Access', 'From Web', 'From Text', 'From Other Sources', 'Existing Connections', 'Refresh All', 'Connections', 'Sort', 'Filter', 'Advanced', 'Clear', 'Reapply', 'Text to Columns', 'Remove Duplicates', and 'Data Validation'. The 'Filter' and 'Advanced' buttons are highlighted with red arrows. A tooltip for the 'Advanced' filter is displayed, stating: 'Specify complex criteria to limit which records are included in the result set of a query.'

|    | A | B         | C          | D | E | F | G |
|----|---|-----------|------------|---|---|---|---|
| 1  |   |           |            |   |   |   |   |
| 2  |   | Employee  | Salary     |   |   |   |   |
| 3  |   | Rupert    | \$888.89   |   |   |   |   |
| 4  |   | Rossanna  | \$777.78   |   |   |   |   |
| 5  |   | Richard   | \$666.67   |   |   |   |   |
| 6  |   | Billinder | \$555.56   |   |   |   |   |
| 7  |   | Ricky     | \$444.44   |   |   |   |   |
| 8  |   | Rupert    | \$888.89   |   |   |   |   |
| 9  |   | Neil      | \$666.67   |   |   |   |   |
| 10 |   | Precide   | \$555.56   |   |   |   |   |
| 11 |   | Pheorina  | \$777.78   |   |   |   |   |
| 12 |   | Richard   | \$666.67   |   |   |   |   |
| 13 |   | Roman     | \$444.44   |   |   |   |   |
| 14 |   | Ricky     | \$444.44   |   |   |   |   |
| 15 |   | William   | \$1,111.11 |   |   |   |   |
| 16 |   | Rossanna  | \$777.78   |   |   |   |   |

3

Advanced Filter dialogue box appears.

|    | A | B         | C          | D | E | F | G | H |
|----|---|-----------|------------|---|---|---|---|---|
| 1  |   |           |            |   |   |   |   |   |
| 2  |   | Employee  | Salary     |   |   |   |   |   |
| 3  |   | Rupert    | \$888.89   |   |   |   |   |   |
| 4  |   | Rossanna  | \$777.78   |   |   |   |   |   |
| 5  |   | Richard   | \$666.67   |   |   |   |   |   |
| 6  |   | Billinder | \$555.56   |   |   |   |   |   |
| 7  |   | Ricky     | \$444.44   |   |   |   |   |   |
| 8  |   | Rupert    | \$888.89   |   |   |   |   |   |
| 9  |   | Neil      | \$666.67   |   |   |   |   |   |
| 10 |   | Precide   | \$555.56   |   |   |   |   |   |
| 11 |   | Pheorina  | \$777.78   |   |   |   |   |   |
| 12 |   | Richard   | \$666.67   |   |   |   |   |   |
| 13 |   | Roman     | \$444.44   |   |   |   |   |   |
| 14 |   | Ricky     | \$444.44   |   |   |   |   |   |
| 15 |   | William   | \$1,111.11 |   |   |   |   |   |
| 16 |   | Rossanna  | \$777.78   |   |   |   |   |   |
| 17 |   |           |            |   |   |   |   |   |

4

Enter the range of data containing duplicates in the box provided for **List range**.

Here the **List range** is '\$B\$3:\$C\$16'.

5

Check the box **Unique Records Only** and click **OK**.

|    | A | B         | C          | D |
|----|---|-----------|------------|---|
| 1  |   |           |            |   |
| 2  |   | Employee  | Salary     |   |
| 3  |   | Rupert    | \$888.89   |   |
| 4  |   | Rossanna  | \$777.78   |   |
| 5  |   | Richard   | \$666.67   |   |
| 6  |   | Billinder | \$555.56   |   |
| 7  |   | Ricky     | \$444.44   |   |
| 8  |   | Rupert    | \$888.89   |   |
| 9  |   | Neil      | \$666.67   |   |
| 10 |   | Precide   | \$555.56   |   |
| 11 |   | Pheorina  | \$777.78   |   |
| 13 |   | Roman     | \$444.44   |   |
| 15 |   | William   | \$1,111.11 |   |
| 17 |   |           |            |   |

Advanced Filtering in excel removes duplicates and provide you a unique list of records.



## Who We Are ?

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