

Filter data that doesn't overlap in Excel - Filter for unique values ??in Excel

In a spreadsheet with large information data, it is difficult to check and filter which data is duplicated and which is not. Especially if you manually / eye check it is very time consuming. Thankfully, Excel has a tool that makes it possible for users to filter for duplicate values ??in Excel (unique values).



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Use the advanced filtering tool to retrieve only the unique Advanced Filter data

For example, you have the following spreadsheet to create a Store Name list:

STT	Tên cửa hàng	Quý	Sản phẩm	Tổng tiền (VNĐ)
1	Chi nhánh Hà Nội	1/2018	Áo sơ mi nam	10,045,490,000
2	Chi nhánh Hải Dương	1/2018	Đầm nữ	2,100,000,000
3	Chi nhánh Hồ Chí Minh	1/2018	Áo sơ mi nữ	13,147,500,000
4	Chi nhánh Hải Dương	3/2018	Áo sơ mi nữ	9,682,250,000
5	Chi nhánh Hà Nội	2/2018	Áo sơ mi nữ	10,295,000,000
6	Chi nhánh Đà Nẵng	1/2018	Đầm nữ	2,553,000,000
7	Chi nhánh Huế	1/2018	Đầm nữ	4,414,800,000
8	Chi nhánh Hồ Chí Minh	2/2018	Đầm nữ	541,200,000
9	Chi nhánh Hải Dương	4/2018	Đầm nữ	1,003,200,000
10	Chi nhánh Hồ Chí Minh	3/2018	Áo sơ mi nữ	10,045,490,000

The filtering method to retrieve only unique data is as follows:

Step 1: Highlight (Select) the data to retrieve. As an example, the table above is **B2: B12 (1)** => On the **Data** tab **(2)** => Select **Advanced Filter (3)** .

The screenshot shows the Excel interface with the 'Data' tab selected. The 'Advanced' filter option is highlighted with a red circle labeled '3'. In the spreadsheet below, the range B2:B12 is selected, indicated by a red circle labeled '1'.

STT	Tên cửa hàng	Quý	Sản phẩm	Tổng tiền (VNĐ)
1	Chi nhánh Hà Nội	1/2018	Áo sơ mi nam	10,045,490,000
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8	Chi nhánh Hồ Chí Minh	2/2018	Đầm nữ	541,200,000
9	Chi nhánh Hải Dương	4/2018	Đầm nữ	1,003,200,000
10	Chi nhánh Hồ Chí Minh	3/2018	Áo sơ mi nữ	10,045,490,000

Step 2: Advanced Filter window appears.

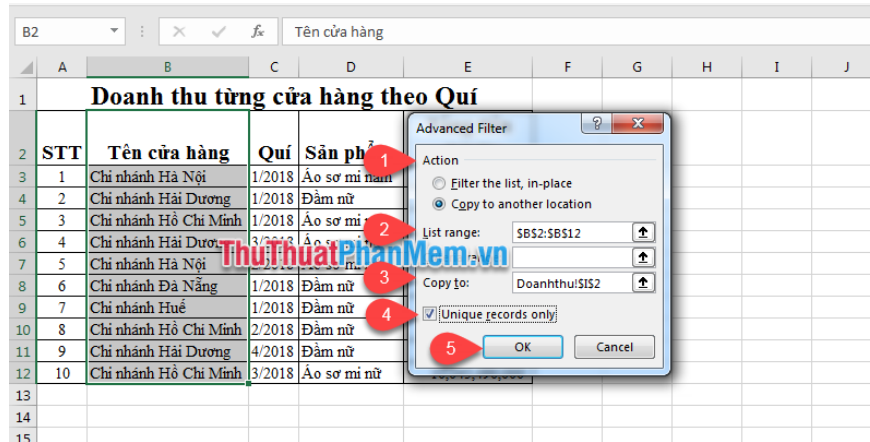
Item **Action (1)** : If you want to replace the old data => **Filter the list, in-place** . If you want to copy only data => select **Copy to other place** .

Items **List Range (2)** : It is the need to filter the data that you have blacked out in **Step 1** .

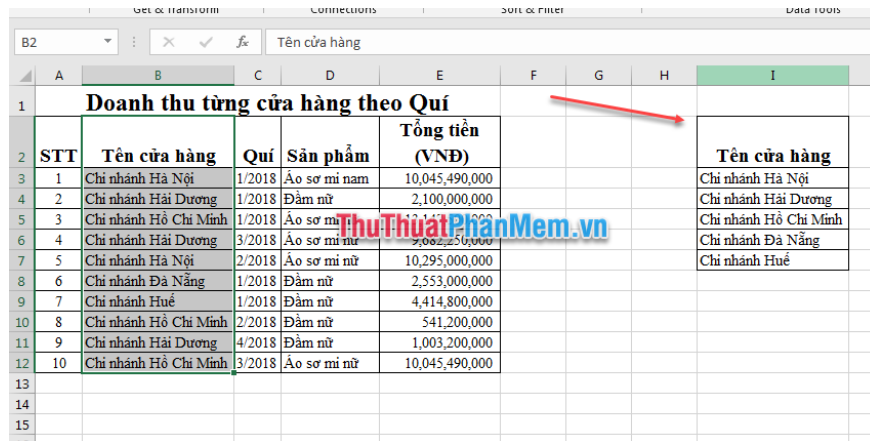
Item **Copy to (3)** : If you choose **Copy to other place** in **(1)** , you will have to fill in the location that you want to copy.

Select (tick) the **Unique only** box (4) => copy only data.

Then press the **OK** button (5) .



Step 3: The result is the unique values ??are copied to column I.



Delete duplicate data with Remove Duplicates

For the above table example, you can delete the duplicate values ??directly on the original data table with the **Remove Duplicates** tool .

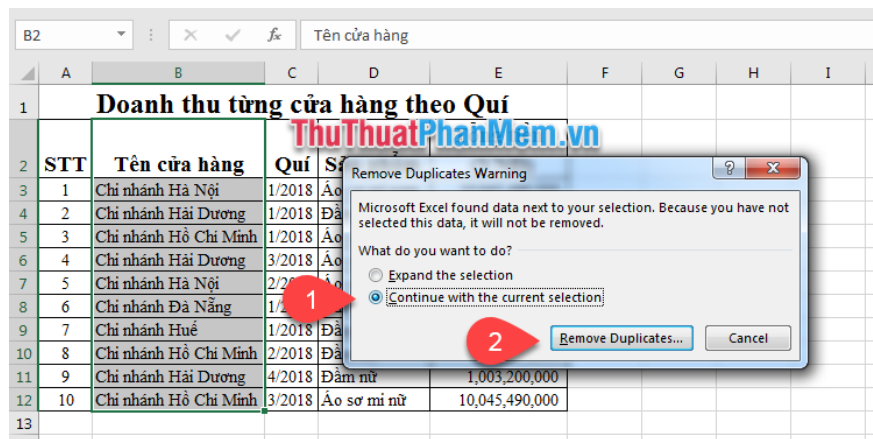
Step 1: Select (highlight) the data area to be deleted (1) => on the **Data** tab (2), click the **Remove Duplicates** icon (3) .

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Step 2: The **Remove Duplicates Warning** window appears.

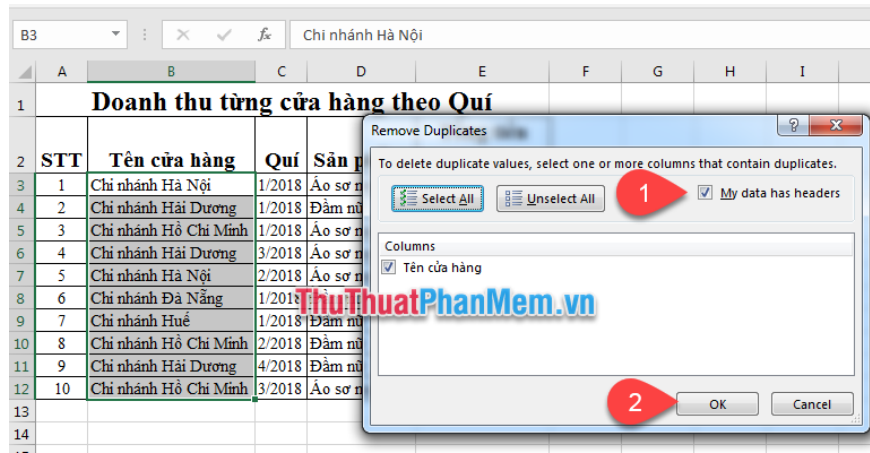
(1) If you want to delete the entire line containing duplicate data, select **Expand the selection** . If you just want to delete the cell containing the duplicate data, select **Continue with the current selection** .

(2) Click the **Remove Duplicates** button.

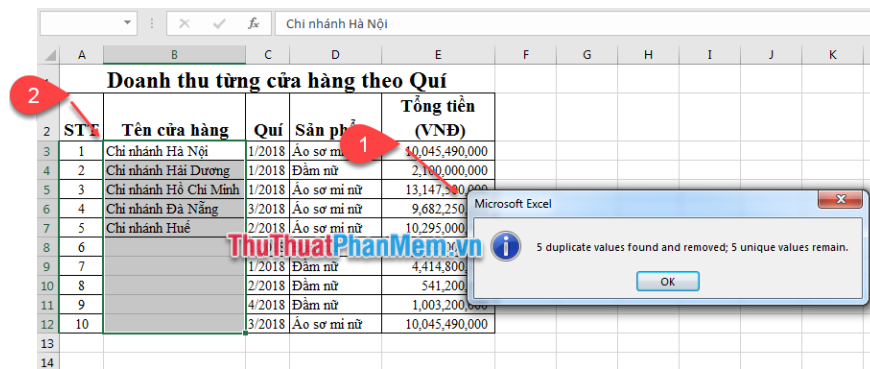


Step 3: The **Remove Duplicates** window appears.

If your title is in the area you selected in **Step 1** , then select the **My data has header** (1) **check box** . Then press the **OK** button (2) .



Step 4: Excel will notify the result of how much duplicate data and how much unique data (1) . The resulting duplicate lines will be deleted and the data will automatically be moved to replace the deleted cell position (2) .



Above Software Tips showed you two ways to filter data that do not overlap in Excel. Good luck!

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