

Filter duplicate data, delete duplicate data in Excel

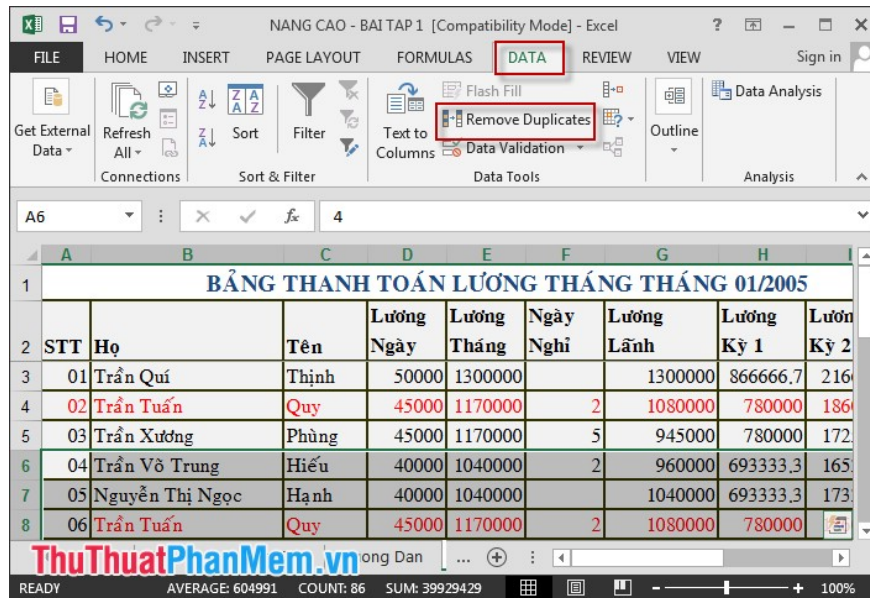
For excel files with large log volumes, duplication of data is very common. So I introduce to you how to filter duplicated data with tools available in excel.

For excel files with large volumes of records, duplication of data is very common, and if it is found and processed manually, duplicated data will take a lot of time and effort. So I introduce to you how to filter duplicated data with tools available in excel.

For example, I have the following data table. The red records are marked as duplicates. What you need to do is find duplicate data and keep an original, delete other records.

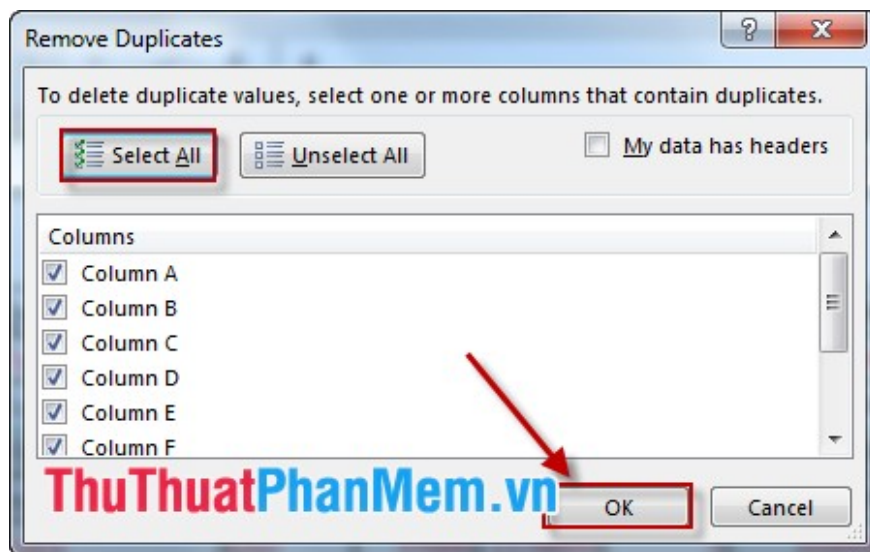
BẢNG THANH TOÁN LƯƠNG THÁNG THÁNG 01/2005										
STT	Họ	Tên	Lương Ngày	Lương Tháng	Ngày Nghỉ	Lương Lãnh	Lương Kỳ 1	Lương Kỳ 2	Ký Nhận	
04	Trần Vô Trung	Hiếu	40000	1040000	2	960000	693333.3	1653333		
05	Nguyễn Thị Ngọc	Hạnh	40000	1040000		1040000	693333.3	1733333		
06	Trần Tuấn	Quy	45000	1170000	2	1080000	780000	1860000		
07	Lâm Quang	Phú	30000	780000	2	720000	520000	1240000		
08	Nguyễn Thanh	Long	28500	741000		741000	494000	1235000		
09	Trần Tuấn	Quy	45000	1170000	2	1080000	780000	1860000		
10	Trần Đại Đông	Hiệp	28500	741000		741000	494000	1235000		
11	Vô Thị Xuân	Mai	28500	741000		741000	494000	1235000		
12	Trần Tuấn	Quy	45000	1170000	2	1080000	780000	1860000		
13	Trần Tuấn	Quy	45000	1170000	2	1080000	780000	1860000		

Step 1: Highlight all the data you want to filter Go to **Data -> Remove Duplicate** .

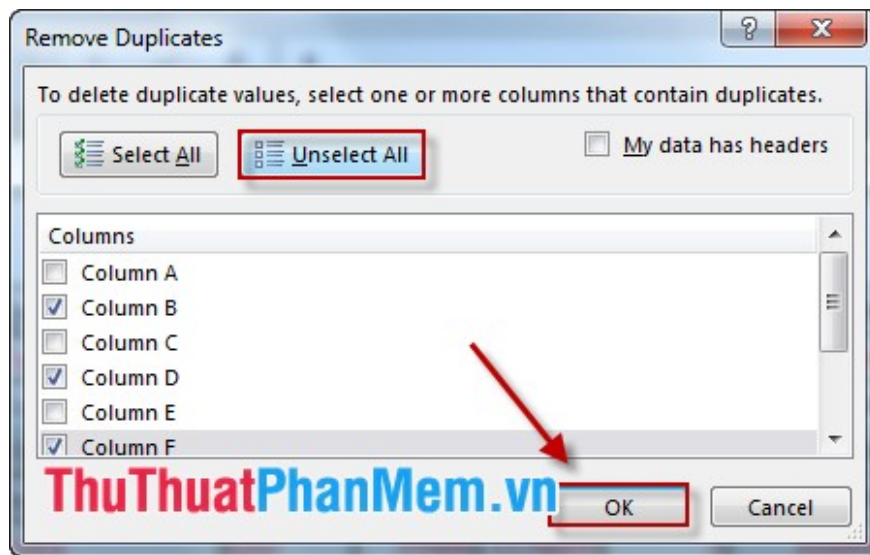


Step 2: The **Remove Duplicate** dialog box appears, selectable as follows:

- Filter all fields, click **Select All** -> **OK** .



- Filter each field you choose **Unselect All** -> select the fields you want to filter -> **OK** .



Step 3: Microsoft Excel dialog box appears -> **OK** . (The dialog box informs the number of duplicate records, the number of records deleted and the total number of corrections after deletion.)



Data table results after filtering:

BẢNG THANH TOÁN LƯƠNG THÁNG THÁNG 01/2005								
STT	Họ	Tên	Lương Ngày	Lương Tháng	Ngày Nghỉ	Lương Lãnh	Lương Kỳ 1	Lương Kỳ 2
01	Trần Quý	Thịnh	50000	1300000		1300000	866666.7	2166667
02	Trần Tuấn	Quy	45000	1170000	2	1080000	780000	1860000
03	Trần Xương	Phùng	45000	1170000	5	945000	780000	1725000
04	Trần Vò Trung	Hiếu	40000	1040000	2	960000	693333.3	1653333
05	Nguyễn Thị Ngọc	Hạnh	40000	1040000		1040000	693333.3	1733333
06	Lâm Quang	Phú	30000	780000	2	720000	520000	1240000
07	Nguyễn Thanh	Long	28500	741000		741000	494000	1235000
08	Trần Đại Đông	Hiệp	28500	741000		741000	494000	1235000
09	Võ Thị Xuân	Mai	28500	741000		741000	494000	1235000
			28500	741000	1	712500	494000	1206500

Good luck!

You finished reading the article "**Filter duplicate data, delete duplicate data in Excel**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.