

Identifying Duplicate Values in an Excel List

Multiple copies of a particular record can be added unconsciously in your data. This can affect the result of any analysis report. For better and faster checking, you can automatically highlight duplicate values in your worksheet.

[Click here](#) to learn how to identify duplicates from the list.



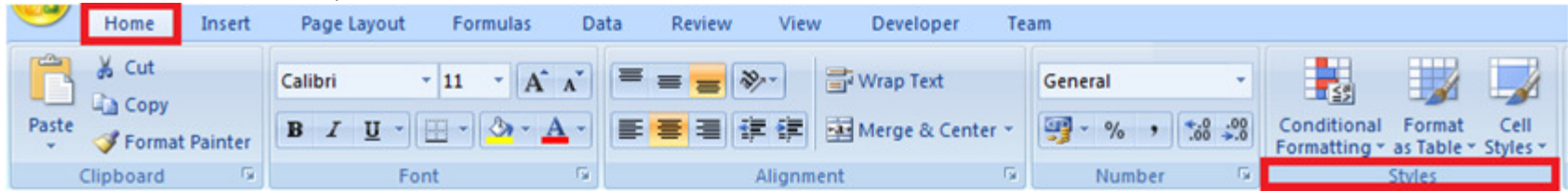
Prepared by Information Security and IT Governance Division of ICT.
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Identifying Duplicate Values in an Excel List

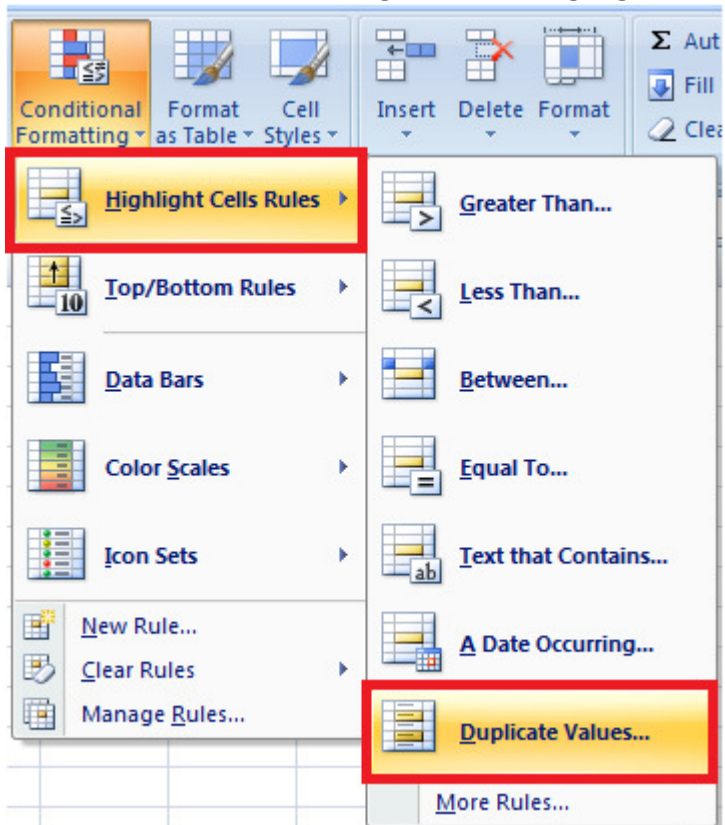
1. Select the cell you would want to check the duplicates from the recordset.

	A	B	C	D
1	976011	Soto	Edmundo Jr.	Andrada.
2	978051	Jimenez	Jose Miguel	Garcia
3	978055	Ranjo	Rizaldy	Cruz
4	982200	Sagun	Pedro	Sevilla
5	982203	Vallejo	Marietta	Balinbin
6	982207	Degamo	Ma. Teresa	Maninang
7	982211	Araojo	Ferdinand	Asuncion
8	982214	Montemayor	Rowena	Alde
9	982216	Alao	Realyn	.
10	982218	Alcantara	Joel	Flores
11	982221	Aquinde	Benny	Pascual
12	982233	Bernas	Liezl	T.
13	982235	Booc	Marife	N.
14	982238	Balbuena	Jose Louie	Salimbagat
15	982200	Sagun	Pedro	Sevilla
16	982203	Vallejo	Marietta	Balinbin
17	982207	Degamo	Ma. Teresa	Maninang
18	982211	Araojo	Ferdinand	Asuncion
19	982214	Montemayor	Rowena	Alde

2. On the **Home** tab, locate **Styles**.



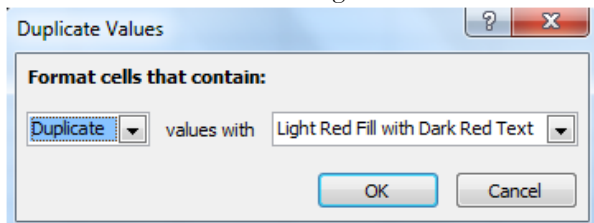
3. Click **Conditional Formatting** and select **Highlight Cells Rules** and choose **Duplicate Values...**



4. The **Duplicate Values** dialog box will appear. Click **OK**.

NOTE: Make sure that the **Format cells contain** value is **Duplicate**.

You can also change the fill color and font format in the **values with** drop down list.



5. All duplicates will be highlighted.

976011	Soto	Edmundo Jr.	Andrada.
978051	Jimenez	Jose Miguel	Garcia
978055	Ranjo	Rizaldy	Cruz
982200	Sagun	Pedro	Sevilla
982203	Vallejo	Marietta	Balinbin
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NOTE: Highlighting duplicates will only pick out those cells where the contents are exactly the same. It will not pick out duplications where one entry contains a misspelled word, for instance.

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