



AGENDA

Basics

Simple Formulas

Auto Functions

Multiple/Complex Formulas

Percentages

Sorting Data

Filtering Data

Duplicates

BASIC BASICS THE HOME TAB

Fonts, Sizes, and Colors

Border Options

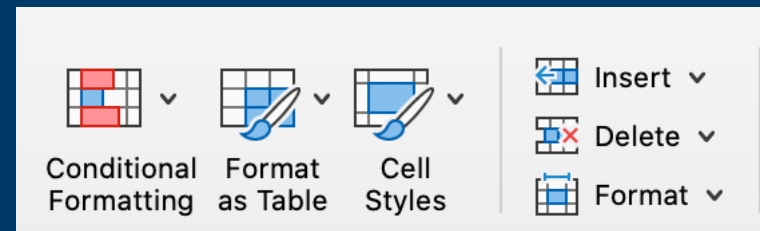
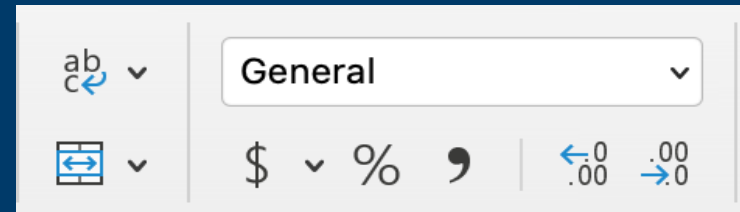
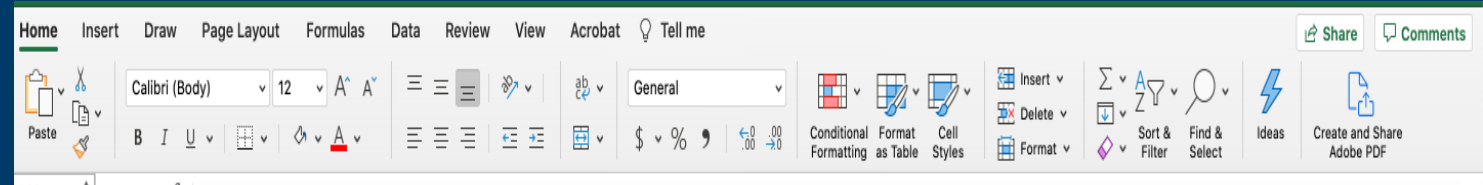
Text Alignment within a Cell

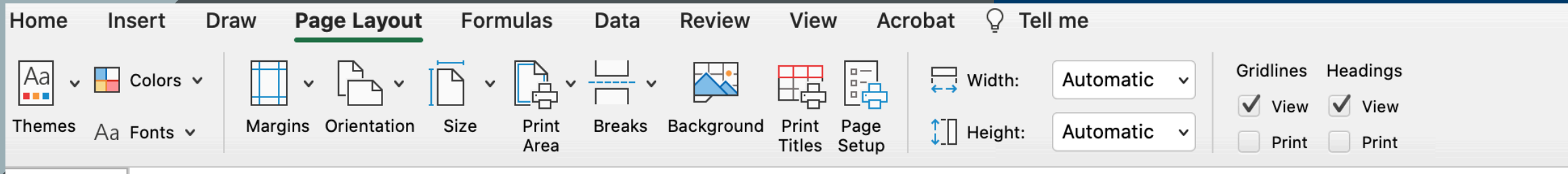
Merge and Wrap Text

Cell Formatting

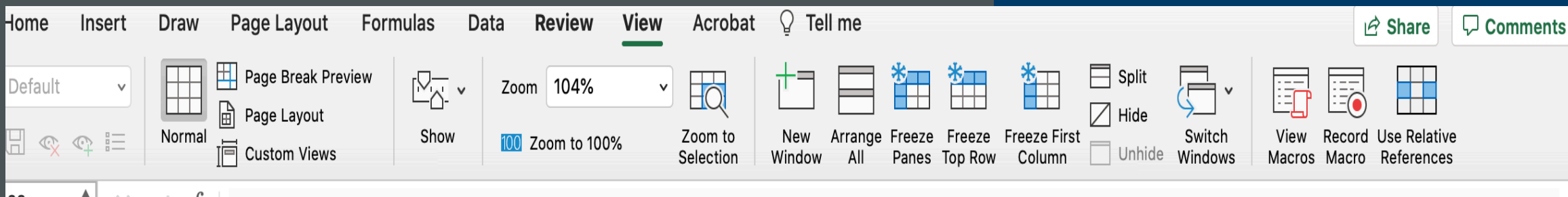
Adding/Deleting Rows and Columns

Conditional Formatting
(highlight duplicates)





Ready...
Set...
FREEZE!



[illegible]

Page Layout

Formulas

Data

Review

View

Acrobat

Tell me

Width: Automatic

Height: Automatic

Gridlines

Headings

View

View

Print

Print

800
B
C
Monthly Rent
Company
\$550
Company
\$350
Dog Company
\$650
n Retro Company
\$800
n Rising Company
\$225

Page Setup

Page

Margins

Header/Footer

Sheet

Print area: A2:L22

Print Titles

Rows to repeat at top:

Columns to repeat at left:

Print Options

Gridlines

Black and white

Draft quality

Row and column headings

Comments: (None)

Page Order

Down, then over

Over, then down

Cancel

OK

A	B	C	D	E	F	G	H	I	J	K	L	M
---	---	---	---	---	---	---	---	---	---	---	---	---

Rental Income												
Office/Suite	Tenant	Monthly Rent		Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
1	# 1 Company	\$550	Amount	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	
			Date Received	7/1/20	8/10/20	9/8/20	10/5/20	11/2/20	12/4/20	1/4/21	2/8/21	
			Check Number	1111	1111	1111	1111	1111	1111	1111	1111	
			Notes									
2	B Company	\$350	Amount				\$350.00	\$350.00	\$350.00	\$350.00		
			Date Received				10/16/20	11/17/20	12/4/20	1/4/21		
			Check Number				0	0	105	1001		
			Notes				Lease Start					
3	Alpha Dog Company	\$650	Amount	\$500.00	\$500.00	\$500.00	\$650.00	\$650.00	\$650.00	\$650.00	\$650.00	
			Date Received	7/13/20	8/3/20	9/8/20	9/28/20	11/30/20	1/1/21	1/26/21	01/26/201	
			Check Number	1111	1111	1111	1111	1111	1111	1111	1111	
			Notes		New Office- see lease for terms		Rent Increase					
4	Mercury in Retro Company	\$800	Amount	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	
			Date Received	7/13/20	8/3/20	8/31/20	10/5/20	11/2/20	12/2/20	1/1/21	1/26/21	
			Check Number	1111	1111	1111	1111	1111	1111	1111	1111	
			Notes									
5	Capricorn Rising Company	\$225	Amount		\$225.00	\$225.00	\$250.00	\$250.00	\$200.00	\$200.00		
			Date Received		8/12/20	8/31/20	10/5/20	10/5/20	12/4/20	12/4/20		
			Check Number		1111	1111	1111	1111	1111	1111		
			Notes		Lease Start		Paid in advance for Nov.	overpd last ck				

Home

Insert

Draw

Page Layout

Formulas

Data

Review

View

Acrobat

Tell me

Share

Co

Default

Normal

Page Break Preview

Page Layout

Custom Views

Show

Zoom

104%

Zoom to 100%

Zoom to Selection

New Window

Arrange All

Unfreeze Panes

Freeze Top Row

Freeze First Column

Split

Hide

Unhide

Switch Windows

View Macros

Record Macro

Use Relative References

03

✕

✓

fx

Amount

B		C	D	E	F	G	H	I	J	K	L	M	N	O	P
			Rental Income												
Tenant	Monthly Rent		Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-	
# 1 Company	\$550	Amount	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00					
		Date Received	7/1/20	8/10/20	9/8/20	10/5/20	11/2/20	12/4/20	1/4/21	2/8/21					
		Check Number	1111	1111	1111	1111	1111	1111	1111	1111					
		Notes													
B Company	\$350	Amount				\$350.00	\$350.00	\$350.00	\$350.00						
		Date Received				10/16/20	11/17/20	12/4/20	1/4/21						
		Check Number				0	0	105	1001						
		Notes				Lease Start									

hemes Aa Fonts Margins Orientation Size Print Area Breaks Backgro

JM ✖ ✓ *fx* =A4+A7

A	B	C	D	E
	Simple Calculations	Simple Percentages	Complex Formulas	
2	=A4+A7			
4				
6				
8				
10				
12				
14				
16				
18				
20				

ADDITION

SIMPLE FORMULAS

SUBTRACTION

Home Insert Draw Page Layout Formulas Data

Themes Aa Fonts Margins Orientation Size Print Area Breaks Ba

SUM ✖ ✓ *fx* =A7-A5

	A	B	C	D	E
1		Simple Calculations	Simple Percentages	Complex Formulas	
2	2	16			
3	4	=A7-A5			
4	6				
5	8				
6	10				
7	12				
8	14				
9	16				
10	18				
11	20				
12					
13					
14					

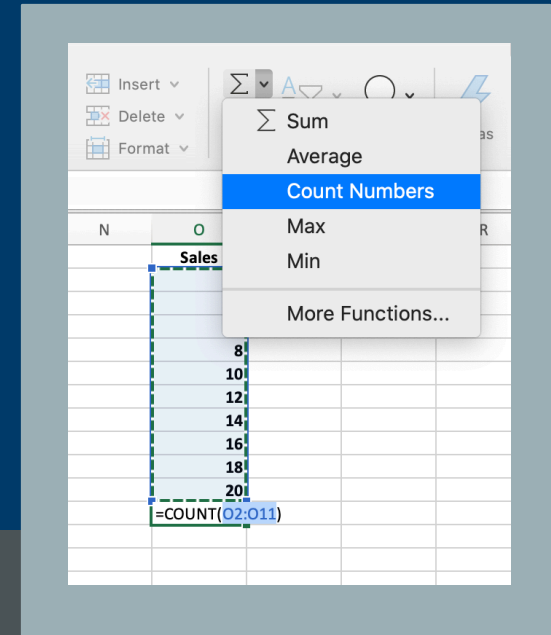
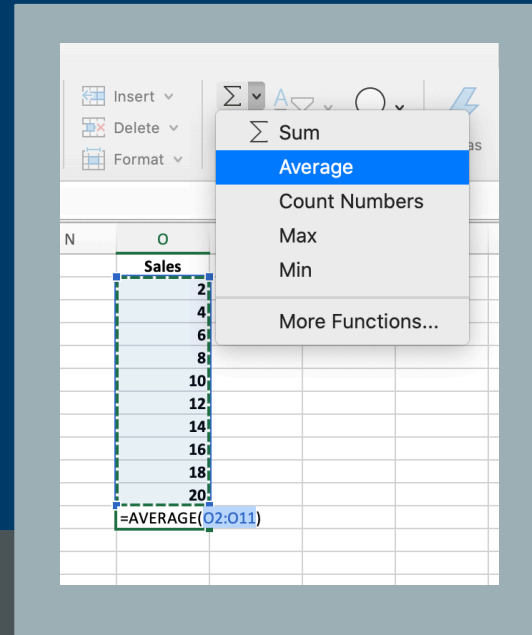
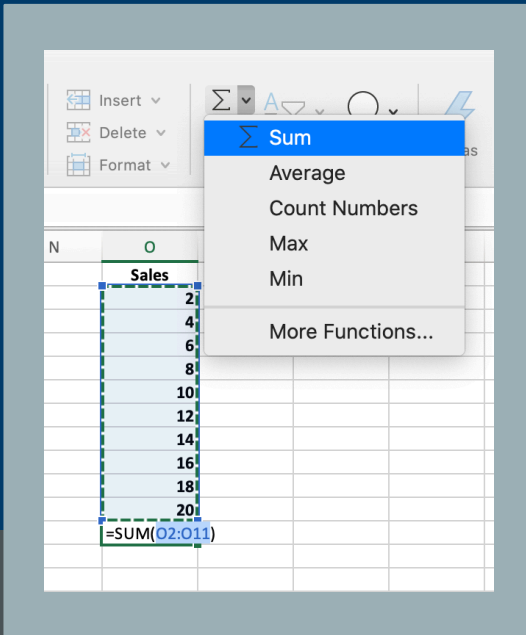
Page Layout		
Colors	Margins	Orientation
Fonts	Size	P
fx =A6*A8		
B	C	
Simple Calculations	Simple Percentages	Comple
2	16	
4	4	
6	=A6*A8	
8		
10		
12		
14		
16		
18		
20		

MULTIPLICATION

SIMPLE FORMULAS

DIVISION

Page Layout						
Themes	Colors	Margins	Orientation	Size	Print Area	Breaks
SUM fx =A6/A8						
A	B	C	D	E	F	
	Simple Calculations	Simple Percentages	Complex Formulas			
2	2	16				
3	4	4				
4	6	=A6/A8				
5	8					
6	10					
7	12					
8	14					
9	16					
10	18					
11	20					
12						
13						
14						
15						



AUTO FUNCTIONS

Paste B I U A					
B11	fx =B8*10%				
	A	B	C	D	E
7	Finding the Percentage Discount				
8	Cost of Item:	\$75.00			
9		10%	15%	20%	
10	COST minus PERCENTAGE	\$67.50	\$63.75	\$15.00	
11	PERCENTAGE of COST	\$7.50	\$11.25	\$15.00	
12					
13					

B10	fx =B8*0.9				
	A	B	C	D	E
7	Finding the Percentage Discount				
8	Cost of Item:	\$75.00			
9		10%	15%	20%	
10	COST minus PERCENTAGE	\$67.50	\$63.75	\$15.00	
11	PERCENTAGE of COST	\$7.50	\$11.25	\$15.00	
12					
13					

Home Insert Draw Page Layout Formulas Data Review View					
Calibri (Body) 12 A A B I U A					
C2	Paste fx =(B2*0.02)+B2				
	A	B	C		
1	Name	Base Salary	2% Increase		
2	Director	\$75,000.00	\$76,500.00		
3	Operations Coordinator	\$45,000.00	\$45,900.00		
4	Administrative Assistant	\$37,000.00	\$37,740.00		

PERCENTAGES

SORTING

STEP 1

Customer Number							
Customer Number	Salutation	First Name	Last Name	Street Address	City	State	ZipCode
100561	Mr.	John	Smith	131 Main Street	Bristol	NH	03222
112341	Mr.	Jack	Doe	132 Grass Street	Plymouth	NH	03264
456981	Mr.	Jason	Allen	133 Main Street	Laconia	NH	03246
887791	Ms.	Mary	Johnson	134 Douglas St	Peterborough	NH	03458
664131	Mr.	Joe	Johnson	135 Main Street	Bristol	NH	03222
325850	Ms.	Jasmine	Muller	136 Blueberry St	Plymouth	NH	03264
808070	Ms.	Jackie	Rosenberg	137 Main Street	Laconia	NH	03246
115541	Ms.	Heather	North	138 Summer St	Peterborough	NH	03458
258965	Mr.	Henry	Duncan	139 Main Street	Bristol	NH	03222
465897	Ms.	Bernice	Potter	140 Spruce Street	Plymouth	NH	03264
325987	Ms.	Betty	Kane	141 Willow Street	Laconia	NH	03246
775231	Mr.	Baxter	Williams	142 Pleasant St	Peterborough	NH	03458
115566	Ms.	Connie	Brown	143 Bines Street	Bristol	NH	03222
668877	Ms.	Fran	Bloom	144 Main Street	Plymouth	NH	03264
887569	Mr.	William	Cowan	145 Main Street	Laconia	NH	03246
902100	Mr.	Tom	Poster	146 Woods Street	Peterborough	NH	03458
456980	Ms.	Tina	Cohen	147 Grey Hill Rd	Bristol	NH	03222
325851	Ms.	Roxeanne	Gallant	148 School Street	Plymouth	NH	03264
335646	Ms.	Vanessa	Nelson	149 Main Street	Laconia	NH	03246
445577	Ms.	Alison	Goodie	150 Mayhew St	Peterborough	NH	03458
789654	Ms.	Sue	Bennett	151 Main Street	Bristol	NH	03222
335646	Ms.	Ashley	Smith	152 Old Street R	Plymouth	NH	03264
808071	Mr.	Jeff	Miller	153 Main Street	Laconia	NH	03246
772310	Mr.	Robert	Jayes	154 Overseers R	Peterborough	NH	03458
902101	Mr.	Phil	Monihan	155 Main Street	Bristol	NH	03222
456981	Mr.	Jason	Allen	133 Main Street	Laconia	NH	03246
115546	Ms.	Connie	Brown	143 Bines Street	Bristol	NH	03222
445577	Ms.	Alison	Goodie	150 Mayhew St	Peterborough	NH	03458
258965	Mr.	Henry	Duncan	139 Main Street	Bristol	NH	03222
664131	Mr.	Joe	Johnson	135 Main Street	Bristol	NH	03222
335646	Ms.	Ashley	Smith	152 Old Street R	Plymouth	NH	03264

STEP 2

Add levels to sort by:

Column

Sort On

Order

Color/Icon

Sort by

Customer Number

Salutation

First Name

Last Name

Street Address

City

State

ZipCode

Values

A to Z

My list has headers

+ - Copy

Missing column/row name

Options...

Cancel

OK

	A	B	C	D	E	F	G	H	I
1	Customer Number	Salutation	First Name	Last Name	Street Address	City	State	ZipCode	
2	456981	Mr.	Jason	Alan	133 Main Street	Laconia	NH	03246	
3	456981	Mr.	Jason	Allen	133 Main Street	Laconia	NH	03246	
4	789654	Ms.	Sue	Bennett	151 Main Street	Bristol	NH	03222	
5	668877	Ms.	Fran	Bloom	144 Main Street	Plymouth	NH	03264	
6	115566	Ms.	Connie	Brown	143 Bines Street	Bristol	NH	03222	
7	115566	Ms.	Connie	Brown	143 Bines Street	Bristol	NH	03222	
8	456980	Ms.	Tina	Cohen	147 Grey Hill Rd	Bristol	NH	03222	
9	887569	Mr.	William	Cowan	145 Main Street	Laconia	NH	03246	
10	112341	Mr.	Jack	Doe	132 Grass Street	Plymouth	NH	03264	
11	258965	Mr.	Henry	Duncan	139 Main Street	Bristol	NH	03222	
12	258965	Mr.	Henry	DuncEn	139 Main Street	Bristol	NH	03222	
13	325851	Ms.	Roxeanne	Gallant	148 School Street	Plymouth	NH	03264	
14	445577	Ms.	Alison	Goodie	150 Mayhew Street	Peterborough	NH	03458	
15	445577	Ms.	Alison	Goody	150 Mayhew Street	Peterborough	NH	03458	
16	772310	Mr.	Robert	Jayes	154 Overseers Row	Peterborough	NH	03458	
17	664131	Mr.	Joe	Johnson	135 Main Street	Bristol	NH	03222	
18	664131	Mr.	Joe	Johnson	135 Main Street	Bristol	NH	03222	
19	325987	Ms.	Betty	Kane	141 Willow Street	Laconia	NH	03246	
20	808071	Mr.	Jeff	Miller	153 Main Street	Laconia	NH	03246	
21	902101	Mr.	Phil	Monihan	155 Main Street	Bristol	NH	03222	
22	325850	Ms.	Jasmine	Muller	136 Blueberry Street	Plymouth	NH	03264	
23	887791	Mr.	Jimmy	Murry	134 Douglas Street	Peterborough	NH	03458	
24	335698	Ms.	Vanessa	Nelson	149 Main Street	Laconia	NH	03246	
25	115541	Ms.	Heather	North	138 Summer Street	Peterborough	NH	03458	
26	902100	Mr.	Tom	Poster	146 Woods Street	Peterborough	NH	03458	
27	465897	Ms.	Bernice	Potter	140 Spruce Street	Plymouth	NH	03264	
28	808070	Ms.	Jackie	RosenbUrg	137 Main Street	Laconia	NH	03246	
29	100561	Mr.	John	Smith	131 Main Street	Bristol	NH	03222	
30	335646	Ms.	Ashley	Smith	152 Old Street Rd	Plymouth	NH	03264	
31	335646	Ms.	Ashley	Smithe	152 Old Street Rd	Plymouth	NH	03264	
32	775231	Mr.	Baxter	Williams	142 Pleasant Street	Peterborough	NH	03458	
33									

RESULTS

STEP 1

Customer Number

Customer Number	Salutation	First Name	Last Name	Street Address	City	State	ZipCode
456981	Mr.	Jason	Alan	133 Main Street	Laconia	NH	03246
456981	Mr.	Jason	Allen	133 Main Street	Laconia	NH	03246
789654	Ms.	Sue	Bennett	151 Main Street	Bristol	NH	03222
668877	Ms.	Fran	Bloom	144 Main Street	Plymouth	NH	03264
115566	Ms.	Connie	Brown	143 Bines Street	Bristol	NH	03222
115566	Ms.	Connie	Brown	143 Bines Street	Bristol	NH	03222
456980	Ms.	Tina	Cohen	147 Grey Hill Rd	Bristol	NH	03222
887569	Mr.	William	Cowan	145 Main Street	Laconia	NH	03246
112341	Mr.	Jack	Doe	132 Grass Street	Plymouth	NH	03264
258965	Mr.	Henry	Duncan	139 Main Street	Bristol	NH	03222
258965	Mr.	Henry	Duncan	139 Main Street	Bristol	NH	03222
325851	Ms.	Roxanne	Gallant	148 School Street	Plymouth	NH	03264
445577	Ms.	Alison	Goody	150 Mayhew Street	Peterborough	NH	03458
772310	Mr.	Robert	Jayes	154 Overseers Row	Peterborough	NH	03458
664131	Mr.	Joe	Johnson	135 Main Street	Bristol	NH	03222
664131	Mr.	Joe	Johnson	135 Main Street	Bristol	NH	03222
325987	Ms.	Betty	Kane	141 Willow Street	Laconia	NH	03246
808071	Mr.	Jeff	Miller	153 Main Street	Laconia	NH	03246
902101	Mr.	Phil	Monihan	155 Main Street	Bristol	NH	03222
325850	Ms.	Jasmine	Muller	136 Blueberry Street	Plymouth	NH	03264
887791	Mr.	Jimmy	Murry	134 Douglas Street	Peterborough	NH	03458
335698	Ms.	Vanessa	Nelson	149 Main Street	Laconia	NH	03246
115541	Ms.	Heather	North	138 Summer Street	Peterborough	NH	03458
902100	Mr.	Tom	Poster	146 Woods Street	Peterborough	NH	03458
465897	Ms.	Bernice	Potter	140 Spruce Street	Plymouth	NH	03264
808070	Ms.	Jackie	Rosenburg	137 Main Street	Laconia	NH	03246
100561	Mr.	John	Smith	131 Main Street	Bristol	NH	03222
335646	Ms.	Ashley	Smith	152 Old Street Rd	Plymouth	NH	03264
335646	Ms.	Ashley	Smithe	152 Old Street Rd	Plymouth	NH	03264
775231	Mr.	Baxter	Williams	142 Pleasant Street	Peterborough	NH	03458

Sort Smallest to Largest

Sort Largest to Smallest

Custom Sort...

Filter

Clear

Reapply

	A	B	C	D	E	F	G	H
1	Customer Num	Salutation	First Name	Last Name	Street Address	City	State	ZipCode
2	456981	Mr.	Jason	Alan	133 Main Street	Laconia	NH	03246
3	456981	Mr.	Jason	Allen	133 Main Street	Laconia	NH	03246
4	789654	Ms.	Sue	Bennett	151 Main Street	Bristol	NH	03222

STEP 2

RESULTS

City

City	State	ZipCode
Laconia		
Laconia		
Bristol		
Plymouth		
Bristol		
Bristol		
Laconia		
Plymouth		
Bristol		
Bristol		
Plymouth		
Peterborough		
Peterborough		
Peterborough		
Bristol		
Bristol		
Laconia		
Laconia		
Bristol		
Plymouth		
Peterborough		
Laconia		
Peterborough		
Peterborough		
Plymouth	NH	03264

Sort

A ↓ Ascending

Z ↓ Descending

By color: None

Filter

By color: None

Equals Plymouth

Choose One

Search

(Select All)

Bristol

Laconia

Peterborough

Plymouth

(Blanks)

Clear Filter

STEP 3

STEP 3

City

City	State	ZipCode
Laconia		
Laconia		
Bristol		
Plymouth		
Bristol		
Bristol		
Laconia		
Plymouth		
Bristol		
Bristol		
Plymouth		
Peterborough		
Peterborough		
Peterborough		
Bristol		
Bristol		
Laconia		
Laconia		
Bristol		
Plymouth		
Peterborough		
Laconia		
Peterborough		
Peterborough		
Plymouth	NH	03264

Sort

A ↓ Ascending

Z ↓ Descending

By color: None

Filter

By color: None

Choose One

Search

(Select All)

Bristol

Laconia

Peterborough

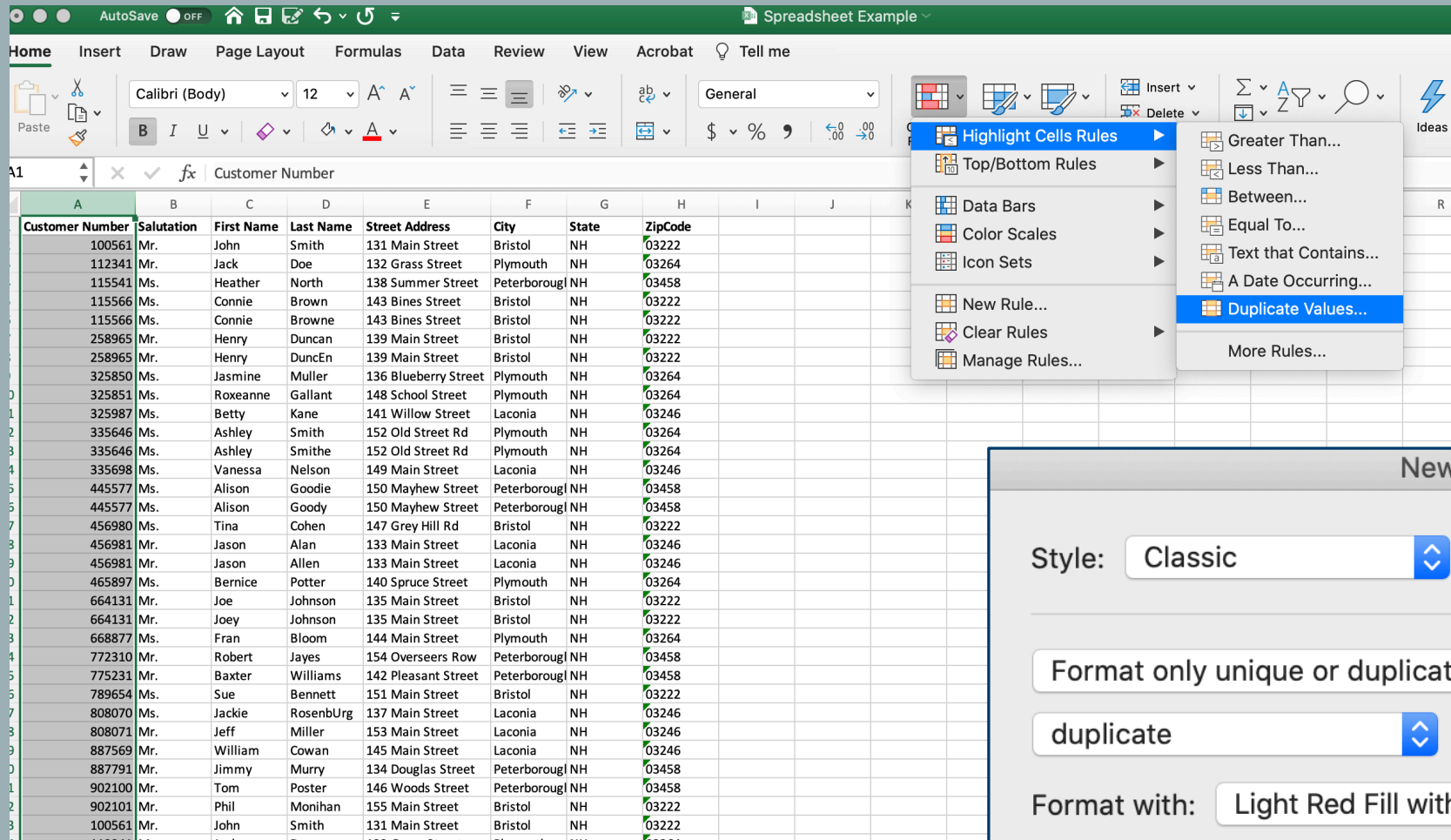
Plymouth

(Blanks)

Clear Filter

DUPLICATES

Finding them...



The screenshot shows the Microsoft Excel interface with a spreadsheet titled 'Spreadsheet Example'. The 'Home' tab is active, and the 'Highlight Cells Rules' menu is open, with 'Duplicate Values...' selected. The spreadsheet contains a table with customer information. The first column, 'Customer Number', contains several duplicate values (e.g., 100561, 112341, 115541, 115566, 258965, 325850, 325851, 325987, 335646, 335698, 445577, 445577, 456980, 456981, 456981, 465897, 664131, 664131, 668877, 772310, 775231, 789654, 808070, 808071, 887569, 887791, 902100, 902101, 100561).

Customer Number	Salutation	First Name	Last Name	Street Address	City	State	ZipCode
100561	Mr.	John	Smith	131 Main Street	Bristol	NH	03222
112341	Mr.	Jack	Doe	132 Grass Street	Plymouth	NH	03264
115541	Ms.	Heather	North	138 Summer Street	Peterboroug	NH	03458
115566	Ms.	Connie	Brown	143 Bines Street	Bristol	NH	03222
115566	Ms.	Connie	Browne	143 Bines Street	Bristol	NH	03222
258965	Mr.	Henry	Duncan	139 Main Street	Bristol	NH	03222
258965	Mr.	Henry	DuncEn	139 Main Street	Bristol	NH	03222
325850	Ms.	Jasmine	Muller	136 Blueberry Street	Plymouth	NH	03264
325851	Ms.	Roxeanne	Gallant	148 School Street	Plymouth	NH	03264
325987	Ms.	Betty	Kane	141 Willow Street	Laconia	NH	03246
335646	Ms.	Ashley	Smith	152 Old Street Rd	Plymouth	NH	03264
335646	Ms.	Ashley	Smithe	152 Old Street Rd	Plymouth	NH	03264
335698	Ms.	Vanessa	Nelson	149 Main Street	Laconia	NH	03246
445577	Ms.	Alison	Goodie	150 Mayhew Street	Peterboroug	NH	03458
445577	Ms.	Alison	Goody	150 Mayhew Street	Peterboroug	NH	03458
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456981	Mr.	Jason	Alan	133 Main Street	Laconia	NH	03246
456981	Mr.	Jason	Allen	133 Main Street	Laconia	NH	03246
465897	Mr.	Bernice	Potter	140 Spruce Street	Plymouth	NH	03264
664131	Mr.	Joe	Johnson	135 Main Street	Bristol	NH	03222
664131	Mr.	Joey	Johnson	135 Main Street	Bristol	NH	03222
668877	Ms.	Fran	Bloom	144 Main Street	Plymouth	NH	03264
772310	Mr.	Robert	Jayes	154 Overseers Row	Peterboroug	NH	03458
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808071	Mr.	Jeff	Miller	153 Main Street	Laconia	NH	03246
887569	Mr.	William	Cowan	145 Main Street	Laconia	NH	03246
887791	Mr.	Jimmy	Murry	134 Douglas Street	Peterboroug	NH	03458
902100	Mr.	Tom	Poster	146 Woods Street	Peterboroug	NH	03458
902101	Mr.	Phil	Monihan	155 Main Street	Bristol	NH	03222
100561	Mr.	John	Smith	131 Main Street	Bristol	NH	03222

New Formatting Rule

Style: Classic

Format only unique or duplicate values

duplicate values in the selected range

Format with: Light Red Fill with Dark Red T... **AaBbCcYyZz**

Cancel OK

	A	B	C	D	E	F	G	H	I
1	Customer Number	Salutation	First Name	Last Name	Street Address	City	State	ZipCode	
2	100561	Mr.	John	Smith	131 Main Street	Bristol	NH	03222	
3	112341	Mr.	Jack	Doe	132 Grass Street	Plymouth	NH	03264	
4	115541	Ms.	Heather	North	138 Summer Street	Peterborough	NH	03458	
5	115566	Ms.	Connie	Browne	143 Bines Street	Bristol	NH	03222	
6	115566	Ms.	Connie	Brown	143 Bines Street	Bristol	NH	03222	
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8	258965	Mr.	Henry	DuncEn	139 Main Street	Bristol	NH	03222	
9	325850	Ms.	Jasmine	Muller	136 Blueberry Street	Plymouth	NH	03264	
10	325851	Ms.	Roxeanne	Gallant	148 School Street	Plymouth	NH	03264	
11	325987	Ms.	Betty	Kane	141 Willow Street	Laconia	NH	03246	
12	335646	Ms.	Ashley	Smith	152 Old Street Rd	Plymouth	NH	03264	
13	335646	Ms.	Ashley	Smithe	152 Old Street Rd	Plymouth	NH	03264	
14	335698	Ms.	Vanessa	Nelson	149 Main Street	Laconia	NH	03246	
15	445577	Ms.	Alison	Goodie	150 Mayhew Street	Peterborough	NH	03458	
16	445577	Ms.	Alison	Goody	150 Mayhew Street	Peterborough	NH	03458	
17	456980	Ms.	Tina	Cohen	147 Grey Hill Rd	Bristol	NH	03222	
18	456981	Mr.	Jason	Alan	133 Main Street	Laconia	NH	03246	
19	456981	Mr.	Jason	Allen	133 Main Street	Laconia	NH	03246	
20	465897	Ms.	Bernice	Potter	140 Spruce Street	Plymouth	NH	03264	
21	664131	Mr.	Joe	Johnson	135 Main Street	Bristol	NH	03222	
22	664131	Mr.	Joe	Johnson	135 Main Street	Bristol	NH	03222	
23	668877	Ms.	Fran	Bloom	144 Main Street	Plymouth	NH	03264	
24	772310	Mr.	Robert	Jayes	154 Overseers Row	Peterborough	NH	03458	
25	775231	Mr.	Baxter	Williams	142 Pleasant Street	Peterborough	NH	03458	
26	789654	Ms.	Sue	Bennett	151 Main Street	Bristol	NH	03222	
27	808070	Ms.	Jackie	RosenbUrg	137 Main Street	Laconia	NH	03246	
28	808071	Mr.	Jeff	Miller	153 Main Street	Laconia	NH	03246	
29	887569	Mr.	William	Cowan	145 Main Street	Laconia	NH	03246	
30	887791	Mr.	Jimmy	Murry	134 Douglas Street	Peterborough	NH	03458	
31	902100	Mr.	Tom	Poster	146 Woods Street	Peterborough	NH	03458	
32	902101	Mr.	Phil	Monihan	155 Main Street	Bristol	NH	03222	
33									

Finding them...

Sort

Add levels to sort by: ☒ My list has headers

	Column	Order	Color/Icon
Sort by	Customer Number	On Top	Rose
	Values		
	✓ Cell Color		
	Font Color		
	Cell Icon		

+

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Copy

Options...CancelOK

	A	B	C	D	E	F	G	H
1	Customer Number	Salutation	First Name	Last Name	Street Address	City	State	ZipCode
2	115566	Ms.	Connie	Browne	143 Bines Street	Bristol	NH	03222
3	115566	Ms.	Connie	Brown	143 Bines Street	Bristol	NH	03222
4	258965	Mr.	Henry	Duncan	139 Main Street	Bristol	NH	03222
5	258965	Mr.	Henry	DuncEn	139 Main Street	Bristol	NH	03222
6	335646	Ms.	Ashley	Smith	152 Old Street Rd	Plymouth	NH	03264
7	335646	Ms.	Ashley	Smithe	152 Old Street Rd	Plymouth	NH	03264
8	445577	Ms.	Alison	Goodie	150 Mayhew Street	Peterborough	NH	03458
9	445577	Ms.	Alison	Goody	150 Mayhew Street	Peterborough	NH	03458
0	456981	Mr.	Jason	Alan	133 Main Street	Laconia	NH	03246
1	456981	Mr.	Jason	Allen	133 Main Street	Laconia	NH	03246
2	664131	Mr.	Joe	Johnson	135 Main Street	Bristol	NH	03222
3	664131	Mr.	Joe	Johnson	135 Main Street	Bristol	NH	03222
4	100561	Mr.	John	Smith	131 Main Street	Bristol	NH	03222
5	112341	Mr.	Jack	Doe	132 Grass Street	Plymouth	NH	03264
6	115541	Ms.	Heather	North	138 Summer Street	Peterborough	NH	03458
7	325850	Ms.	Jasmine	Muller	136 Blueberry Street	Plymouth	NH	03264
8	325851	Ms.	Roxeanne	Gallant	148 School Street	Plymouth	NH	03264
9	325987	Ms.	Betty	Kane	141 Willow Street	Laconia	NH	03246
0	335698	Ms.	Vanessa	Nelson	149 Main Street	Laconia	NH	03246
1	456980	Ms.	Tina	Cohen	147 Grey Hill Rd	Bristol	NH	03222
2	465897	Ms.	Bernice	Potter	140 Spruce Street	Plymouth	NH	03264
3	668877	Ms.	Fran	Bloom	144 Main Street	Plymouth	NH	03264

Removing them...

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A Z

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Filter

Clear

Reapply

Advanced

Text to Columns

Flash Fill

Remove Duplicates

Data Validation

Consolidate

A1

fx

Customer Number

Remove Duplicates

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Customer Number	Salutation	First Name	Last Name	Street Address	City	State	ZipCode					
2	115566	Ms.	Connie	Browne	143 Bines Street	Bristol	NH	03222					
3	115566	Ms.	Connie	Brown	143 Bines Street	Bristol	NH	03222					
4	258965	Mr.	Henry	Duncan	139 Main Street	Bristol	NH	03222					
5	258965	Mr.	Henry	DuncEn	139 Main Street	Bristol	NH	03222					
6	335646	Ms.	Ashley	Smith	152 Old Street Rd	Plymouth	NH	03264					
7	335646	Ms.	Ashley	Smithe	152 Old Street Rd	Plymouth	NH	03264					
8	445577	Ms.	Alison	Goodie	150 Mayhew Street	Peterboroug	NH	03458					
9	445577	Ms.	Alison	Goody	150 Mayhew Street	Peterboroug	NH	03458					
10	456981	Mr.	Jason	Alan	133 Main Street	Laconia	NH	03246					
11	456981	Mr.	Jason	Allen	133 Main Street	Laconia	NH	03246					
12	664131	Mr.	Joe	Johnson	135 Main Street	Bristol	NH	03222					
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16	115541	Ms.	Heather	North	138 Summer Street	Peterboroug	NH	03458					
17	325850	Ms.	Jasmine	Muller	136 Blueberry Street	Plymouth	NH	03264					
18	325851	Ms.	Roxeanne	Gallant	148 School Street	Plymouth	NH	03264					
19	325987	Ms.	Betty	Kane	141 Willow Street	Laconia	NH	03246					
20	325688	Ms.	Vanessa	Melara	140 Main Street	Laconia	NH	03246					

Remove Duplicates

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☐ Select All

☒ Column A

☐ Column B

☐ Column C

☐ Column D

☐ Column E

☐ Column F

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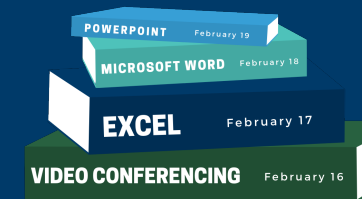
6 duplicate values found and removed; 25 unique values remain.

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THANK YOU

For attending this workshop



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