

ELIMINATE DUPLICATE DATA

It is possible to remove records with duplicate data (i.e. You need to send a letter to the parents of all children who attend your school. Obviously, you will want to minimize the mail outs so that each family will receive only one letter, regardless of the number of children they have that attend your school.

Two ways to do this would be either by **Sorting the Data** or by **Filtering the Data**.

CAVEAT: These will work only if the data has been entered in a consistent manner (i.e., not using Ave. for one student's address and Avenue for the other; 339-0287 for one student, 3390287 for the other.)

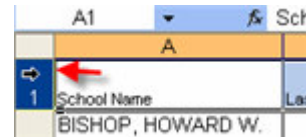
Again, they have to be consistent with each other to be recognized.

By Sorting the Data:*

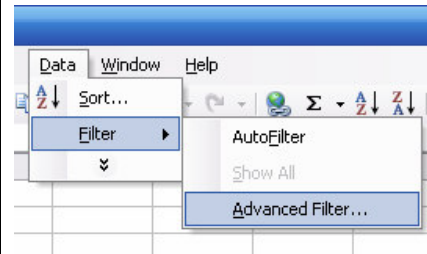
Select the field you want to compare the data (i.e., address), after you have sorted, do a visual comparison and delete the rows that you know are siblings, leaving only one entry in the data.

By Filtering the Data:*

1. Select the header row by clicking on the row number at the left of the worksheet.



2. Go to **Data** on the top menu. From the drop down box, go down to **Filter**, This will open an additional submenu. From this option click on **Advanced Filter**.



3. When the Advanced Filter Window opens, click the Filter the list, in-place button and then select the column(s) within the data you wish to filter so that you have only one record for each address, or phone number, etc.
4. Click the Unique records only checkbox and OK. The duplicate records will be removed from the list.

