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Of course, you can also use formulas to find & remove duplicates in Google Sheets. Their main advantage is that your original table remains intact. The formulas identify duplicates and return the result to some other place in your Google Sheets. And based on the desired outcome, different functions do the trick. The UNIQUE function scans your data, deletes duplicates and returns exactly what its name says unique values/rows. Here's a small sample table where different rows reoccur: On one hand, you may need to remove all duplicate rows from this Google Sheets table and keep only the first entries. To do that, just enter the range for your data inside UNIQUE: =UNIQUE(A1:C10) This small formula returns all unique rows and all 1st occurrences ignoring 2nd, 3rd, etc. On the other hand, you may want to get only the "real" unique rows. By "real" I mean those that don't reoccur not even once. So what do you do?Let's take a moment and look through all UNIQUE arguments:UNIQUE(range,[by_column],[exactly_once])range is the data you want to process.[by_column] tells whether you check for completely matching rows or cells in individual columns. If it's columns, enter TRUE. If it's rows, enter FALSE or just skip the argument.[exactly_once] this one tells the function to delete not only duplicates in Google Sheets but also their 1st entries. Or, in other words, return only records with no duplicates whatsoever. For that, you put TRUE, otherwise FALSE or skip the argument.That last argument is your leverage here.Hence, to remove all duplicate rows from your Google Sheets completely (along with their 1st), skip the second argument in the formula but add the third:=UNIQUE(A1:C10,,TRUE)See how the table on the right is much shorter? It's because Google Sheets UNIQUE found and removed duplicate rows as well as their 1st occurrences from the original table. Only unique rows remain now. If wasting cells with another dataset is not part of your plan, you can count duplicates in Google Sheets instead (and then delete them manually). It'll take just one extra column and the COUNTIF function will help.Tip. If you're not familiar with this function, we have an entire blog post about it, feel free to take a look. Let's identify all duplicates with their 1st occurrences in Google Sheets and check the total number of each berry appearing on the list. I will enter the following formula in D2 and then copy it down the column:=COUNTIF($B$2:$B$10,B2)Tip. To make this formula handle each row in the column automatically, wrap everything in ArrayFormula and change $B2 to $B2:$B10 (the whole column). Thus, you won't need to copy the formula down:If afterwards you filter this dataset by the numbers, you will be able to see and even remove all duplicate rows from your Google Sheets manually. In case the total number of occurrences is not your goal and you'd rather know whether this particular row is the 1st, 2nd, etc entry, you'll need to make a slight adjustment to the formula.Change the range from the entire column ($B$2:$B$10) to just one cell ($B$2:$B2).Note. Pay attention to the use of absolute references.=COUNTIF($B$2:$B2,B2)Now deleting duplicates from this Google Sheets table will be even easier because you'll be able to hide all entries but the 1st ones: All previous formulas count duplicates in a single Google Sheets column. But I know a formula that looks into all columns to identify duplicate rows.In this case, COUNTIFS will suit you better. Just list every column of your table along with its corresponding criteria:=COUNTIFS($A$2:$A$10,A2,$B$2:$B$10,B2,$C$2:$C$10,C2)Tip. There's another way available to calculate duplicates without formulas. It involves a Pivot table and I described it above. Sometimes numbers are just not enough. Sometimes it's better to find duplicates and mark them in a status column. You can filter this column by statuses and remove those duplicates you no longer need. For this task, you will need the same COUNTIF function but this time wrapped in the IF function. Just like this:=IF(COUNTIF($B$2:$B$10,B2)>1,"Duplicate","Unique")Let's see what happens in this formula:First, COUNTIF searches the entire column B for the berry from B2. Once found, it sums them up.Then, IF checks this total, and if it's greater than 1, it says Duplicate, otherwise, Unique.Of course, you can adjust the formula to return your own statuses, for example, find & identify only duplicates in your Google Sheets data:=IF(COUNTIF($B$2:$B$10,B2)>1,"Duplicate","")Tip. As soon as you find these duplicates, you can filter the table by the status column. This way lets you hide repeated or unique records, and even select entire rows & delete these duplicates from your Google Sheets completely: Similarly, you can mark absolute duplicate rows rows where all records in all columns appear several times in the table:Start with the same COUNTIFS from before the one that scans each column for its first value and counts only those rows where all 3 records in all 3 columns repeat themselves:=COUNTIFS($A$2:$A$10,A2,$B$2:$B$10,B2,$C$2:$C$10,C2) Then enclose that formula in IF. It checks the number of repeated rows and if it exceeds 1, the formula names the row as a duplicate:=IF(COUNTIFS($A$2:$A$10,A2,$B$2:$B$10,B2,$C$2:$C$10,C2)>1,"Duplicate","") Now this table has only 2 dupes. Even though cherry occurs 3 times in a table, only two of them have all 3 columns identical. To ignore the 1st occurrence and mark only the 2nd and the other ones, refer to the first cells of the table instead of the entire columns:=IF(COUNTIFS($A$2:$A2,A2,$B$2:$B2,B2,$C$2:$C2,C2)>1,"Duplicate","") If you are using Microsoft Excel, the following examples might be helpful: How to find duplicates in Excel. Did you know that you can spot duplicates in your table at a single glance? All you need to do is highlight duplicates in Google Sheets. Conditional formatting will help you with this.Tip. Visit this tutorial for more formulas to highlight duplicates in Google Sheets.Here's what you need to do:Open conditional formatting settings: Format > Conditional formatting.Make sure that the Apply to range field contains the range of cells where you want to highlight duplicates. For this example, let me start with range of cells where you want to highlight duplicates.B.In Format rules pick Custom formula is and enter the same COUNTIF that I introduced above: =COUNTIF($B$2:$B$10,B2)>1 Once it locates records that appear at least twice in column B, they will be colored with a hue of your choice:Another option would be to highlight duplicate rows. Simply adjust the range to apply the rule to multiple columns:Tip. Once you highlight duplicates in your Google Sheets, you can filter the data by color:On one hand, you can filter the column so that only cells with the white fill color remain visible. This way, you will delete duplicates from the view: On the other hand, you can keep only colored cells visible: and then select these rows and delete these duplicates from your Google Sheets completely.Find & remove duplicates in Google Sheets (make yourself a copy to practice) Duplicating a Google Doc might seem like a simple task at first glance, but it's surprisingly packed with useful techniques and benefits. Whether you're working on a group project, creating templates, or just want a backup of your work, knowing how to effectively duplicate a document can save you loads of time and effort. Let's explore different ways to achieve this and make your Google Docs experience a little easier. Before diving into the how-to, let's chat about the why. You might think, "Why would I need a duplicate of my document?" Well, there are several practical reasons for duplicating a Google Doc:Creating Templates: If you frequently generate similar documents, having a template can streamline your workflow significantly. By duplicating a well-structured document, you'll have a ready-made template to adapt whenever you need it.Version Control: Maybe you're experimenting with different drafts or ideas. Duplicating your document allows you to make significant changes without losing the original version.Collaboration: Sometimes, you need to share a document for collaboration while keeping the original intact. Duplicating can provide a clean slate for team edits while preserving your initial work.Backup: Keeping a duplicate can serve as a handy backup in case you accidentally delete or significantly alter your original document. Now that we understand the practical benefits, let's look at how to create a duplicate of your Google Doc.Making a Copy: The Basics The most straightforward way to duplicate a Google Doc is by using the "Make a copy" feature. Here's how you can do it:Open Your Document: Navigate to the Google Doc you want to duplicate. This document will be the source of your new copy.Access the File Menu: Click on File in the top-left corner of the screen to open a dropdown menu.Select "Make a copy": From the dropdown menu, choose Make a copy. A dialog box will appear, prompting you to name your new document.Name Your Copy: Enter a name for your duplicate. It's a good idea to choose something descriptive so you'll know the location of the new copy by selecting a different folder within your Google Drive. This step is optional, but organizing your documents can be quite helpful.Click "OK": Once you're satisfied with the name and location, click OK to create your duplicate. And just like that, you have a new copy of your original Google Doc. It's a straightforward process that you can use anytime you need a duplicate.Using Google Drive to Duplicate If you spend a lot of time in Google Drive, duplicating documents directly from there can be more convenient. Here's how to do it:Open Google Drive: Navigate to Google Drive and locate the document you want to duplicate.Right-Click the Document: Once you find the document, right-click on it to open a context menu.Select "Make a copy": In the context menu, you'll see an option labeled Make a copy. Click it.Rename Your Copy: Google Drive will create a copy with the prefix Copy of before the original document's name. You might want to rename it to something more specific.Organize Your Copy: Move your new document to a different folder if needed for better organization. This method is particularly useful if you're managing multiple documents and prefer to handle file operations directly within Google Drive. Sometimes, you need to duplicate a document that someone else has shared with you. If you have the right editing permissions. Here's how to make a copy of a shared document:Open the Shared Document: Click the link to the shared Google Doc provided by the owner.Sign In: Make sure you're signed in to your Google account, or you won't have the option to make a copy.Go to File: Like before, click File in the top-left corner of the document.Select "Make a copy": In the dropdown menu, choose Make a copy.Name Your Copy: Assign a new name to your duplicate document.Choose a Location: You can decide where you want to save your copy in your Google Drive.Click "OK": Complete the process by clicking OK. Remember, if the document's owner has restricted permissions settings, you may not have all options available to you. In such cases, you might need to request additional permissions or download the document as a different file type.Using Keyboard Shortcuts for Quick Duplication If you're a fan of keyboard shortcuts, you're in luck. Google Docs offers some quick key combinations to speed up the process of duplicating documents. Here's a handy shortcut method:Select the Document: Use your mouse or trackpad to highlight the document you wish to duplicate.Keyboard Shortcut: Press Ctrl + C to copy the document, then paste it into a new folder or location using Ctrl + V. While this method might seem like it's for the pros, it's actually quite simple once you get the hang of it. Plus, it's a real time-saver when you're managing multiple documents.Duplicating Documents for Collaboration Collaboration is one of the best features of Google Docs, but sometimes you need a fresh version of a document to start over with a new team or project. Here's how you can use duplicates in collaborative settings:Create a Copy: Use any of the methods we've discussed to make a copy of your document.Rename and Organize: Give your duplicate document a new name and organize it in a way that makes sense for your project.Share the Duplicate: Click on the Share button in the top-right corner of the document. Enter the email addresses of your collaborators and set the appropriate permissions (view, comment, or edit).Collaborate: Once shared, your team can start working on the document together, making changes and adding comments as needed. This approach is particularly beneficial when you're collaborating on a document that needs to go through multiple iterations or when each team member needs their own version to work from. Version control is crucial when working on important documents, especially those that require multiple revisions. Duplicating your Google Docs can help you maintain a clear record of changes. Here's how you can use this feature for version control:Duplicate the Document: As you reach significant milestones in your document, make a copy to preserve that version.Rename for Clarity: Give each version a distinct name that reflects the stage of development, such as "Draft 1," "Final Version," or "Client Review."Organize Versions: Create a dedicated folder in Google Drive to hold all the document versions. This way, you can easily track the different versions.Compare: Use the version history feature in Google Docs to compare different versions and track changes over time. With this strategy, you'll have a clear record of your document's evolution, which can be invaluable when reflecting on changes or presenting your work to others.Backing Up Important Documents Accidents happen, and sometimes files get lost or corrupted. Duplicating your Google Docs can serve as a safety net. Here's how you can use duplicates for backup purposes:Create a Copy: Make a duplicate of your important document using your preferred method.Store in a Safe Location: Move your duplicate to a dedicated backup folder or an external storage option.Regular Updates: Periodically update your backup copy to ensure it reflects the latest version of your document.Additional Security: Consider using an encrypted storage solution for sensitive documents to enhance security. By following these steps, you'll reduce the risk of data loss and ensure that you always have a copy available in unforeseen circumstances. Now, while duplicating Google Docs is quite straightforward, imagine if your document management could be even more efficient. That's where Spell comes into play. With Spell, you can create, edit, and share your documents much faster. It's like having Google Docs, but with AI built in, allowing you to draft, refine, and collaborate on documents effortlessly. With Spell, you can quickly generate high-quality drafts, edit them using natural language prompts, and collaborate with your team in real time. It eliminates the hassle of copying and pasting between different tools and ensures your work remains well-formatted and professional. Plus, you won't have to worry about document formatting headaches or broken text - all these processes are seamless with Spell. Incorporating Spell into your workflow can be a game-changer, making document management more efficient and less time-consuming.Final Thoughts Duplicating a Google Doc is a handy skill that can simplify tasks like creating templates, managing versions, and collaborating with others. It's something every Google Docs user should know. And while duplicating is straightforward, using Spell can make the whole process even smoother by helping you draft, edit, and collaborate in real time. It's like having a supercharged version of Google Docs at your fingertips, making your document creation and management faster and more effective.Creating address labels in Google Sheets might seem like a complex task, but it's actually quite straightforward once you get the hang of it. Whether you're planning a wedding, sending out holiday cards, or organizing a mailing list for your business, having a streamlined method for producing labels can be a real time-saver.Google Docs is a fantastic tool for creating and editing documents online, but sometimes the features you need aren't immediately obvious. One such feature is using small caps to give your text a unique and professional look.Google Docs and Google Slides are a familiar friend to many of us, offering a simple and effective way to create and manage documents online. Whether you're working on a school essay, a business report, or just jotting down some thoughts, keeping track of your word count is often crucial.Working with Google Docs on your phone can be incredibly convenient, especially when you're on the go. But what happens when you need to save that document as a PDF?Google Docs can be a lifesaver when it comes to organizing your thoughts, whether you're drafting a report, creating a lesson plan, or jotting down notes for that novel you've been meaning to start. But to keep things tidy and easy to navigate, adding headings to an outline is a game-changer. If you want to copy a document in Google Docs, well show you 2 easy ways to do it. If youre trying to copy parts of a document (but moving the doc and select File > Make a copy.At that point, youll have the option to Rename the new Google Doc that you just duplicated otherwise, the default name is Copy of (Original Doc Name)Move the duplicated Google Doc to another location in Google Drive (whether thats a different folder, My Drive, Shared Drive, a synced computer, or in the Shared with me folder)Share the duplicated Google Doc with the same peopleCopy comments and suggestionsInclude resolved comments and suggestionsFile > Make a copy also works in Google Slides & Sheets to make duplicates.Another way to duplicate a Google Doc is to go to Home (drive.google.com/home), select the original document, and right-click OR use the 3-dot menu to select Make a copy. You'll see the same options to rename the duplicate Google Doc, move it to another location, etc. 2. How to duplicate a page or section in a Google DocIf youre only trying to duplicate a portion of your Google Doc not the entire document keep reading for instructions.The easiest way to copy a page or section within a Google Doc is to select the section and use the keyboard shortcut Cmd + C (Mac) or Control + C (Windows). Then, navigate to where you want to insert the copied section, and use the keyboard shortcut Cmd + V (Mac) or Control + V (Windows). Or, select a section, right-click, and select Copy or Paste.Wait, my duplicated section is messed up!Google Docs are designed to have text flow seamlessly across pages. So when you copy & paste one part of the document, the duplicated section or page wont necessarily maintain its formatting or take up the same amount of room afterward.The best workaround is to use page breaks:Decide where you want the duplicated page or section to appear in your document.In the top left, select File > Insert Page Break.Copy and paste your original page or section in the newly created page.If the formatting is still wrong, try pasting without formatting: Cmd + Shift + V (on Mac) OR Control + Shift + V (on Windows). 3. How to duplicate Google docs for your team, via WorkonaMaybe you need a faster way to duplicate Google Docs, or its never clear which doc is the original and which ones are duplicates. Or, maybe youre tired of people trying using Google Doc, Sheet or Slide templates to solve these problems. Unfortunately, the built-in doc templates are difficult for team members to find plus, they require a paid account in Google Workspace.Instead, try doc templates in Workona.Instead, try doc templates in Workona.You can choose any doc in Google Drive as the template doc (Workona won't alter your original doc)You can automatically replace content within docs, such as project name, due date (client information)et defaults so your duplicated docs are organized, formatted & shared correctly every timeAll your doc templates in one place, easily accessible to you & your team throughout the projectDoc templates can duplicate any Google doc you want to share with your team, such as a creative brief template, project proposal template, client offboarding template, etc.

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