Example 3: Identifying Duplicate Transactions in a Financial Ledger

Let's say you are managing a financial ledger for a small business. You suspect that some transactions have been accidentally recorded twice, and you want to identify these.

Using Conditional Formatting

- 1. **Select the Column**: Highlight the column that contains the transaction IDs.
- 2. **Conditional Formatting**: Navigate to 'Home' > 'Styles' > 'Conditional Formatting' > 'New Rule.'
- 3. **Choose Criteria**: In the new window, select 'Format cells that contain,' then select 'Duplicate' under the 'Format values where this formula is true' section.
- 4. **Apply**: Click 'OK.' All duplicate transactions will be highlighted.

Using COUNTIF Formula

- 1. Adjacent Column: Choose an empty column beside your transaction ID column.
- 2. Enter Formula: Type =COUNTIF(A:A, A1) if your transaction IDs are in column A, starting from cell A1.
- 3. Drag Down: Extend the formula to the end of the column.
- 4. **Identify Duplicates**: Any cell in the new column showing a number greater than 1 corresponds to a duplicate transaction ID in the original column.

Example 4: Identifying Duplicate Product Reviews in an E-commerce Dataset

In an e-commerce dataset, you have customer reviews for products. You want to ensure that no review appears more than once.

Using Conditional Formatting

- 1. **Select Range**: Highlight the column or cell range containing the product reviews.
- 2. **Navigate**: Go to 'Home' > 'Styles' > 'Conditional Formatting' > 'New Rule.'
- 3. **Criteria**: Choose 'Format cells that contain' and select 'duplicate.'
- 4. Format and Apply: Select your preferred formatting style and click 'OK.'

Using Pivot Table

- 1. **Select Data**: Highlight your dataset, including the product review column.
- 2. Insert Pivot Table: Go to 'Insert' > 'Pivot Table.'
- 3. **Arrange Fields**: Drag the 'Product Review' field to both the 'Rows' and 'Values' areas. In 'Values,' choose 'Count of Product Review.'
- 4. **Analyze**: Any product review appearing with a count greater than 1 is a duplicate.