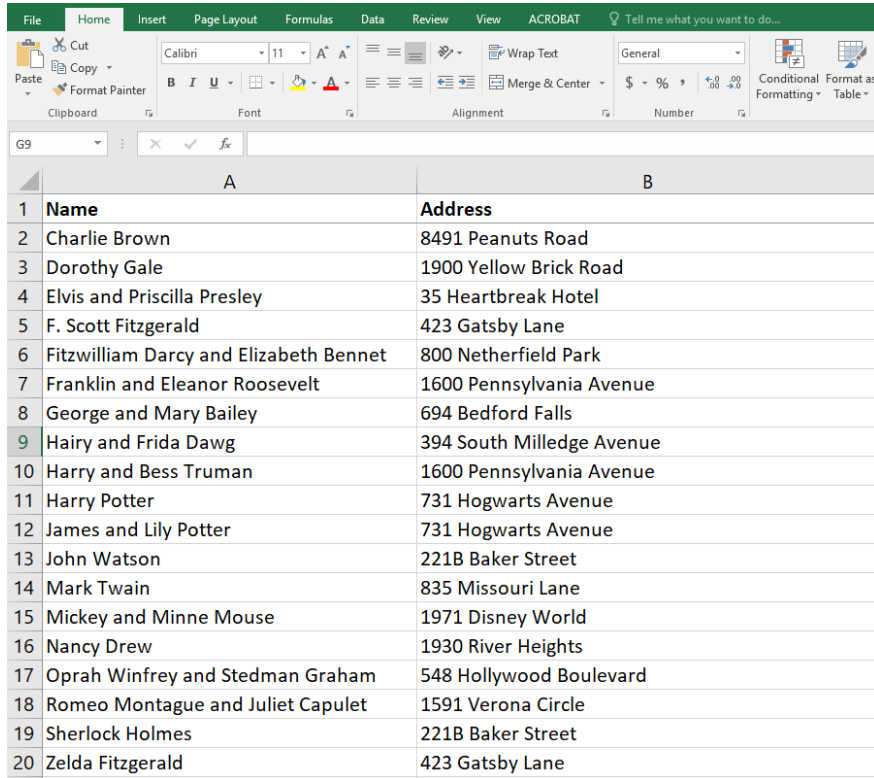
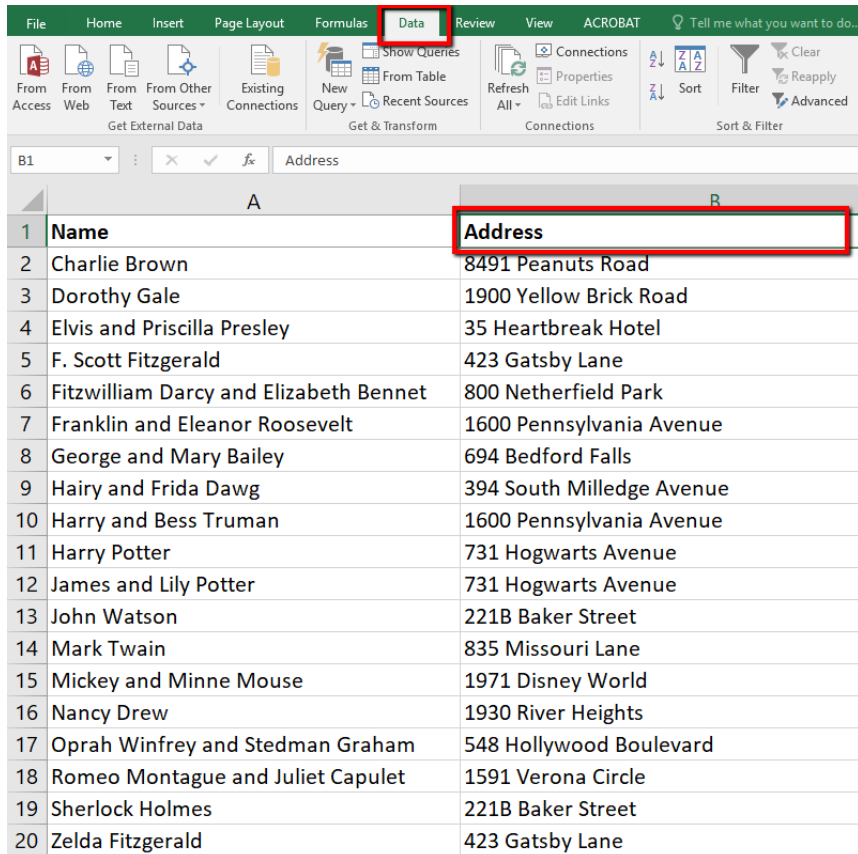


1. After downloading your spreadsheet from GAIL, prepare the data in Excel as if you were about to send it to the printer. (This means the spreadsheet should only be showing names and addresses.)



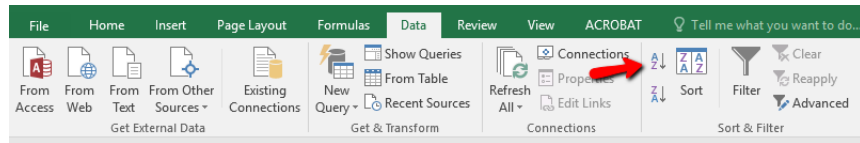
	A	B
1	Name	Address
2	Charlie Brown	8491 Peanuts Road
3	Dorothy Gale	1900 Yellow Brick Road
4	Elvis and Priscilla Presley	35 Heartbreak Hotel
5	F. Scott Fitzgerald	423 Gatsby Lane
6	Fitzwilliam Darcy and Elizabeth Bennet	800 Netherfield Park
7	Franklin and Eleanor Roosevelt	1600 Pennsylvania Avenue
8	George and Mary Bailey	694 Bedford Falls
9	Hairy and Frida Dawg	394 South Milledge Avenue
10	Harry and Bess Truman	1600 Pennsylvania Avenue
11	Harry Potter	731 Hogwarts Avenue
12	James and Lily Potter	731 Hogwarts Avenue
13	John Watson	221B Baker Street
14	Mark Twain	835 Missouri Lane
15	Mickey and Minnie Mouse	1971 Disney World
16	Nancy Drew	1930 River Heights
17	Oprah Winfrey and Stedman Graham	548 Hollywood Boulevard
18	Romeo Montague and Juliet Capulet	1591 Verona Circle
19	Sherlock Holmes	221B Baker Street
20	Zelda Fitzgerald	423 Gatsby Lane

2. In Excel, select your data tab, then click the address column header.



	A	B
1	Name	Address
2	Charlie Brown	8491 Peanuts Road
3	Dorothy Gale	1900 Yellow Brick Road
4	Elvis and Priscilla Presley	35 Heartbreak Hotel
5	F. Scott Fitzgerald	423 Gatsby Lane
6	Fitzwilliam Darcy and Elizabeth Bennet	800 Netherfield Park
7	Franklin and Eleanor Roosevelt	1600 Pennsylvania Avenue
8	George and Mary Bailey	694 Bedford Falls
9	Hairy and Frida Dawg	394 South Milledge Avenue
10	Harry and Bess Truman	1600 Pennsylvania Avenue
11	Harry Potter	731 Hogwarts Avenue
12	James and Lily Potter	731 Hogwarts Avenue
13	John Watson	221B Baker Street
14	Mark Twain	835 Missouri Lane
15	Mickey and Minnie Mouse	1971 Disney World
16	Nancy Drew	1930 River Heights
17	Oprah Winfrey and Stedman Graham	548 Hollywood Boulevard
18	Romeo Montague and Juliet Capulet	1591 Verona Circle
19	Sherlock Holmes	221B Baker Street
20	Zelda Fitzgerald	423 Gatsby Lane

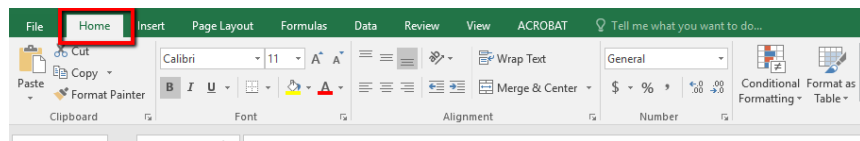
3. Click to sort from A to Z. (This will organize your data by address.)



The screenshot shows the Excel ribbon with the 'Data' tab selected. The 'Sort' button, represented by an 'A-Z' icon, is highlighted with a red arrow. Below the ribbon, the spreadsheet data is shown with columns A and B.

	A	B
1	Name	Address
2	Charlie Brown	8491 Peanuts Road
3	Dorothy Gale	1900 Yellow Brick Road
4	Elvis and Priscilla Presley	35 Heartbreak Hotel
5	F. Scott Fitzgerald	423 Gatsby Lane
6	Fitzwilliam Darcy and Elizabeth Bennet	800 Netherfield Park
7	Franklin and Eleanor Roosevelt	1600 Pennsylvania Avenue
8	George and Mary Bailey	694 Bedford Falls
9	Hairy and Frida Dawg	394 South Milledge Avenue
10	Harry and Bess Truman	1600 Pennsylvania Avenue
11	Harry Potter	731 Hogwarts Avenue
12	James and Lily Potter	731 Hogwarts Avenue
13	John Watson	221B Baker Street
14	Mark Twain	835 Missouri Lane
15	Mickey and Minne Mouse	1971 Disney World
16	Nancy Drew	1930 River Heights
17	Oprah Winfrey and Stedman Graham	548 Hollywood Boulevard
18	Romeo Montague and Juliet Capulet	1591 Verona Circle
19	Sherlock Holmes	221B Baker Street
20	Zelda Fitzgerald	423 Gatsby Lane

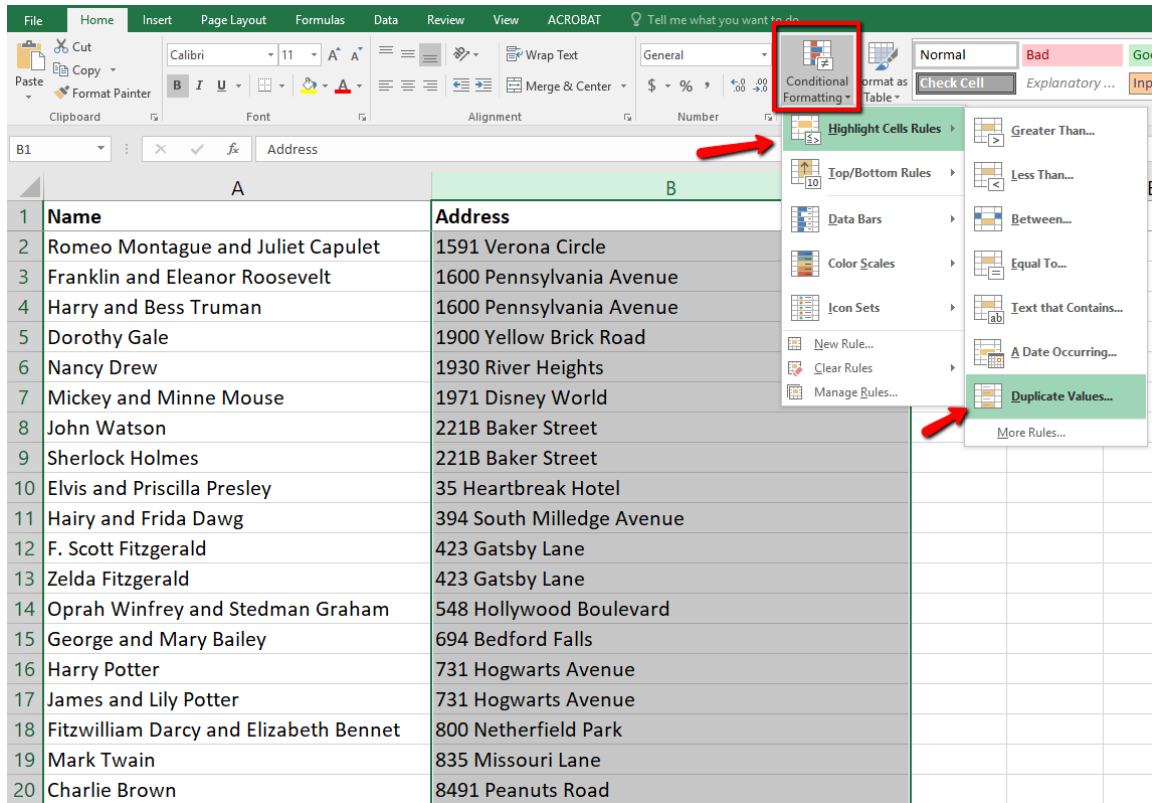
4. Click back onto the home tab and highlight the entire column containing addresses.



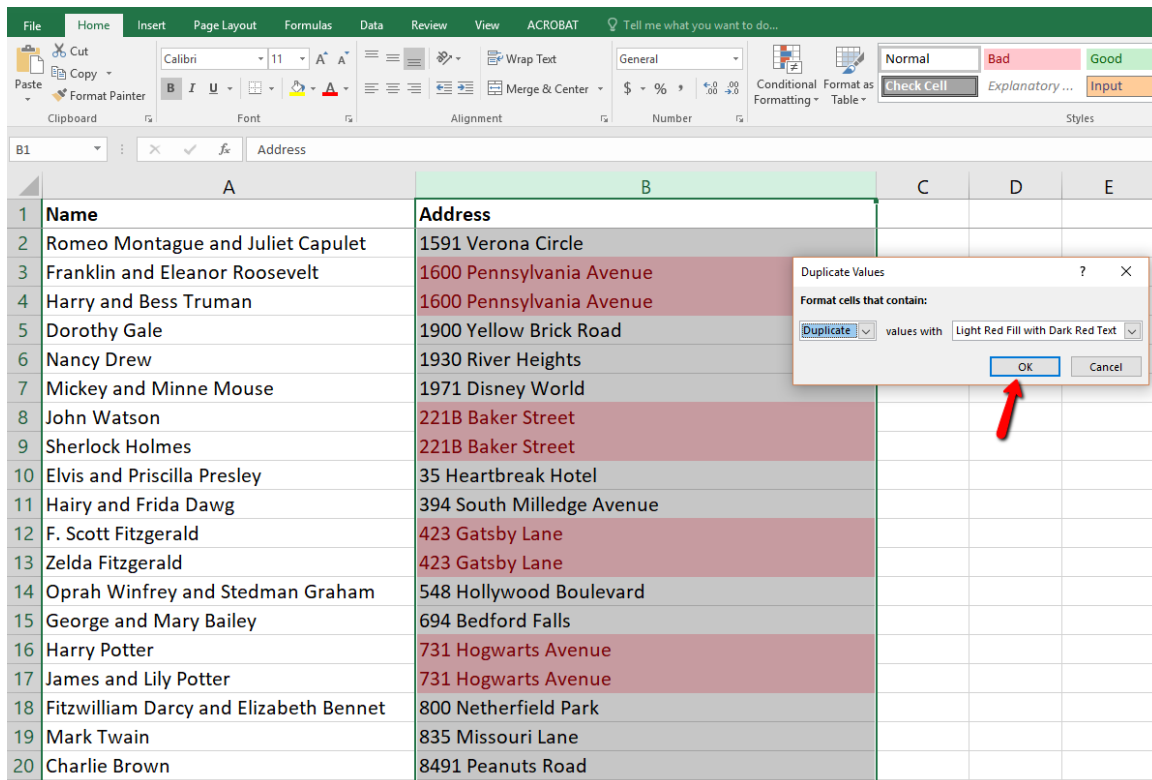
The screenshot shows the Excel ribbon with the 'Home' tab selected. The column containing addresses (column B) is highlighted in green. Below the ribbon, the spreadsheet data is shown with columns A and B.

	A	B
1	Name	Address
2	Romeo Montague and Juliet Capulet	1591 Verona Circle
3	Franklin and Eleanor Roosevelt	1600 Pennsylvania Avenue
4	Harry and Bess Truman	1600 Pennsylvania Avenue
5	Dorothy Gale	1900 Yellow Brick Road
6	Nancy Drew	1930 River Heights
7	Mickey and Minne Mouse	1971 Disney World
8	John Watson	221B Baker Street
9	Sherlock Holmes	221B Baker Street
10	Elvis and Priscilla Presley	35 Heartbreak Hotel
11	Hairy and Frida Dawg	394 South Milledge Avenue
12	F. Scott Fitzgerald	423 Gatsby Lane
13	Zelda Fitzgerald	423 Gatsby Lane
14	Oprah Winfrey and Stedman Graham	548 Hollywood Boulevard
15	George and Mary Bailey	694 Bedford Falls
16	Harry Potter	731 Hogwarts Avenue
17	James and Lily Potter	731 Hogwarts Avenue
18	Fitzwilliam Darcy and Elizabeth Bennet	800 Netherfield Park
19	Mark Twain	835 Missouri Lane
20	Charlie Brown	8491 Peanuts Road

5. Click on conditional formatting and select highlight cell rules and duplicate values.



6. Click ok when the new pop-up window appears.



7. All your duplicate addresses should now be highlighted in red.

1	Name	Address
2	Romeo Montague and Juliet Capulet	1591 Verona Circle
3	Franklin and Eleanor Roosevelt	1600 Pennsylvania Avenue
4	Harry and Bess Truman	1600 Pennsylvania Avenue
5	Dorothy Gale	1900 Yellow Brick Road
6	Nancy Drew	1930 River Heights
7	Mickey and Minne Mouse	1971 Disney World
8	John Watson	221B Baker Street
9	Sherlock Holmes	221B Baker Street
10	Elvis and Priscilla Presley	35 Heartbreak Hotel
11	Hairy and Frida Dawg	394 South Milledge Avenue
12	F. Scott Fitzgerald	423 Gatsby Lane
13	Zelda Fitzgerald	423 Gatsby Lane
14	Oprah Winfrey and Stedman Graham	548 Hollywood Boulevard
15	George and Mary Bailey	694 Bedford Falls
16	Harry Potter	731 Hogwarts Avenue
17	James and Lily Potter	731 Hogwarts Avenue
18	Fitzwilliam Darcy and Elizabeth Bennet	800 Netherfield Park
19	Mark Twain	835 Missouri Lane
20	Charlie Brown	8491 Peanuts Road