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.)

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1	Name	~			Addre	ss					
2	Charlie Brow	'n			8491 P	eanuts Re	oad				
3	Dorothy Gale	2			1900 Y	ellow Brid	ck Road	d			
4	Elvis and Pris	cilla Presley			35 Hea	rtbreak H	lotel				
5	F. Scott Fitzge	erald			423 Ga	tsby Lane	е				
6	Fitzwilliam D	arcy and Eliza	abeth Ber	net	800 Ne	etherfield	Park				
7	Franklin and	Eleanor Roos	sevelt		1600 P	ennsylva	nia Ave	enue			
8	George and N	Mary Bailey			694 Be	dford Fal	ls				
9	Hairy and Fri	da Dawg			394 So	uth Mille	dge Av	enue			
10	Harry and Be	ess Truman			1600 P	ennsylva	nia Ave	enue			
11	Harry Potter				731 Ho	ogwarts A	venue				
12	James and Li	ly Potter			731 Ho	ogwarts A	venue				
13	John Watson	1			221B E	laker Stre	et				
14	Mark Twain				835 M	issouri La	ne				
15	Mickey and N	Vinne Mouse	2		1971 C	isney Wo	orld				
16	Nancy Drew				1930 R	iver Heig	hts				
17	Oprah Winfr	ey and Stedm	nan Graha	am	548 Ho	ollywood	Boulev	ard			
18	Romeo Mont	tague and Jul	iet Capule	et	1591 V	erona Cir	rcle				
19	Sherlock Holi	mes			221B E	laker Stre	et				
20	Zelda Fitzgera	ald			423 Ga	itsby Lane	е				

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

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1	Name					Add	Address				
2	Charlie B	rown				849:	1 Pean	uts Road	d		
3	Dorothy	Gale				1900) Yello	w Brick	Road		
4	Elvis and	Priscill	a Presley			35 H	leartbr	reak Hot	el		
5	F. Scott F	itzgera	ld			423	423 Gatsby Lane				
6	Fitzwilliam Darcy and Elizabeth Bennet					800	800 Netherfield Park				
7	Franklin and Eleanor Roosevelt				1600	1600 Pennsylvania Avenue					
8	George and Mary Bailey				694	694 Bedford Falls					
9	Hairy and Frida Dawg				394	394 South Milledge Avenue					
10	Harry and Bess Truman				1600) Penn	sylvania	Avenue			
11	Harry Pot	tter				731	Hogwa	arts Ave	nue		
12	James an	d Lily F	Potter			731 Hogwarts Avenue			nue		
13	John Wa	tson				221B Baker Street					
14	Mark Twain				835 Missouri Lane						
15	Mickey and Minne Mouse			1973	1971 Disney World						
16	Nancy Drew			1930	1930 River Heights						
17	Oprah Winfrey and Stedman Graham				548	548 Hollywood Boulevard					
18	Romeo Montague and Juliet Capulet				1591 Verona Circle						
19	Sherlock	Holme	S			221B Baker Street					
20	20 Zelda Fitzgerald				423	423 Gatsby Lane					

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

File	Home Insert Page Layout	Formulas Data	Review View ACROBAT Q Tell me what you want to do				
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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 Elizat	oeth Bennet	800 Netherfield Park				
7	Franklin and Eleanor Roose	evelt	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 Stedma	an Graham	548 Hollywood Boulevard				
18	Romeo Montague and Julie	et 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.

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	Clipboard 1% Font 1%	Alignment 🛱 Number 🛱
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	А	В
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.

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1	Name	Address	Data Bars	•	Between	
2	Romeo Montague and Juliet Capulet	1591 Verona Circle				
3	Franklin and Eleanor Roosevelt	1600 Pennsylvania Avenue	Color Scales		Equal To	
4	Harry and Bess Truman	1600 Pennsylvania Avenue	Icon Sets	•	ab Text that Contains	
5	Dorothy Gale	1900 Yellow Brick Road	New Rule	E		
6	Nancy Drew	1930 River Heights	😥 <u>C</u> lear Rules	• E	A Date Occurring	
7	Mickey and Minne Mouse	1971 Disney World	Manage <u>R</u> ules		Duplicate Values	
8	John Watson	221B Baker Street			More Rules	
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				

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

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	А	В		С	D	E	
1	Name	Address					
2	Romeo Montague and Juliet Capulet	1591 Verona Circle					
3	Franklin and Eleanor Roosevelt	1600 Pennsylvania Avenue	Duplicate Value	es		? ×	
4	Harry and Bess Truman	1600 Pennsylvania Avenue	Format cells that	at contain:			
5	Dorothy Gale	1900 Yellow Brick Road	Duplicate 🗸	values with	Light Red Fill with Dark R	Red Text 🧹	
6	Nancy Drew	1930 River Heights			ОК	Cancel	
7	Mickey and Minne Mouse	1971 Disney World			1		
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					

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