Suppressing Duplicates (covered in intermediate part 1 class)

This formatting option will suppress (hide) all but one value within the selected column.

Note: The suppressed values will show up in an exported document.

Note: This is typically applied to the ID Number (B#) column to help distinguish where one record ends and the next begins.

In the Results Section:

- Highlight the column you wish to suppress the duplicates, by selecting the on the values themselves or the bar just above the column title.

- Right click on the highlighted column...a submenu will appear.

- Select ‘Suppress Duplicates’ (towards the bottom of menu).

- In order for suppression to work properly, the values associated with each record will have to be next to one another.
  - To achieve this, simply sort your results either by ID Number (B#) or Name.

- If done properly, where a duplication of a value exists, there should now be a blank field.

- To remove suppression, simply highlight suppressed column, right click on the column, select ‘Suppress Duplicates’.
  - The values should reappear.