

Data Warehouse Users Group Meeting
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These instructions are in Microsoft Access.

Automatically delete duplicate records from a table

In this procedure, you create a copy of the structure of the table that contains duplicates, make primary keys of all the fields that contain duplicates, and then run an append query from the original table to the new table. Because fields that are primary keys can't contain duplicate records, this procedure produces a table without duplicate records.

To create a new table

1. In the Database window, click **Tables** under **Objects**.
2. Click the name of the table you want to delete duplicate records from.
3. Click **Copy** on the toolbar.
4. Click **Paste** on the toolbar.
5. In the **Paste Table As** dialog box, type a name for the copied table, click **Structure Only**, and then click **OK**.
6. Open the new table in Design view, and select the field(s) that contained duplicates in the table you copied.
7. Click **Primary Key** on the toolbar to create a primary key based on the selected fields.
8. Save and close the table.

To append only unique records to the new table

1. Create a new query based on the original table containing duplicates.
2. In query Design view, click the **Query Type** on the toolbar, and then click **Append Query**.
3. In the **Append** dialog box, click the name of the new table from the **Table Name** list, and then click **OK**.
4. Include all the fields from the original table by dragging the asterisk (*) to the query design grid.
5. Click **Run** on the toolbar.
6. Click **Yes** when you receive the message that you're about to append rows.
7. Click **Yes** when you receive the message that Microsoft Access can't append all the records in the append query. This transfers only unique records to your new table and discards the duplicates.

8. To see the results, open the table by clicking **Tables** under **Objects** in the Database window and clicking **Open** on the Database window toolbar.
9. When you're sure the new table has the correct unique records, you can delete the original table, and then rename the new table using the name of the original table.