## How to find & remove blank rows in Import Excel file

- 1. Open excel file
- 2. Click left upper corner of worksheet to highlight entire worksheet

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1	CampusNumber	CampusName	StudentId	StudentNa	Gradeleve	EmailAddr	EmailType	PhoneNun	PhoneType
2	123456789	Learning Academy	1		1	Insert@tes	Home/Per	sonal	
3	123456789	Learning Academy	2		1	Update@t	est.com		
4	123456789	Learning Academy	3		1	Update@t	Home/Pers	sonal	
5	123456789	Learning Academy	4		1	Update@t	est.com		
6	123456789	Learning Academy	5		1	Insert@tes	Home/Per	sonal	
7	123456789	Learning Academy	6		1	Update@t	est.com		
8	123456789	Learning Academy	7		1	Update@t	Home/Per	sonal	
9	123456789	Learning Academy	8		2	Insert@tes	st.com		
10	123456789	Learning Academy	9		2	Update@t	Home/Per	sonal	
11	123456789	Learning Academy	10		2	Update@t	est.com		
12	123456789	Learning Academy	11		2	Insert@tes	st.com		

3. With entire worksheet selected, click HOME-> Find & Replace -> Go To Special

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	Clipboard	Font Font	L.	Alignment	L2	Number 🕞	Styles	Cells	Editing	O Find
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5	123456789	Learning Academy	4	1 Update@	test.com					0.7.0.11
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8	123456789	Learning Academy	7	1 Update@	t Home/Personal					_
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12	123456789	Learning Academy	11	2 Insert@t	est.com					Constants
12										

4. Click radio button for Blanks, then click OK. All Blank rows will display highlighted

		1	CampusNumber	CampusName	StudentId	StudentNa Gradeleve	EmailAddr	EmailType PhoneNun PhoneType
	· · · · · · · · · · · · · · · · · · ·	2	123456789	Learning Academy	O 1	1	Insert@tes	Home/Personal
Go To Special	? >	× 3	123456789	Learning Academy	2	1	Update@t	est.com
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	Row differences	5	123456789	Learning Academy	4	1	Update@t	est.com
O Constants	Column differences	6	123456789	Learning Academy	5	1	Insert@tes	Home/Personal
Eormulas	Precedents	7	123456789	Learning Academy	6	1	Update@t	est.com
Numbers	Dependents	8	123456789	Learning Academy	7	1	Update@t	Home/Personal
V Text	Direct only	9	123456789	Learning Academy	8	2	Insert@tes	st.com
		10	123456789	Learning Academy	9	2	Update@t	Home/Personal
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Blanks	Visible cells only	12	123456789	Learning Academy	11	2	Insert@tes	st.com
	Conditional formats	13						
Current array	Data validation	_14						
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	Same	_17						
F	OK Cancel	18						
		19						

## 5. To remove the blank rows, select blank rows, then right click and click delete

CampusNumberCampusNameStudentIdStudentNaGradeleveEmailAddrEmailT123456789Learning Academy11Insert@test.conBI $= 4^{\circ} + 4^{\circ} + 9^{\circ}$ 123456789Learning Academy21Update@test.conBI $= 4^{\circ} + 4^{\circ} + 9^{\circ}$ 123456789Learning Academy31Update@test.conBI $= 4^{\circ} + 4^{\circ} + 9^{\circ}$ 123456789Learning Academy31Update@test.conJCut123456789Learning Academy51Insert@test.conJCut123456789Learning Academy61Update@test.conJCut123456789Learning Academy71Update@test.conICopy123456789Learning Academy82Insert@test.conIPaste Options:123456789Learning Academy92Update@test.conIPaste Options:123456789Learning Academy92Update@test.conPaste Options:123456789Learning Academy102Update@test.conPaste Special123456789Learning Academy102Update@test.conPaste Special	0
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## 6. Reposition cursor to 1<sup>st</sup> row, 1<sup>st</sup> column and save the file

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3	123456789	Learnin	g Academy	2		1	Update@t	est.com		
4	12-456789	Learnin	g Academy	3		1	Update@t	Home/Per	sonal	
5	123456789	Learnin	g Academy	4		1	Update@t	est.com		
5	123456789	Learnin	g Academy	5		1	Insert@tes	Home/Per	sonal	
7	123456789	Learnin	g Academy	6		1	Update@t	est.com		
3	123456789	Learnin	g Academy	7		1	Update@t	Home/Per	sonal	
)	123456789	Learnin	g Academy	8		2	Insert@tes	st.com		
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1	123456789	Learnin	g Academy	10		2	Update@t	est.com		
2	123456789	Learnin	g Academy	11		2	Insert@tes	st.com		
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