Turn off the Gridlines.

You can turn off the Gridlines to work or just print.

**To turn off the gridlines on your work and printing:**
- From the Tools menu choose Options
- De-select Gridlines (bottom left of window)

**To turn off the gridlines on your printing (but leave them on your work):**
- From the File menu choose Page Setup then the Setup tab
- Under the Print area, de-select Gridlines

You can also get here from Print Preview using the Setup button.

Copy

There are a few ways to copy cells other than copy and paste.

**Single Cell:**
- Select the cell under the cell to be copied.
- Press Ctrl " (Note this copies the cell absolute, even formulas)

**Copy Down and Right**
- Select the cell to be copied plus all the cells you want to copy to.
- Press Ctrl D to copy down
- Press Ctrl R to copy across (right)

**Drag Method**
- Select the cell to be copied
- Move your cursor over the bottom right of the cell until it becomes a crosshair.
• Click, Hold and Drag to copy (any direction)

Decimal Time
The correct way to enter time into Excel is by using the colon divider. Eg 8:45
If you need to convert time to decimal here are 3 different ways of doing it.
Assuming that the original time 8:45 is in cell A1 ...

=HOUR(A1)+MINUTE(A1)/60  Cell must be formatted to Number
This will give the correct decimal time i.e. 8.75

=HOUR(A1)"."+MINUTE(A1)
This will give the time in Text format, with the minutes as the decimal i.e. 8.45

=HOUR(A1)+MINUTE(A1)/100  Cell must be formatted to Number
This will give the time in decimal format, with the minutes as the decimal i.e. 8.45

Partial Printing
Don’t want to print the whole page?
• Select the area you want to print
• From the File menu, choose Print Area and then Set Print Area
• It will now only print this area and also only show this area in Print Preview.
To turn if off
• From the File menu, choose Print Area and then Clear Print Area

Count
Can’t count? There are 4 formulas for counting in excel.
=COUNT(range)   The COUNT function only counts the number of numbers.
=COUNTA(range)  The COUNTA function counts entries, any sort of text or number.
=COUNTIF(range,criteria)   The COUNTIF function Counts the number of cells that meet a criteria. For example, 24, “<50”, “JR”, “Cows”.
=COUNTBLANK(range) You’ll have to guess what this one counts.
And remember a zero “0” and a blank are different in Excel and Access.

Excel charts picture backgrounds
For a different effect pictures can be added to charts in Excel.

To add a picture to the Excel Chart background;
• Right mouse click the Chart Area (or the Plot Area you can see which one is selected from the Formula bar),
• Choose Format chart area (or Format plot area)
• Select the Patterns tab and choose Fill effects
• Choose the Picture tab.
• Click the Select picture button and select an image on your computer.
• Click OK twice and the picture will appear behind the selected area.
Excel charts picture bars

This next chart effect is replacing the bars or columns in a chart with a picture.

Picture tips;
- You may need to experiment with the style of picture you want.
- If you plan to use different images for each bar, then adjust them so that they are the same size.
- If you don’t want them stretched into the bar use the “Stack” option.
- If you want to make the bars wider;
  ° Right mouse click the series and choose Format Data Series
  ° Choose the Options tab and decrease the gap width. (This has the effect of increasing the column width.)

To add a picture to the Excel Chart bars;
- Right mouse click the column (or series of columns)
- Choose Format Data Series (or Data Point)
- Select the Patterns tab and choose Fill effects
- Choose the Picture tab
- Click the Select picture button
- Locate and Insert an image on your computer.
- Select a Stack option.
- Click OK twice and the picture will appear in the bars.

Watermarks in Excel

Excel has no Watermark option but you can do it using an image on the Background.

To create the “Text” picture
- Opens PSP (or any other Paint Program.
- Open a new image, 500x500 with a white background.
- Open the Text tool and create a text in light grey.
- Tilt the text to make it 45°
- Save as a .jpg file.

To create the Background
- Open Excel
- From the Format menu, choose Sheet,
- Then choose Background.
- Locate and select your picture for the background.
- Click Insert
Hiding error codes

If your spreadsheet has formulas errors but your formulas are correct (they may rely on another result) you can hide or change the result to make the worksheet look tidier. Error values include; 
#DIV/0!, #N/A, #REF!, #VALUE!, #NAME?, #NULL! and #NUM!.

Hide error code using Conditional Formatting

- Select the cells that contain the error value.
- From the Format menu, click Conditional Formatting.
- In the first box, select Formula Is.
- In the next box, type; =ISERROR(reference), where reference is the cell that contains the error value.
- Click Format button, and then click the Font tab.
- In the Color box, select White.

Example:

B2 & B3 formulas shown in brackets.
B2 is waiting for an entry into A1 so gives a DIV/0! Error.
Formula is correct but error code is showing.

Add Conditional Format

 Hide error code using the IF statement

- Select the cell that contains the error value.
- Replace the formula with the IF statement: 
  =IF(ISERROR(original_formula)," ",original_formula)

Example:

B2 & B3 formulas shown in brackets.
B2 is waiting for an entry into A1 so gives a DIV/0! error.
Formula is correct but error code is showing.

Replace the original formula in B3 with If statement. 
=IF(ISERROR(B1/B2)," ",B1/B2)
Hide error indicators

If a formula that breaks one of Excel’s rules, a triangle appears in the top-left corner of the cell. You can turn off the Error checking function.

- From the **Tools** menu, Choose **Options**
- Select the Error Checking tab.
- De-select the **Enable background error checking** tick box.

Transpose cells

To turn a Column into a row or a Row into a column, you can use the **Transpose** function.

**To use Transpose**

In this example a row of text is turned into a column.

- Select the cells in the row to be transposed.
- Choose **Copy**.
- Select the starting cell for your transposed list (not one of the selected cells).
- From **Edit** menu, choose **Paste Special**.
- Choose **Transpose** and click **OK**.

Find and Replace

You can use **Find and Replace** to remove unwanted characters including spaces. To do this you need to think slightly “outside the square” because if you just asked it to replace spaces it would replace every space. In our example in a Word document, each space we want removed has a comma in front of it.

**To replace a space**

- Open **Find and Replace** (Ctrl H)
- In the **Find What** box, type a comma and a space.
- In the **Replace with** box, type a comma (no space).
- Click **Replace All**.

Adjust Cell contents.

If you want to adjust the contents or the appearance of a cell or just part of a cell, you can use the Formula bar or press F2 to do it on the spreadsheet itself then select what you want (character, word, sentence)
Selecting cells.

Single cell;
- Click with mouse
- Use the keyboard arrows.

Column;
- Click the column header letter.
- Click into the column and press Ctrl and Spacebar

Row;
- Click the Row header number.
- Click into the Row and press Shift and Spacebar

Multiple cells;
- Select the first cell and with your mouse button held, drag to select adjacent cells.
- Select the first cell and hold the Shift key and then select the last cell. Excel will select all adjacent cells between the two.
- Select the first cell and hold the Ctrl key and select (or drag to select) non-adjacent cells.
- Select all cells - Ctrl A or click the “gap” between A and 1

Insert Rows

- To insert one row between two other rows click on the “Row number” for the bottom rows (to select it) and either;
  - Right-clicking and selecting Insert.
- From the Insert menu click Row. If you just need a row or two, either of these methods will work just fine. However, what if you need a whole mess of rows inserted? In fact, let’s say you need a row inserted in between each and every existing row in your worksheet. Inserting them one by one could be pretty darn time consuming.
- To insert more than one row, select as many rows as you need spare rows (e.g. 4 rows), then choose Insert as above.
- If you want to insert alternate rows, here is a neat trick;
  - Insert a new, blank column (by clicking the “A” heading letter, right-click and select Insert).
  - Type a 1 into the first cell in your new column A, and a 2 into the next cell.
  - Select both those first two cells and then double-click the Fill Handle. This will number all the blank cells in column A as far down your worksheet as you have data.
  - Select and Copy the numbered cells in this column (for example 1 to 20, not the entire column)
  - Click into the next blank cell in this column and Paste. (You now have a duplicate set of numbers in the column)
  - Click to select any cell in column A.
  - Click the Sort Ascend button on the Standard toolbar.
  - Delete column A
Shading alternate rows

If you have a lot of data and shading alternate rows would make it easier to read, this is one quick way of doing it using Conditional Formatting.

- Select the required cells
  (For the whole worksheet, click the “gap” between A and 1)
- From the Format menu, choose Conditional Formatting.
- In the first box choose Formula Is.
- In the second box insert the Formula \( \text{mod(Row(),2)} = 0 \)

- Click the Format button to select the style/colour you want the row to be.
- Click OK to close the Format dialog box.
- Click OK to set the Conditional Format box.

Notes: In the formula, the “2” designates every second row.
If you want to do this for columns, change the word Row to Column in the formula.
This method will over-ride the default gridlines so you may need to insert Borders

Using Excel Camera

To avoid continuously changing worksheets to look at a specific data, you can use the Camera tool. The camera takes a snapshot of a specific section on one worksheet and temporarily places it onto another.
You'll probably need to add it on to the Toolbar first.

Set up the camera:
- Right mouse click a blank area of the toolbar and select Customize.
- On the Commands tab, under Categories, choose Tools.
- Under Commands, locate Camera (you will need to scroll down)
- Click Hold and drag the camera a toolbar.
- Click Close to close the Customize dialog.

To use the camera:
- Select the range you want a snapshot of and click the camera tool.
- Go to the other worksheet (or another area of the same worksheet)
- Click where you want to place it.
  It will place a photo of the selected cells where you clicked.
The photo will act just like any other graphic. You cannot change the data by clicking on it but it is linked so you can change the data on the original sheet.
Using Upper, Lower and Proper functions.

If you want to change the “case” of the text in a cell you can by using one of the Upper, Lower or Proper functions.
To do this you use a three stage process;
- Create the function (See below) in a blank cell.
- Copy the cell
- Select the original cell.
  - Choose Paste Special
  - Select Value and OK
    - This pastes the result otherwise you would past the formula.
  - Using

**Upper**
Changes everything into upper case.
In a blank cell; use the formula \( \text{=UPPER(A1)} \)

**Lower**
Changes everything into lower case.
In a blank cell; use the formula \( \text{=LOWER(A1)} \)

**Proper**
Changes everything into proper case.
(First character upper case and following characters into lower case)
In a blank cell; use the formula \( \text{=Proper (A1)} \)

**Cell A1 is the original text.**