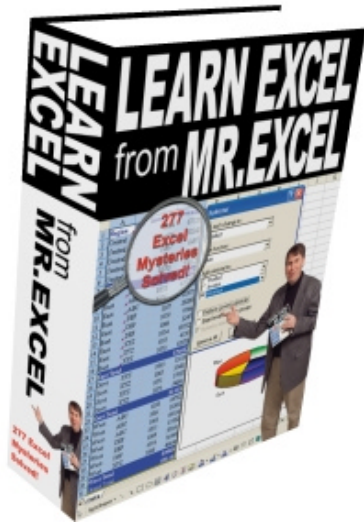




Free Preview – Week #44
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This week - 7 topics - including hiding data, worksheet backgrounds, hyperlinks, page numbering.

CHANGE THE BACKGROUND OF THE WORKSHEET

Problem: Excel looks boring. You generally have black text on white background, with gray lines. If you have an opening menu worksheet in your workbook, you can change the background to any picture.

Strategy: From the menu, select Format – Sheet – Background. Choose any image from your computer. The image will be tiled to form the background, as shown in Fig. 1193.

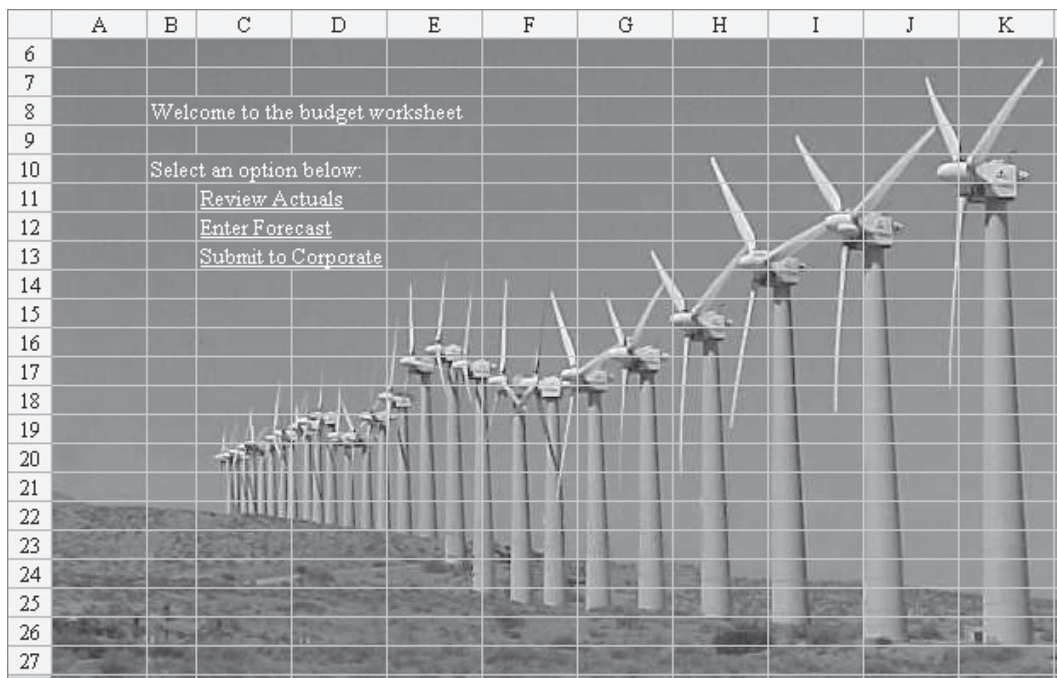


Fig. 1193

You might wish to turn off the gridline display on this menu. Go to Tools – Options – View. In the lower left corner, turn off the Gridlines display, as shown in Fig. 1194.

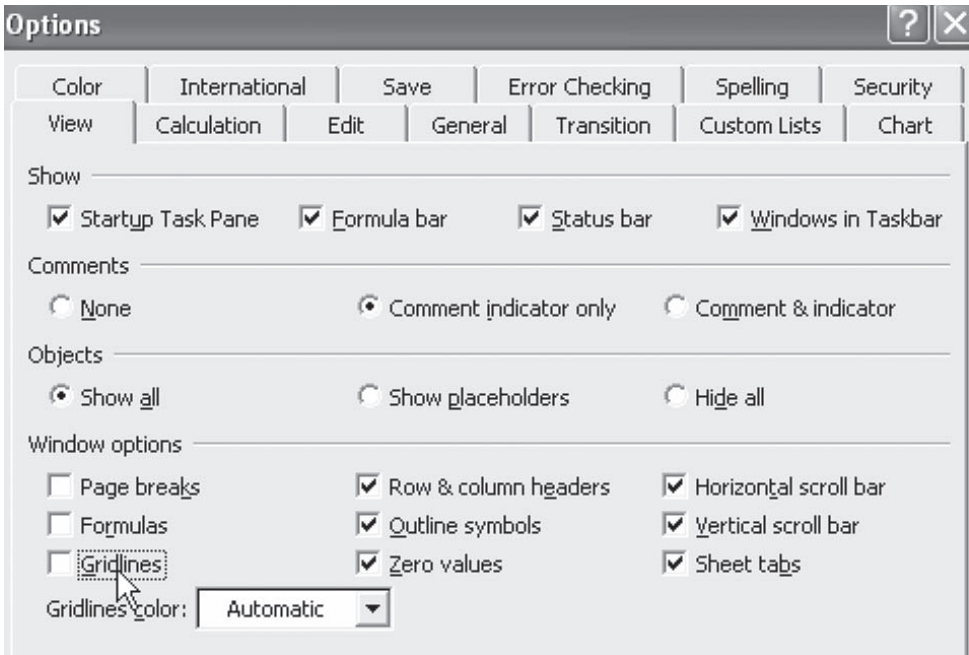


Fig. 1194

This will present a cleaner view of the worksheet, as shown in Fig. 1195.

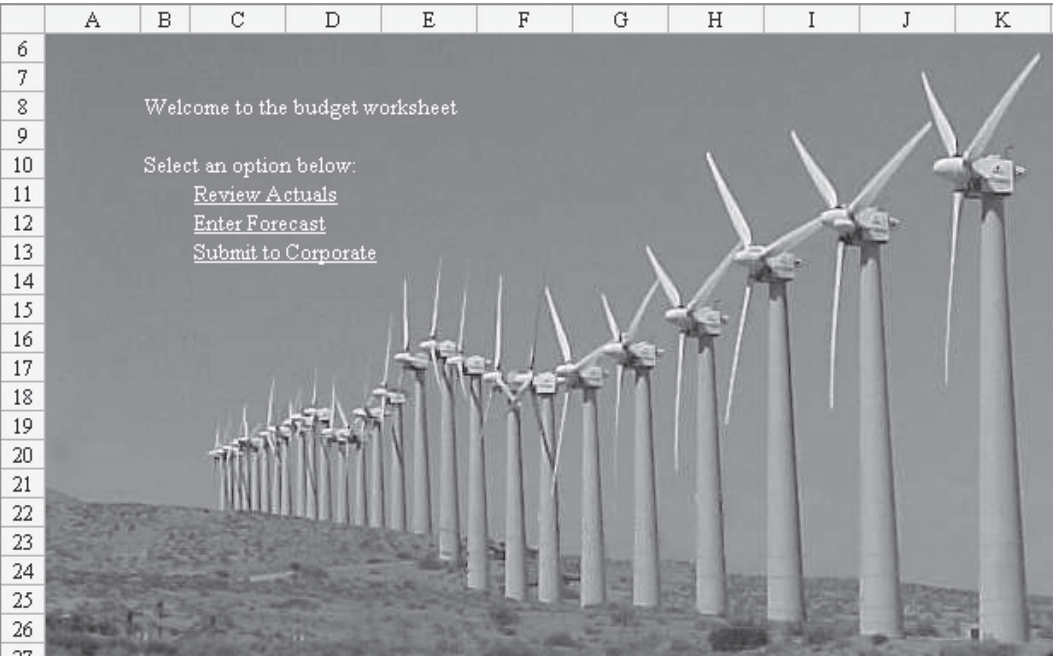


Fig. 1195

Optionally, you might turn off the sheet tabs, row and column headers, and the scroll bars. This gives the person using the spreadsheet an opening screen that does not necessarily look a whole lot like Excel, as shown in Fig. 1196.

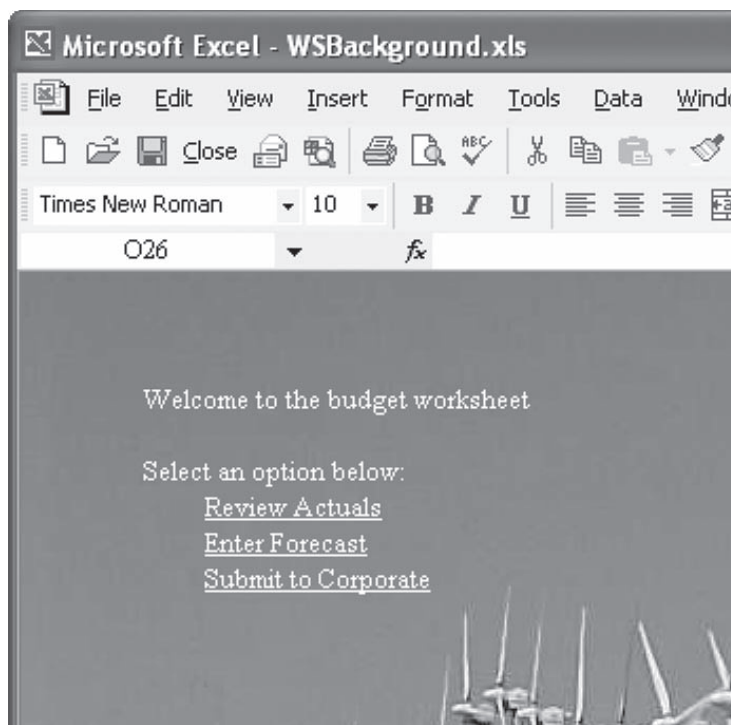


Fig. 1196

Some people also like to uncheck the Formula Bar and Status Bar from the View menu, as shown in Fig. 1197. Personally, I think this is going too far. After all, someone has to use the Forecast sheet that is also in this book. If you turn off all of the scroll bars, formula bar, status bar, and index tabs, it will be pretty hard to actually use Excel. The Row & Column Headers is independent of the worksheet, but all of the other settings apply to the whole workbook.

You do not want an Excel rookie to be forced to use Excel without a formula bar or status bar. This is the second worksheet in the workbook. Even though you made most of the changes to the Menu worksheet, they apply to the entire workbook.

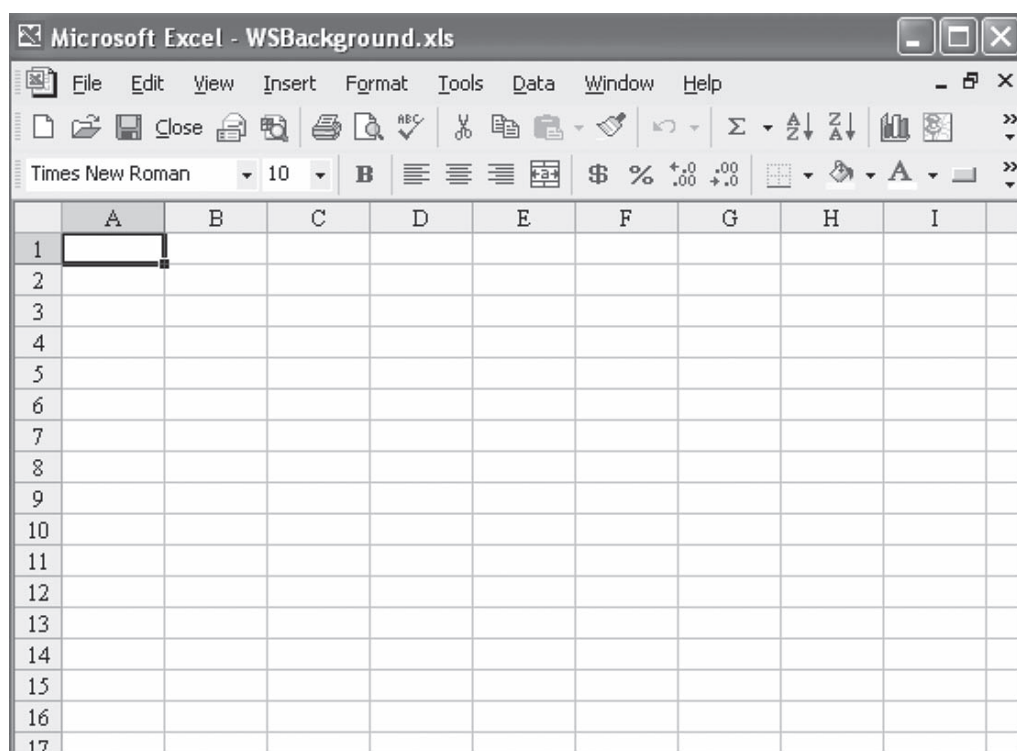


Fig. 1197

Gotcha: The background will never print. The following chapter, *Add a Printable Background to Your Spreadsheet*, explains how to create a background that will print.

Additional Information: In order to change the background image on the worksheet, you must remove the first image. From the menu, select **Format – Sheet – Delete Background**, as shown in Fig. 1198.

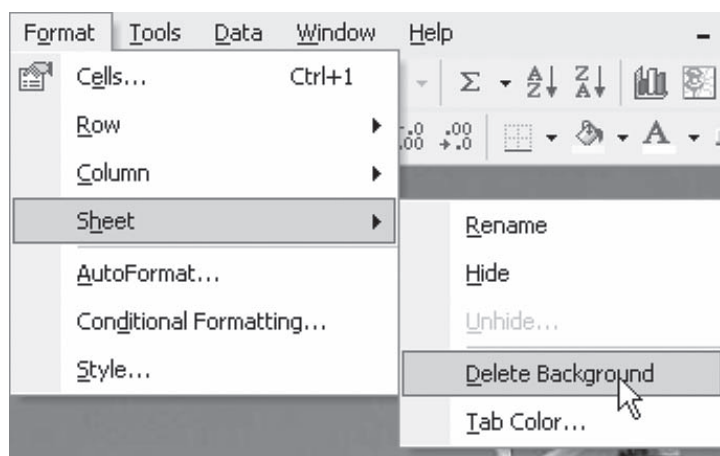


Fig. 1198

As shown in Fig. 1199, here is a menu that was built for Bedrock Construction in Uniontown, Ohio. They do the stone fronts on buildings and homes. The background is a small image of stone, which is tiled to fill the screen.

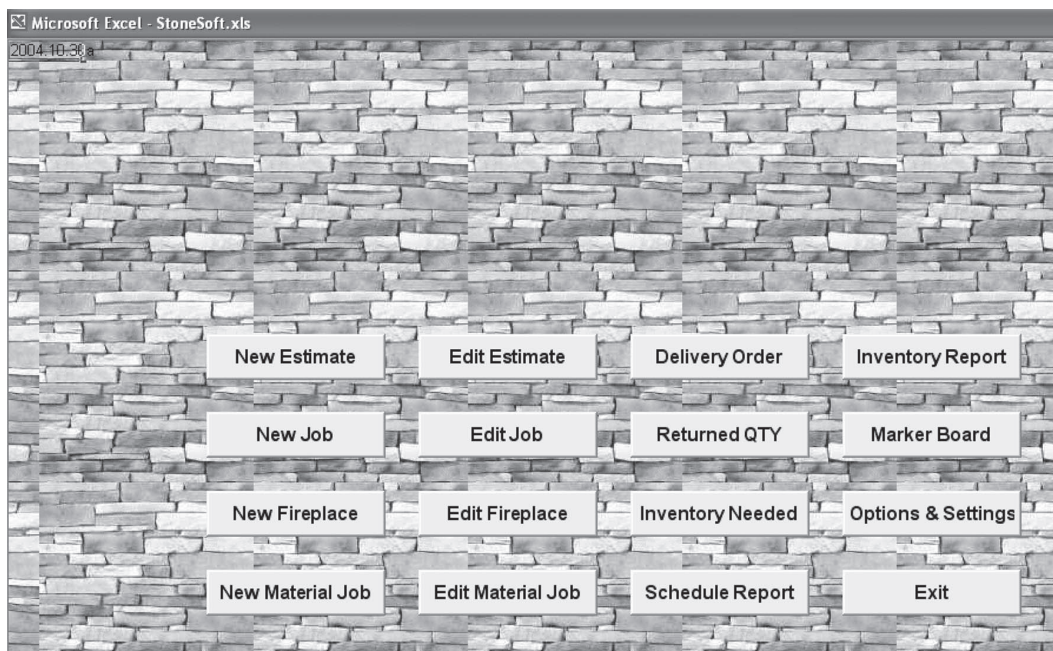


Fig. 1199

Summary: Make Excel look less sterile by adding a background image to the worksheet.

Commands Discussed: Format – Sheet – Background; Format – Sheet – Remove – Background; Tools – Options – View; View – Status Bar; View – Formula Bar

ADD A PRINTABLE BACKGROUND TO YOUR SPREADSHEET

Problem: You want to have a background image that can be printed. The Format – Worksheet – Background image will not print.

Strategy: Follow these steps:

- 1) Display the Drawing toolbar.
- 2) Click on the Rectangle tool. Draw a white rectangle to cover your print area, as shown in Fig. 1200.

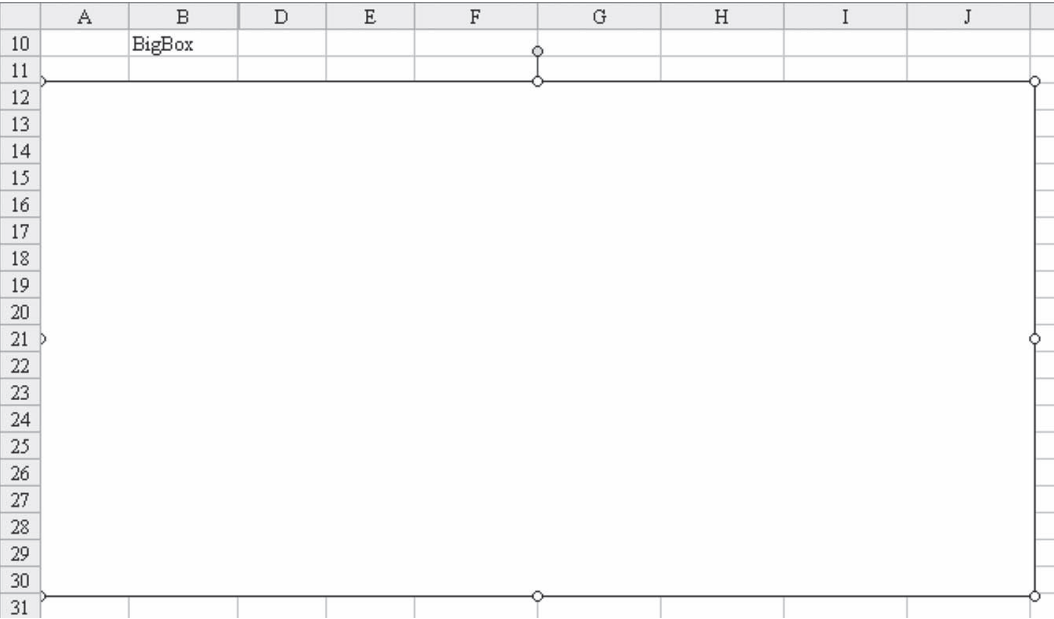


Fig. 1200

- 3) Select the Line Color icon and choose No Line, as shown in Fig. 1201.

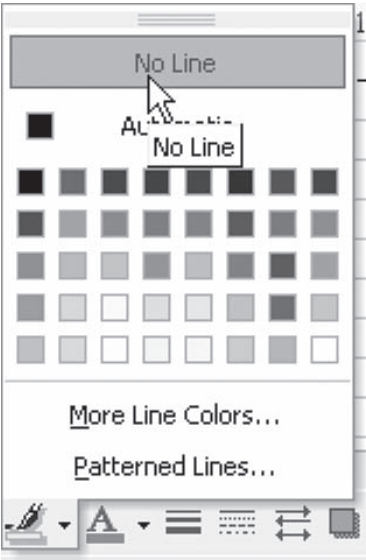


Fig. 1201

- 4) Right-click the rectangle and choose Format AutoShape.
- 5) On the Colors and Lines tab, there is a fill drop-down. This has the usual color palettes. Select the Fill Effects choice, which is below the color palette, as shown in Fig. 1202.

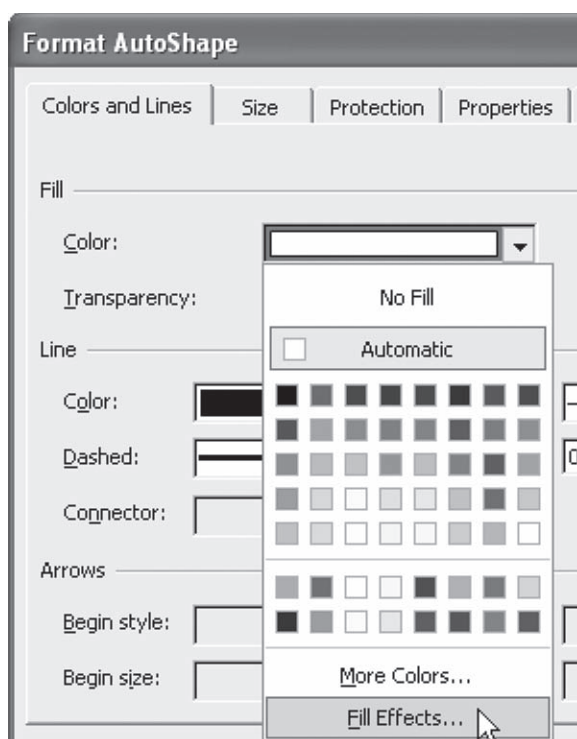


Fig. 1202

- 6) There are four tabs in Fill Effects. Choose Picture, the rightmost tab. Choose the Select Picture button. Select your picture, as shown in Fig. 1203.
- 7) In the lower left corner, select Lock Picture Aspect Ratio. Choose OK to close fill effects.

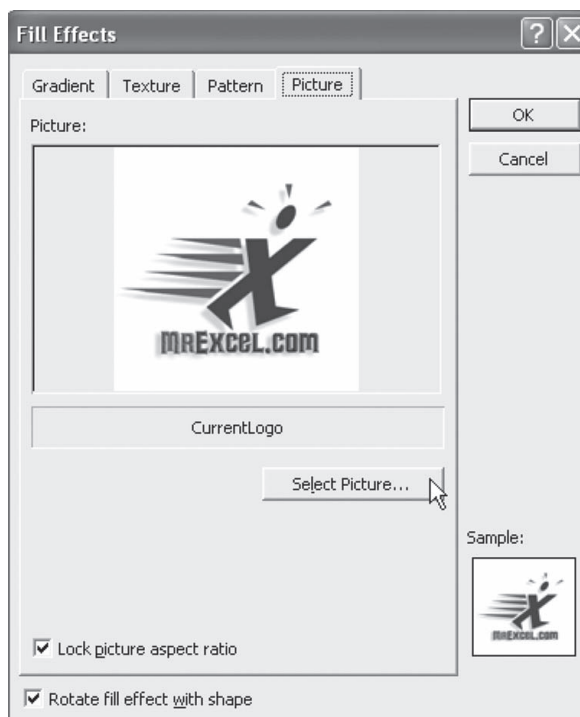


Fig. 1203

- 8) Back on the Format AutoShape dialog, move the transparency slider from 0 to 80, as shown in Fig. 1204.

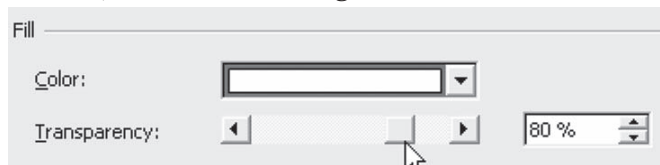


Fig. 1204

- 9) On the Properties tab of the Dialog, check to make sure the item will print, as shown in Fig. 1205.

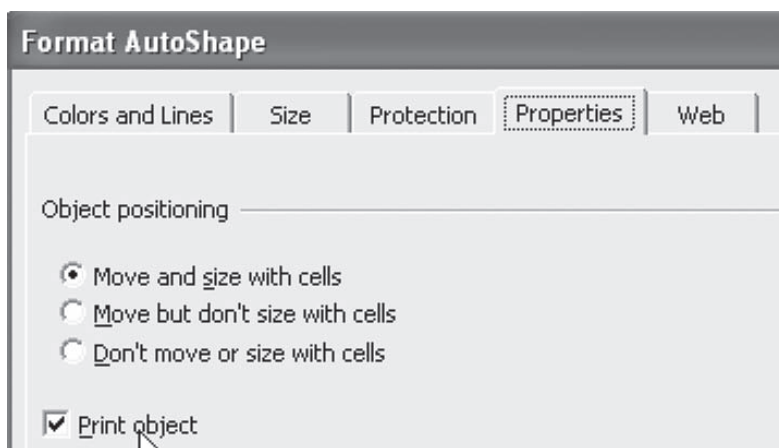


Fig. 1205

- 10) Choose OK to Close the Format AutoShape tab.

Result: As shown in Fig. 1206, you've added a background that can be printed.

Section3: Analysis of Profitability of Current Store Mix					
	Net Profit NP%				
Total Chain	7159536	7.7%			
Regular	-2577744	-21.3%			
Big Box	9737280	12.1%			
Section4: Profit Projections with a New Mix of Stores					
	Sales	Profit NP%			
Regular	0	0			
BigBox	1.05E+08	12700800			
New Mix	1.05E+08	12700800	12%		
Cost of Closing Stores					
Labor					
Lost Rent					
	Year 1	Year 2	Year 3	Year 4	Year 5
Increased Profit from New Stores	5541264	5541264	5541264	5541264	5541264
Costs in year 1	1176120	0	0	0	0
Bottom Line	4365144	5541264	5541264	5541264	5541264

Fig. 1206

Summary: With this technique, you can add a semi-transparent background that will print behind your spreadsheet.

Commands Discussed: Format AutoShape

REMOVE HYPERLINKS AUTOMATICALLY INSERTED BY EXCEL

Problem: Excel has an annoying habit. Whenever you type something in a cell that looks like an e-mail address or a website URL, Excel will underline the value, change the font color to blue, and make it a clickable hyperlink, as shown in Fig. 1207.

	A	B	C	D	E	F
1	Submitting to Corporate					
2						
3	After you have completed both worksheets, be sure to					
4	check that the budget is within your target for the year.					
5						
6	Print this file for your records.					
7	Zip and e-mail the file to:					
8	budget@MrExcel.com					
9						

Fig. 1207

Strategy: As shown in Fig. 1208, to remove the hyperlink, right-click the cell and choose Remove Hyperlink.

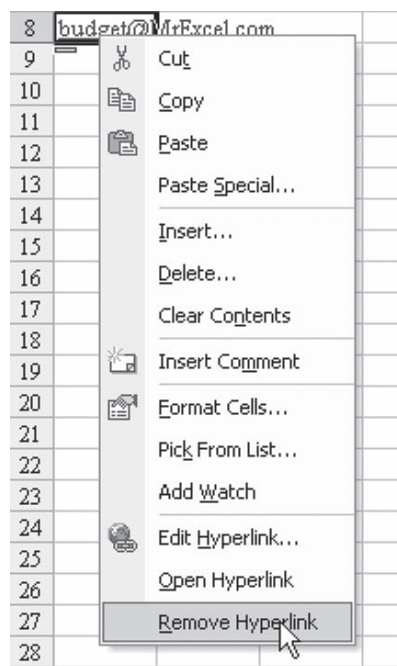


Fig. 1208

To prevent Excel from adding hyperlinks in the first place, go to Tools – AutoCorrect Options. On the tab for Autoformat as you Type, uncheck the Internet and Network Paths with Hyperlinks, as shown in Fig. 1209.



Fig. 1209

Summary: There is an easy way to prevent Excel from automatically inserting hyperlinks.

Commands Discussed: Tools – AutoCorrect Options

CHANGE WIDTH OF ALL COLUMNS IN ONE COMMAND

Part IV

Problem: You have a large model set up in Excel. Some of the columns are hidden. You want to globally change the width of all unhidden columns to a width of 4. As shown in Fig. 1210, if you choose all columns in the worksheet and use Format – Column Width, the hidden columns will unhide.

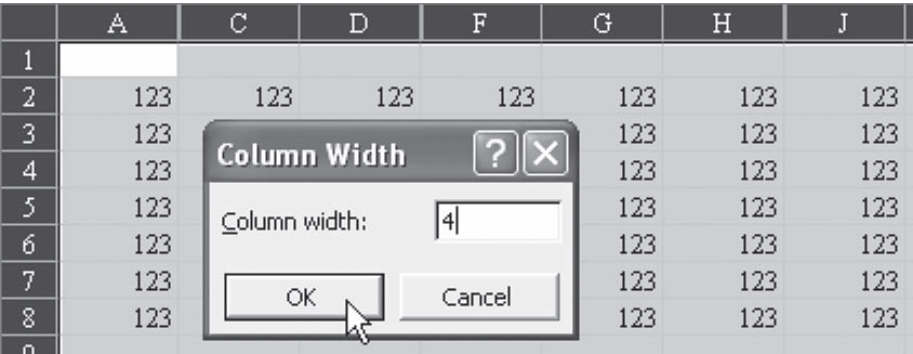


Fig. 1210

When you change the column width globally, using Format – Column Width, the hidden columns will unhide, as shown in Fig. 1211.

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2	123	123	123	123	123	123	123	123	123	123	123	
3	123	123	123	123	123	123	123	123	123	123	123	
4	123	123	123	123	123	123	123	123	123	123	123	
5	123	123	123	123	123	123	123	123	123	123	123	
6	123	123	123	123	123	123	123	123	123	123	123	
7	123	123	123	123	123	123	123	123	123	123	123	
8	123	123	123	123	123	123	123	123	123	123	123	
9												
10												

Fig. 1211

Strategy: Use Format – Column – Standard Width, as shown in Fig. 1212.

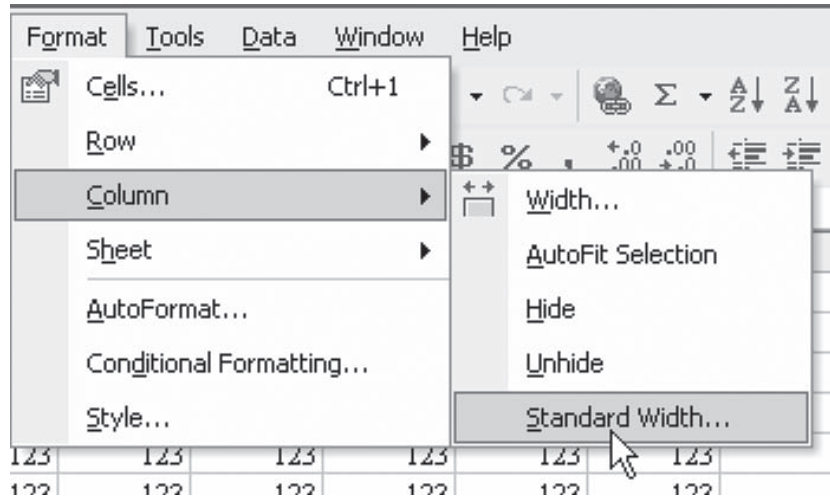


Fig. 1212

The Standard Width dialog allows you to enter one global column width. Changing the column Standard Width will change the default width of all columns without unhiding the hidden columns. See Fig. 1213.

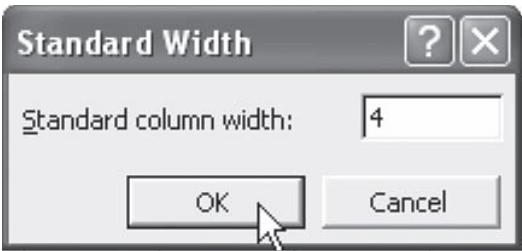


Fig. 1213

Result: All of the columns will have a width of 4, as shown in Fig. 1214.

	A	C	D	F	G	H	J
1	123	123	123	123	123	123	123
2	123	123	123	123	123	123	123
3	123	123	123	123	123	123	123

Fig. 1214

Additional Information: Changing the standard width will change the width of hidden columns. When they are later unhidden, they will have the correct width, as shown in Fig. 1215.

D	E	F
123	123	123
123	123	123

Fig. 1215

Gotcha: The Standard Width does not change the widths of columns that have previously been changed. For example, open a new workbook. Manually change column C to be 20 wide. Use Format Column Standard Width to be 1 wide. All of the columns except C will be changed, as shown in Fig. 1216.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2														
3														
4														

Fig. 1216

Summary: Use Standard Width to globally adjust the width of all columns without unhiding hidden columns.

Commands Discussed: Format – Column – Standard Width

CONTROL PAGE NUMBERING IN A MULTISHEET WORKBOOK

Problem: You have a workbook with 12 worksheets, one per month. Although you set the page footer to print page 1 of 12, every sheet prints with page 1 of 1, as shown in Fig. 1217.

Page 1 of 1

December

	Dec-05	Prior Year	Delta
Net sales	0	0	0

Fig. 1217

Strategy: The key to making this work is to print the entire workbook at once. Organize the Worksheets so that they are in the proper order for printing, with the worksheet for the first page on the left. Instead of using the Print icon, select File – Print. You will then have an option to print the entire workbook, as shown in Fig. 1218.

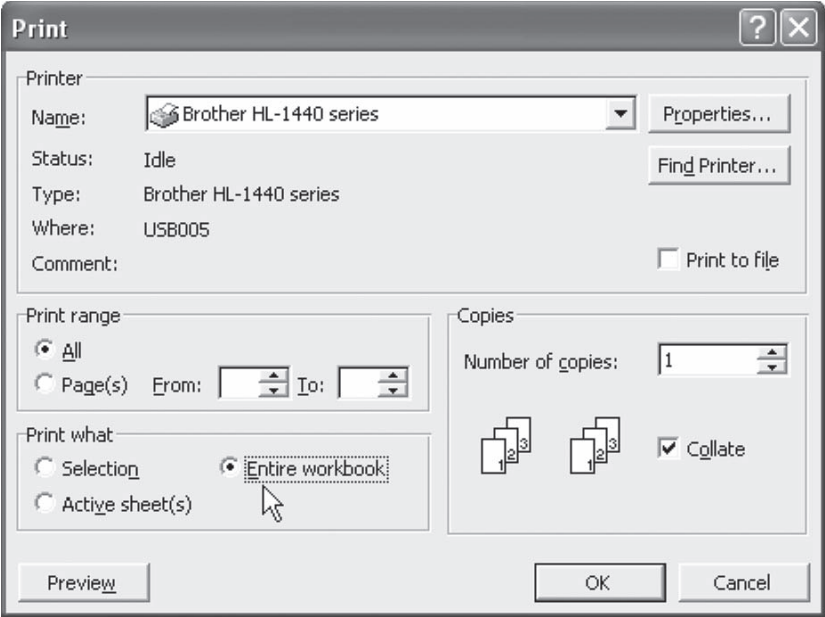


Fig. 1218

Result: As shown in Fig. 1219, the page numbers will reflect 1 of 12, 2 of 12, etc.

December

	Dec-05	Prior Year	Delta
Net sales	0	0	0

Fig. 1219

Alternate Strategy: If you only need to print a few sheets, select the first sheet. Hold down Ctrl while selecting other sheets. You can now use the File – Print and choose Active Sheets to print the selected sheets, as shown in Fig. 1220.

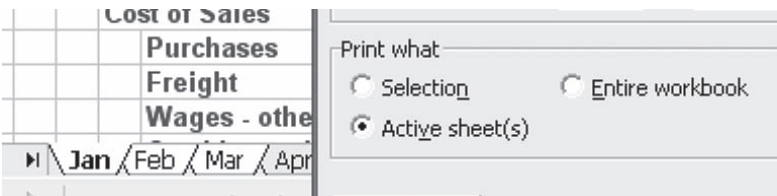


Fig. 1220

Summary: To ensure your worksheet pages print with the proper page numbers, use File – Print to select printing the entire worksheet.

Commands Discussed: File – Print

USE WHITE COLOR FOR FONTS TO HIDE DATA

Problem: As shown in Fig. 1221, your workbook needs extra columns in order to show a graph. You would prefer to hide this information from the user.

I	J	K	L	M	N	O
DATE	Weight	Food	ACTIVITY	To Chart	TrendLine	Actually At
Wednesday 9/1/2004	226.00		BB 1 hour	226.00	226.00	226
Thursday 9/2/2004	224.00		Walk 20 Min	224	225.31	224
Friday 9/3/2004	226.00	Meatloaf, sandwich, pizza	Nothing	226	224.62	226
Saturday 9/4/2004	229.00	Jack food at game; 3 skin loss	Walked at game	229	223.93	229
Sunday 9/5/2004	224.00			224	223.24	224
Monday 9/6/2004				#N/A	222.55	224
Tuesday 9/7/2004				#N/A	221.86	224
Wednesday 9/8/2004				#N/A	221.17	224

Fig. 1221

Strategy: Highlight the extra cells and choose white text color. Use the dropdown next to the Font Color icon, as shown in Fig. 1222.



Fig. 1222

When you choose the dropdown instead of the icon, you can choose a white color, as shown in Fig. 1223.

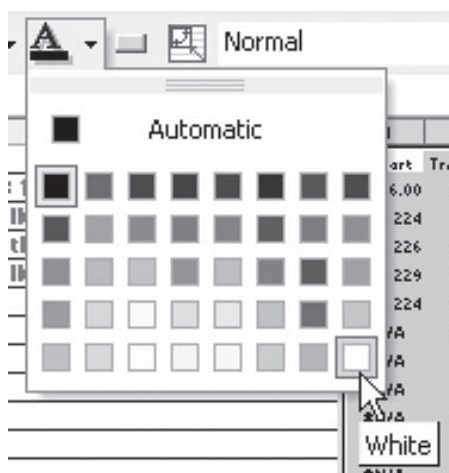


Fig. 1223

As shown in column M & N of Fig. 1224, this will prevent the cells from being seen or from printing (assuming the cell background color is also white).

L	M	N
ACTIVITY		
BB 1 hour		
Walk 20 Min		
Nothing		
Walked at game		

Fig. 1224

Additional information: If you need to troubleshoot these cells, reselect the columns. As shown in Fig. 1225, against the dark highlighting you can see the results in white.

Summary: Selecting an area and choosing white text will prevent the cells from printing and the user from seeing them.

Commands Discussed: Format – Cells – Color

M	N	O
To Chart	TrendLine	Actually
226.00	226.00	226
224	225.31	224
226	224.62	226
229	223.93	229
224	223.24	224
\$N/A	222.55	224
\$N/A	221.86	224

Fig. 1225

HIDE AND UNHIDE DATA

Problem: As shown in Fig. 1226, you need to hide data in a worksheet but you don’t want to delete it.

	A	B	C	D
1	Section 1: Historical Trends (Per Month)			
2				
3		Store Type	Size	Rent
4		Regular	1200	2400
5		BigBox	2600	5200
6				

Fig. 1226

Strategy: Another method for hiding data to simplify a worksheet is to physically hide a row or column.

- 1) In the spreadsheet below, you might want to hide column C. To do this, select a cell in column C. From the menu, select Format – Column – Hide, as shown in Fig. 1227.

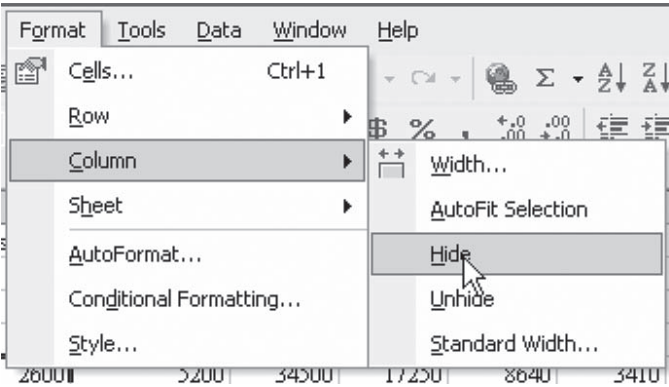


Fig. 1227

Column C will be hidden from the user. As shown in Fig. 1228, it is interesting to note that the cell pointer has disappeared. This is because the active cell is still in C5.

	C5		fx	2600
	A	B	D	E
1	Section 1: Historical Trends (Per Month)			
2				
3		Store Type	Rent	\$
4		Regular	2400	12
5		BigBox	5200	34

Fig. 1228

- 2) Simply hit the Left or Right Arrow key to move to a visible column to get the cell pointer back.
- 3) To unhide column C, click on the “B” heading and drag to the right to select the entire range of B:D. From the menu, select Format – Column – Unhide, as shown in Fig. 1229.

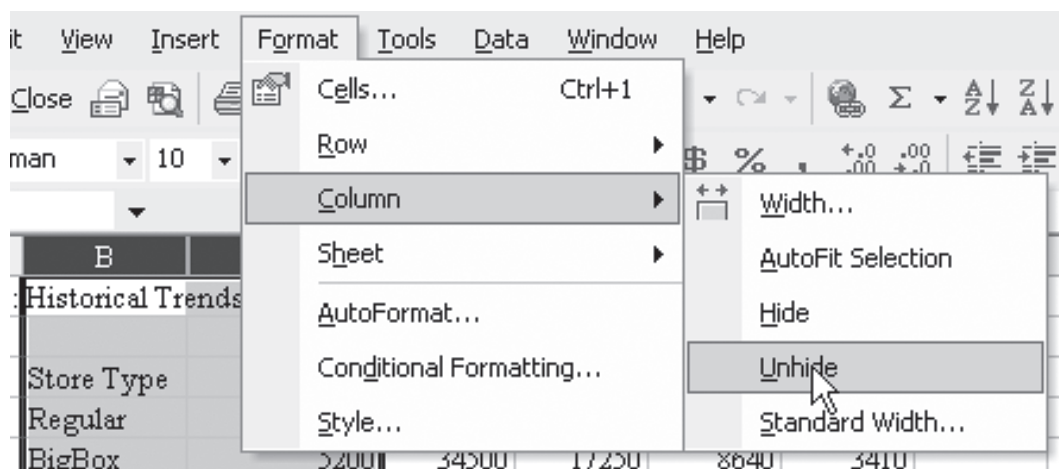


Fig. 1229

What happens if you need to unhide column A? You can't really select something to the left of A to use the above trick, so follow these steps:

- 1) Click on the column letter B.

- 2) As shown in Fig. 1230, drag up and to the left so that the mouse is above row 1. The difference is subtle but you have now selected columns B and A. Use Format – Column – Unhide.

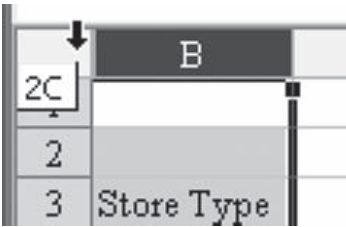


Fig. 1230

Summary: To hide data in a worksheet without deleting it, select the column to hide and use Format – Column – Hide. To unhide the column select and highlight the entire columns on either side of it and use Format – Column – Unhide.

Commands Discussed: Format – Column – Hide; Format – Column – Unhide

TEMPORARILY SEE A HIDDEN COLUMN WITHOUT UNHIDING

Part
IV

Problem: You have data hidden in column E, as shown in Fig. 1231. You want to quickly view data in the hidden column without actually unhiding it.

	A	B	D	E
1	Section 1: Historical Trends (Per Month)			
2				
3		Store Type	Rent	Sales
4		Regular	2400	12456
5		BigBox	5200	34500
6				

Fig. 1231

Strategy: Use this trick to temporarily view a hidden column. Note that this trick only works if you use Transition Navigation Keys. If you regularly work with hidden data, this cool trick might be enough to tip you over to turning on this setting.

- 1) From the menu, select Tools – Options. On the Transition tab, choose Transition Navigation Keys, as shown in Fig. 1232.

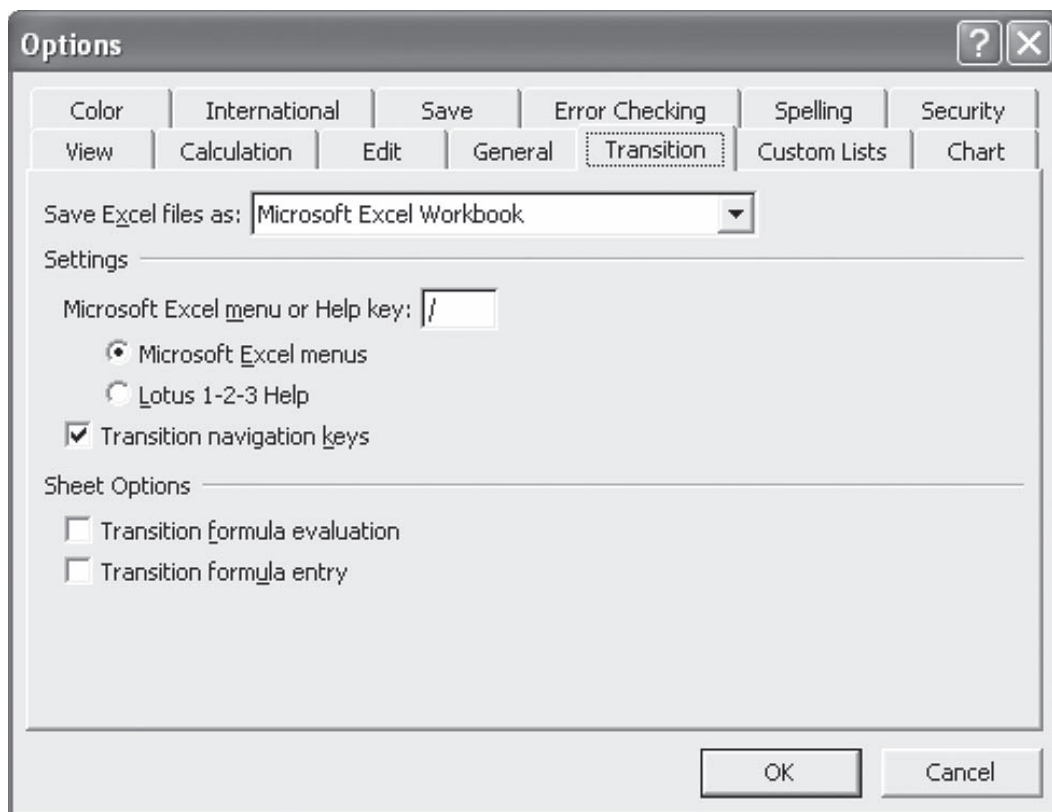


Fig. 1232

- 2) In the image, column C is hidden. Place the cell pointer in column D, in a blank cell. Type the Equal sign to start entering a formula.
- 3) Hit the Left Arrow key as if you were going to enter a formula using the arrow keys. Excel magically unhides the hidden columns, as shown in Fig. 1233. You can now arrow through the worksheet to look at hidden data.
- 4) When you are done, hit the Esc key to cancel entering the formula. The hidden ranges will be hidden again.

COUNTA X ✓ fx =C4					
	A	B	C	D	E
1	Section 1: Historical Trends (Per Month)				
2					
3		Store Type	Size	Rent	Sales
4		Regular	1200	2400	12456
5		BigBox	2600	5200	34500
6				=C4	

Fig. 1233

Gotcha: Beware, users could employ this method to see hidden data. To avoid this behavior, you need to protect the worksheet.

Gotcha: This behavior can be incredibly annoying. If you are in cell D3 and hope to enter a formula of =2*A3, you might think this is only five keystrokes:

=, 2, *, Left Arrow, Enter (a total of five strokes)

However, when you actually try to do this, after the fourth keystroke the hidden columns will open. You usually just catch this out of the corner of your eye, as you incorrectly enter =2*D3 in the formula.

Summary: To quickly view hidden data in a worksheet, select a cell in the column to the hidden data’s immediate right, type an Equal sign, and then hit the Left Arrow key.

Commands Discussed: Tools – Options – Transition