

# Excel Tips July 2020

	Page
1 Copy Here as Values Only .....	2
2 Fixing Gaps on Date X-Axis of Charts.....	2
3 Delete all Errors Simultaneously.....	4
4 Text Function Chart .....	5
5 Display Positive (+) and Negative (-) Signs in Cells.....	5
6 Helpful Formatting ideas: Display Units and Hide Contents .....	6
7 To Hide/Show all Objects in a Workbook Use CTRL+6.....	6

To find the Excel file for this document go to [EXCEL TIPS PAGE UNDER JULY 2020](#)

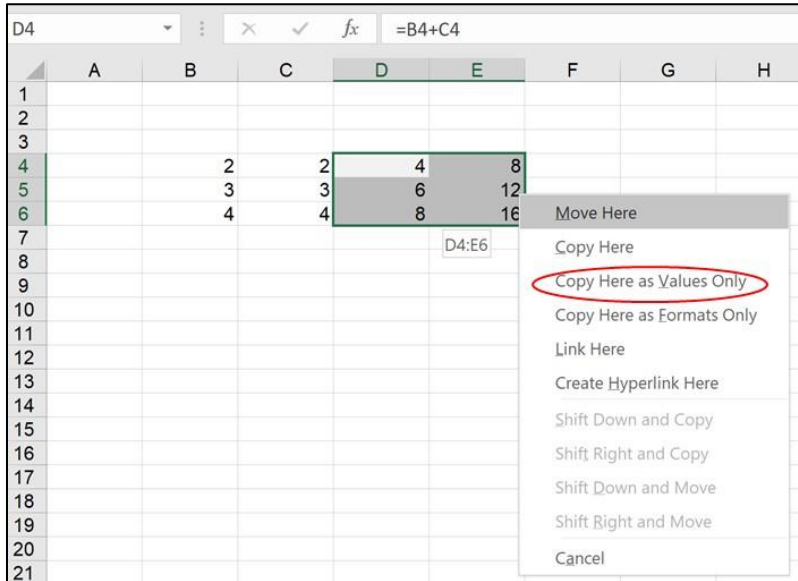
## 1 Copy Here as Values Only

If you do not want to use: Copy and Paste special as values to get rid of formulas:

1. Select the range with formulas D4:E6
2. Right- click. Drag it a notch and drop it back to its original location.

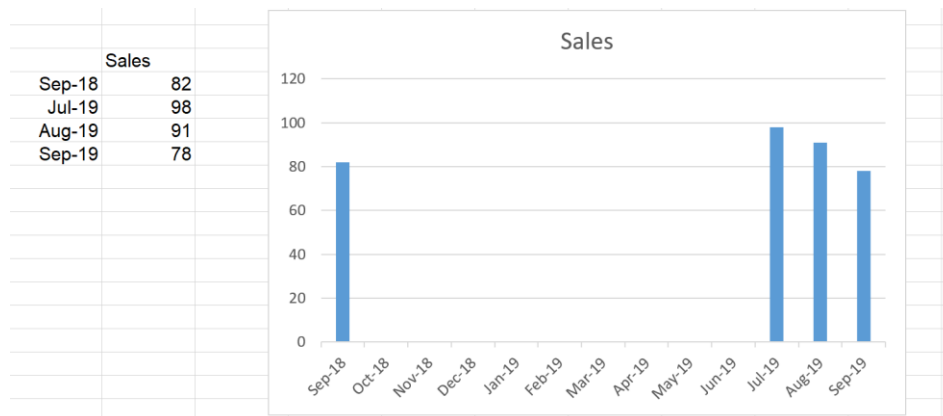
A context menu will pop up:

Select **Copy Here as Values Only**



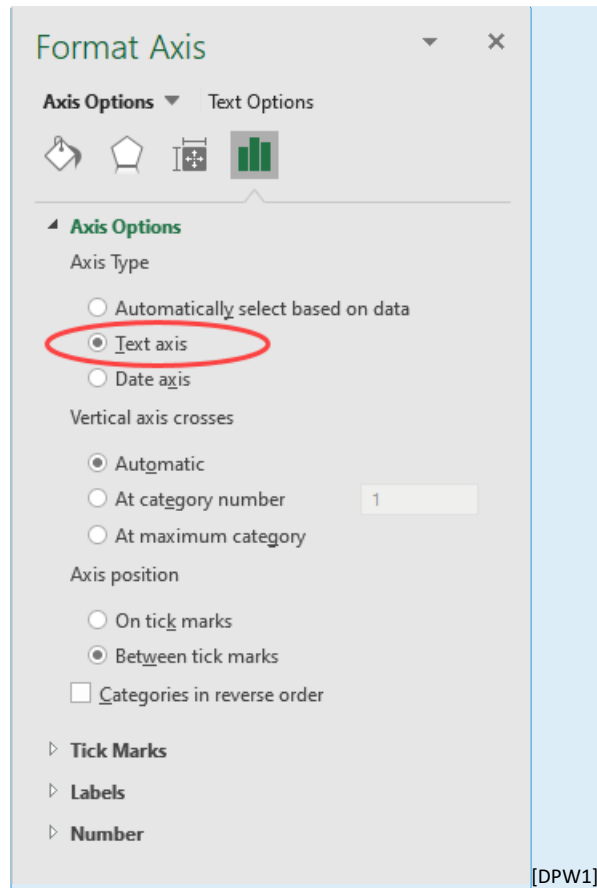
## 2 Fixing Gaps on Date X-Axis of Charts

When the data has a big gap on the X-Axis, the data may not look good for presentation purposes. See this example.

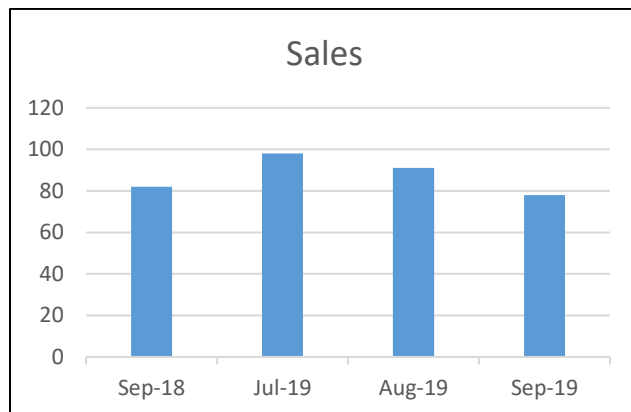


To solve the problem:  
Right click on the X-Axis  
Chose Format Axis

On the Format Axis Options, select Text.



This will be the result:



### 3 Delete all Errors Simultaneously

If you have a number of errors in a range, you can delete them all at the same time.

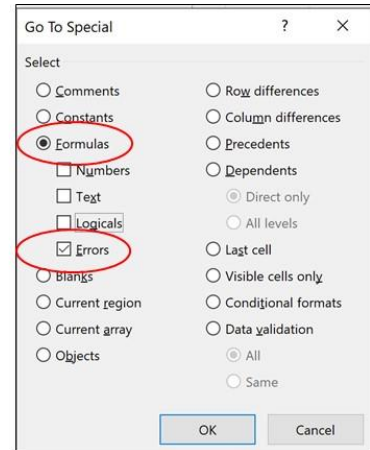
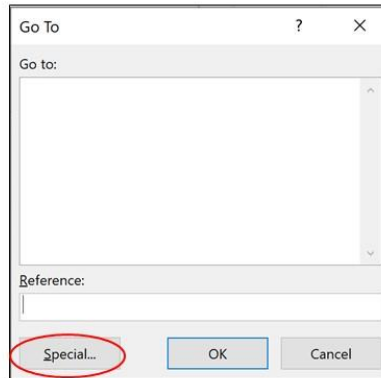
Select range (CTRL+A or CMD+A with a MAC)

Use CTRL+G or [F5] (go to)

Click Special

Select Formulas and Errors

	A	B	C	D	E	F
1						
2		0	2	-1	0	3
3		3	1	1	2	3
4	#NAME?		#N/A			#N/A
5		0	1	1	3	0
6		-1	0	1	0	2
7		-1	1	3	-1	0
8		1	-1	0	-1	3
9		1	2	1	-1	1
10		-1	0.5	5	-1	5
11		2	3	-1	3	3
12		2	3	2	0	3
13		1	3	2	-1	-1
14		3	2	0	2	3
15		3	-1	-1	2	0
16		0	3	1	2	3
17		0	-1	2	1	2
18	#DIV/0!	-0.5	2.5	-1	2.5	#DIV/0!



Click on OK and hit the Delete key (Clear contents).

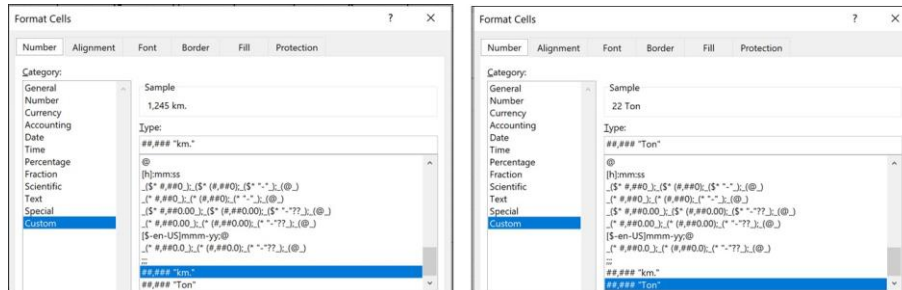
	A	B	C	D	E	F
1						
2		0	2	-1	0	3
3		3	1	1	2	3
4		0	1	1	3	0
5		-1	0	1	0	2
6		-1	1	3	-1	0
7		1	-1	0	-1	3
8		1	2	1	-1	1
9		-1	0.5	5	-1	5
10		2	3	-1	3	3
11		2	3	2	0	3
12		2	3	2	0	3
13		1	3	2	-1	-1
14		3	2	0	2	3
15		3	-1	-1	2	0
16		0	3	1	2	3
17		0	-1	2	1	2
18		-0.5	2.5	-1	2.5	



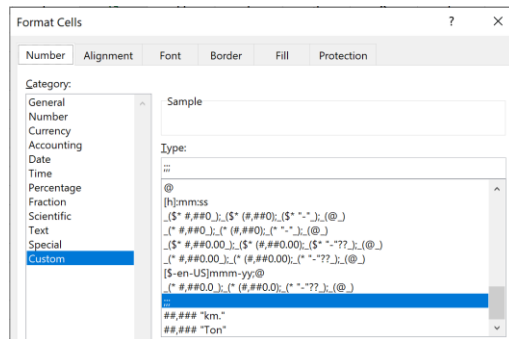
## 6 Helpful Formatting ideas: Display Units and Hide Contents

To show units in a cell like “1,245km.” or “22 Ton”:

Use Format Cells > Number > Custom:

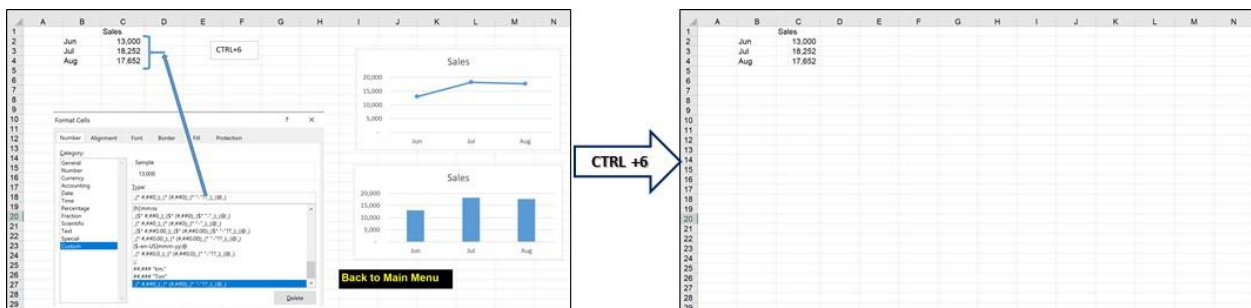


To hide cell contents, use the Format cells>Number>Custom and type “;;;”



## 7 To Hide/Show all Objects in a Workbook Use CTRL+6

Using the **CTRL+6** shortcut will hide or show object like charts, text boxes, pictures or anything on the sheet that is not the cells.



The CTRL+6 is a toggle – on/off hide/show objects

Note: CTRL+6 will hide or display objects within the entire workbook.