Dr. Isaac Gottlieb

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### 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.



2 isaacgottlieb@gmail.com

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 Formals and Errors

1	A	В	С	D	E	F	Go To
1							
2	0	2	-1	0	3	2	Go to:
3	3	1	1	2	3	0	
4	#NAME?		#N/A			#N/A	
5	0	1	1	3	0	1	
6	-1	0	1	0	2	3	
7	-1	1	3	-1	0	-1	
8	1	-1	0	-1	3	-1	
9	1	2	1	-1	1	0	
10	-1	0.5	5	-1	5	#DIV/0!	
11	2	3	-1	3	3	2	
12	2	3	2	0	3	3	
13	1	3	2	-1	-1	-1	
14	3	2	0	2	3	-1	Reference:
15	3	-1	-1	2	0	1	
16	0	3	1	2	3	3	
17	0	-1	2	1	2	0	
18	#DIV/0!	-0.5	2.5	-1	2.5	#DIV/0!	Special



Go To Special		?	×
Select			
O <u>C</u> omments	○ Ro <u>w</u> o	difference	s
O Constants	O Colug	on differe	nces
Eormulas	O Prece	dents	
Numbers	O Depe	ndents	
Te <u>x</u> t	) Di	rect only	
Logicals	() AI	l levels	
	⊖ La <u>s</u> t c	ell	
O Blanks	O Visible	e cells on	lγ
O Current region	O Cond	i <u>t</u> ional for	mats
O Current <u>a</u> rray	O Data	validation	
O Objects	) Al	1	
	🔘 Sa	me	
Г	ОК	Ca	ncel

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

	А	В	С	D	E	F
	0	2	-1	0	3	2
	3	1	1	2	3	0
	0	1	1	3	0	1
	-1	0	1	0	2	3
	-1	1	3	-1	0	-1
	1	-1	0	-1	3	-1
	1	2	1	-1	1	0
D	-1	0.5	5	-1	5	
1	2	3	-1	3	3	2
2	2	3	2	0	3	3
З	1	3	2	-1	-1	-1
4	3	2	0	2	3	-1
5	3	-1	-1	2	0	1
6	0	3	1	2	3	3
7	0	-1	2	1	2	0
В		-0.5	2.5	-1	2.5	
a						

#### 4 Text Function Chart

To create a text-based chart, use the REPT function. REPT repeats the selected character a specified number of times. =REPT("X",4) will result in XXXX.

As an example, I used the list of the 10 world longest bridges. I used the function

#### =REPT("n",ROUND(C10,0))

The round function will use the number rounded to the closest integer. [DPW2]For the format, I used Wingdings and green for the font color.

9	The Worlds Longest Bridges	Location	Length, Miles	Chart
10	1) Qingdao Haiwan Bridge	Shandong Province, China	26.4	
11	2) Lake Pontchartrain	Louisiana, United States	23.9	
12	3) Manchac Bridge	Louisiana, United States	22.8	
13	4) Hanghzou Bay Bridge	Zhejiang Province, China	22.4	
14	5) Runyang Bridge	Jiangsu Province, China	22.1	
15	6) Donghai Bridge	Shanghai, China	20.2	
16	7) Atchafalaya Swamp Expressway	Louisiana, United States	18.2	
17	8) Chesapeake Bay Bridge-Tunnel	Virginia, United States	17.6	
18	9) Jintang Bridge	Zhejiang Province, China	11.4	
19	10) Vasco de Gama	Sacavém, Portugal	10.7	

## 5 Display Positive (+) and Negative (-) Signs in Cells

If you want to display the plus or minus +/- signs in the cell use the following format:

+0.00;-0.00 or +0.0%;-0.0% for percentage.



isaacgottlieb@gmail.com

## 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:

Format Cells			Format Cells	?	
Number Alignment	Font Border Fill Protection		Number Alignment Font Border Fill Protection		
⊆ategory:			Category:		
General Aumber Currency	Sample 1,245 km.		General Sample Number 22 Ton		
Accounting	Iype:		Accounting Iype:	Iype:	
Time	##,### "km."		Date ##,### "Ton"		
Percentage Fraction Scientific Text Special Custom	(e) (b)mmss (f)* e,exo (_,fs* (e,exo(_,fs****,(@_) (* e,exo ((e,exo()_{(_1****,(@_))} (f* e,exo()_{(_1****,(e,exo())_{(_1****},(@_))} (f* e,exo()_{(_1*****,(e,exo()_{(_1*****},(@_))} (f* e,exo()_{(_1*****,(e,exo()_{(_1*****},(@_))} (f* e,exo()_{(_1*****,(e,exo()_{(_1*****},(@_))}) (f* e,exo()_{(_1*****,(e,exo()_{(_1*****},(e,exo()_{(_1*****}))}) (f* e,exo()_{(_1******,(e,exo()_{(_1*****}),(e,exo()_{(_1*****})))}) (f* e,exo()_{(_1*********})) (f* e,exo()_{(_1***********************************	Â	Percentage Φ   Fraction Phinmoss   Scientific (\$**##0.\_(*##00.\_(****)(@))   Test (*##00.\_(****)(@))   Special (\$**##00.\_(****7)(@))   Cattom (\$*##00.0(*##00.0(****7)(@))   Gettom (\$*##00.0(*##00.0(****7)(@))   Gettom (\$*##00.0(*##00.0(****7)(@))   ####################################		
	##,### "Ton"	*	##,### "Ton"		

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

ormat Cells		? ×
Number Alignment	Font Border Fill Protection	
<u>C</u> ategory:		
General Number Currency	Sample	
Accounting	Ivpe:	
Date		
Time		
Percentage	0	^
Fraction	[h]:mm:ss	
Scientific	_(\$* #,##0_);_(\$* (#,##0);_(\$* "-"_);_(@_)	
Text	_(* #,##0_);_(* (#,##0);_(* "-"_);_(@_)	
Special	_(\$* #,##0.00_);_(\$* (#,##0.00);_(\$* "-"??_);_((	2
Custom	_(* #,##0.00_);_(* (#,##0.00);_(* *-"??_);_(@_)	
	[\$-en-US]mmm-yy;@	
	_(* #,##0.0_);_(* (#,##0.0);_(* "-"??_);_(@_)	
	10 A A A A Thun 1	
	##,### KM.	~
	##,### TON	

# 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.