

Some experience in Excel spreadsheets

In Excel there are many good tips that only those who have ever discovered, please introduce to you some of the experience in excel.

1. How to hide leading zeros in Excel

Depending on the purpose, habits and preferences, you can use one of the following methods to make the number zero disappear in the Excel table.

- Hide all zeros in the spreadsheet:

Click the Tools menu -> Options, select the View tab. Clear the Zero values checkbox.

Will all zeros on the calculator disappear? Don't worry because only the result with a value of 0 is really lost, and the zeros (eg 10) of course are okay.

- Using the number format to hide zeros, we do the following:

+ In the Category box, select Custom. In the Type box, type 0; -0 ;; @.

- Use conditional formatting to hide zeros returned from results of formulas:

+ Select the cell with the number 0 to hide.

+ Click Format -> Conditional Formatting menu. In the left box select Cell Value Is, the second box next select equal to, the next box type 0.

+ Click Format button, select Font tab. In the Color box, select white (or coincide with the background color of the worksheet). Click OK

- Use formulas to hide zeros or replace them with hyphens (-):

Suppose that in cells A1 and A2 you have the corresponding numbers 5, 5. When you get A1-A2, the result will be 0. You can use the following formulas to hide the number 0 or replace it with hyphens (-):

= IF (A1-A2 = 0, '-', A1-A2)

2. Insert multiple lines in a cell

Each time you press Enter, the cursor jumps one time to another cell below. How do the cursor rest on the text box? The trick is very simple, you just need to press the key combination (Alt + Enter) so you can continue writing in the working cell and the line is broken down as you want.

3. Add color, background image to the whole workbook

To add a color or background image to a spreadsheet, choose Format -> Sheet -> Background. Next, find the background image (or font color) you like and click Open.

4. Freeze the headline

In each worksheet, there is usually a fixed row of titles for each column. If you enter data in multiple lines and overflow the screen, the data entry job will be very difficult because the headline 'floats' away. To 'freeze' the subject line, click to select a cell immediately below the subject line; Choose Window > Freeze Panes. You can now freely enter data with the title bar always displayed above the spreadsheet .

To master, use well and exploit all the great features of the Excel program, we definitely need to use and make a lot of these editors and you can take some courses at the accounting institute. Duc Minh is like an office IT, basic office IT . Hopefully, with these simple steps, it can be helpful for you at work.

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