

Excel Tips December 2019

Page

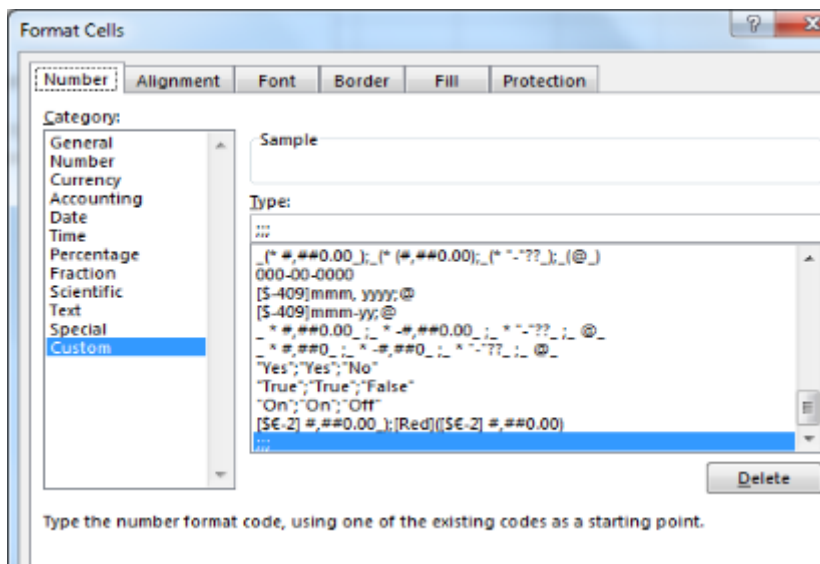
Hide Data in a cell	1
Input Values Starting with 0.....	1
Shrinking Text to Fit Cells.....	3
Custom Format	4

Hide Data in a cell

Intermediate/Advanced

Hiding the values can be done in two ways

1. Format the cell font as white
2. Format Cells->Number Tab->Custom->Type ;;;

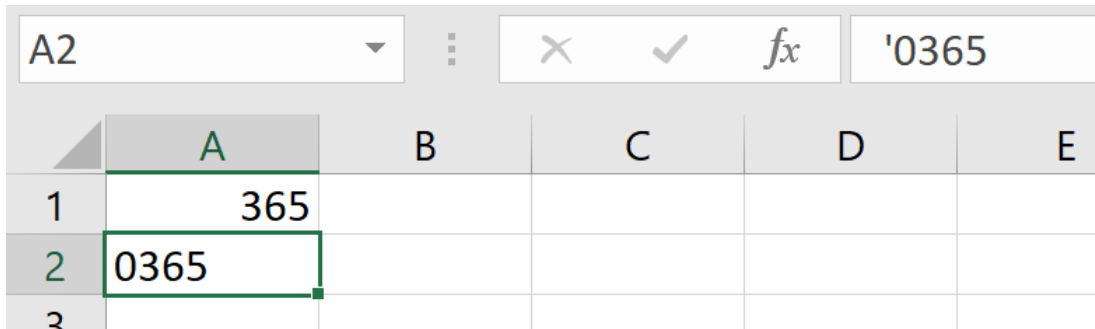


Input Values Starting with 0

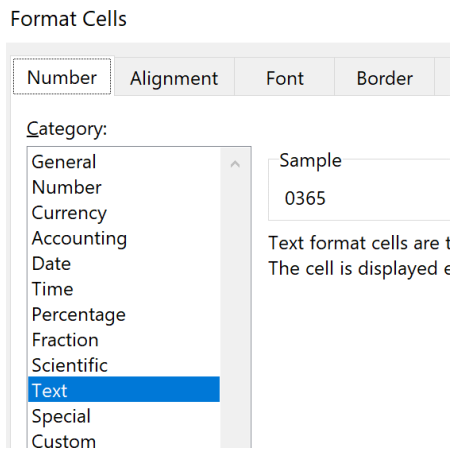
Intermediate/Advanced

When an input value starts with zero, Excel will delete the zero by default.

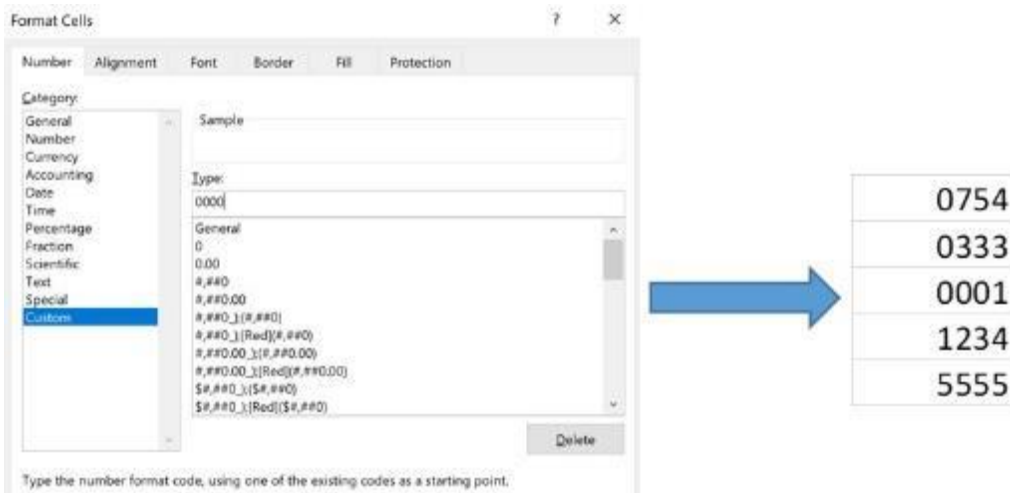
1. Add a single quote mark ahead of the first zero



2. Format the cell as text



3. Use Format Cells and type four zeros 0000

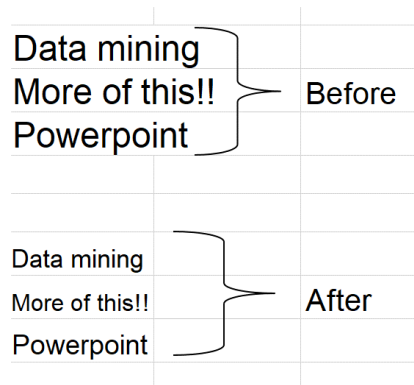
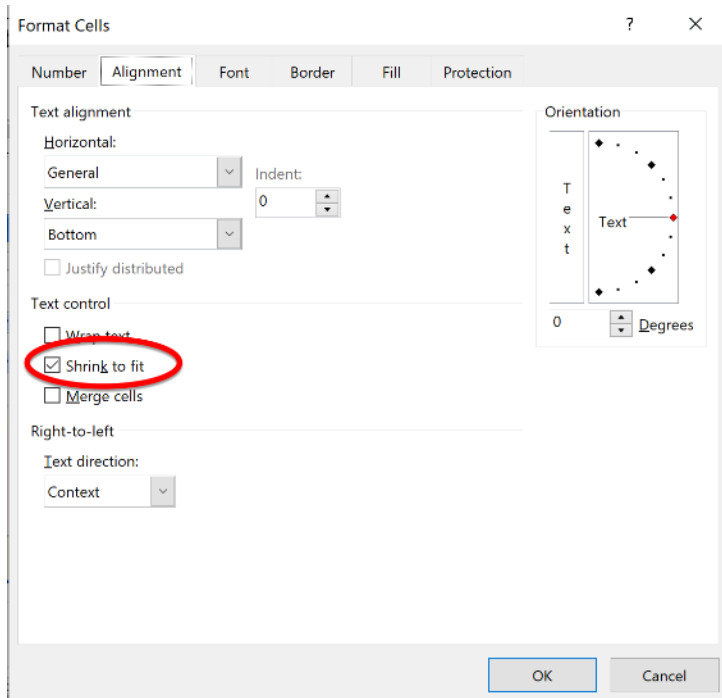


Shrinking Text to Fit Cells

Intermediate

Use

Format>Cells>Alignment and select Shrink to fit

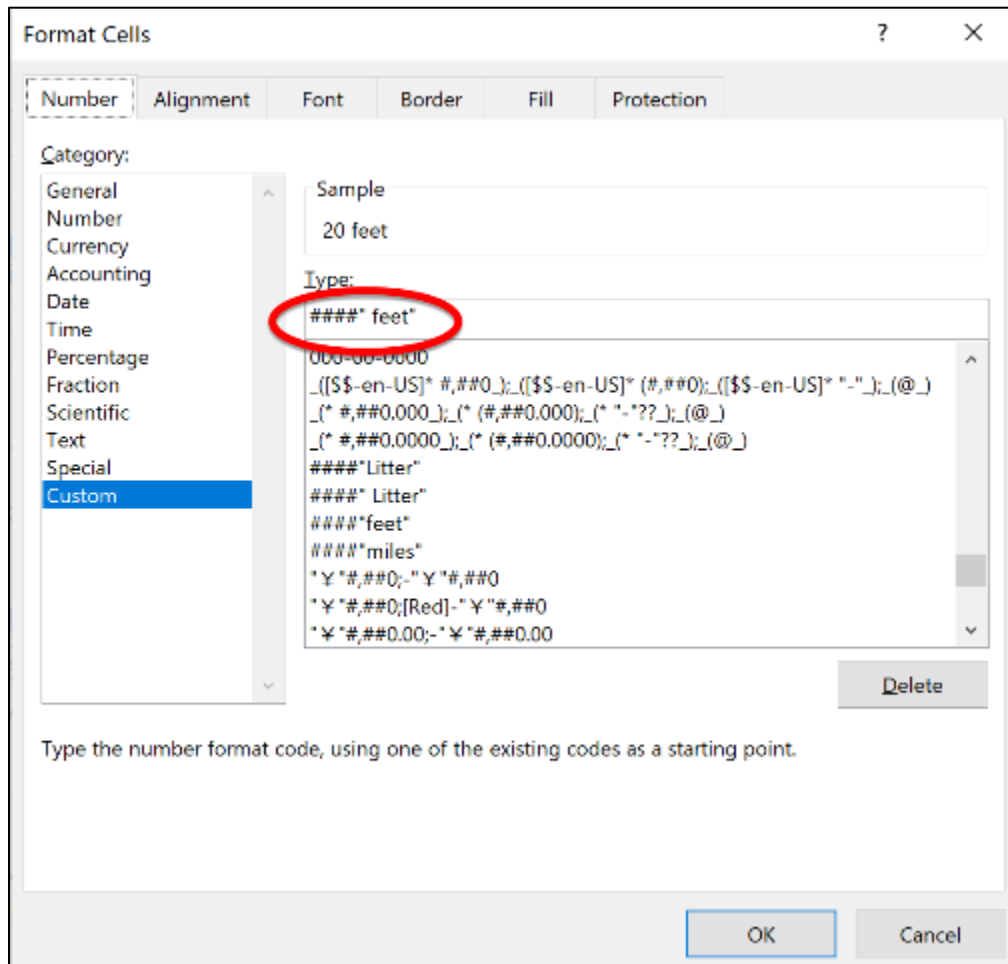


Custom Format Intermediate/Advanced

If you want to format with your own notation such as meters, feet or miles, use custom formats.

Go to Format Cells or use the CTRL+1 shortcut (CMD+1 for a MAC.)

Use #####" feet", #####" meters" etc.



	500 Litter	
	20 feet	
	10 miles	

Also; please share this tip:

