

Excel Tips January 2020

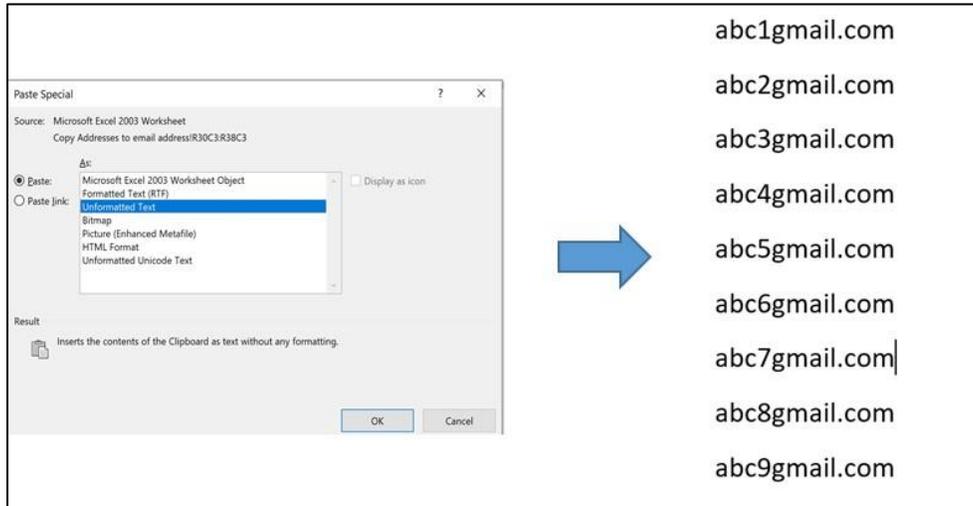
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1. Copy Addresses from Excel to Your Email-Message Address Line

If you have an email addresses list in Excel, it is in usually a table format. You may like to be able to paste it into your email addresses line.

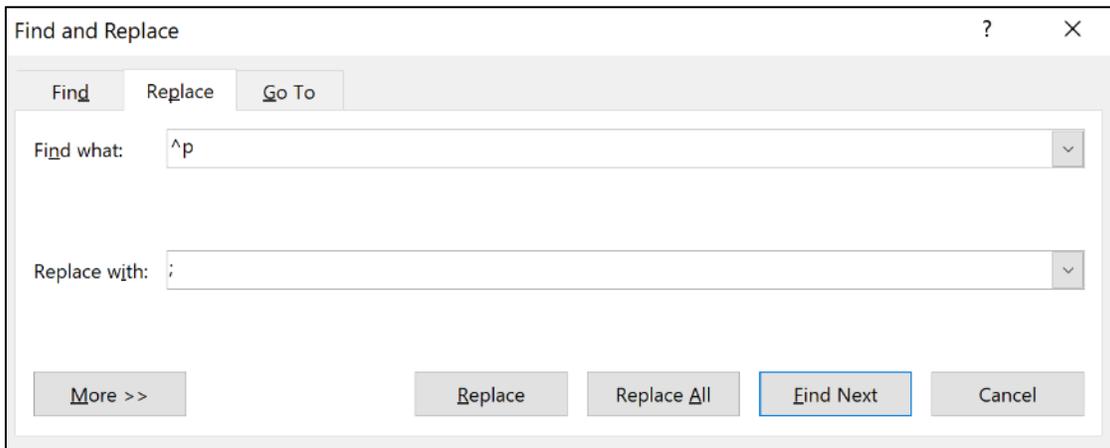


1. Copy the list.
2. Go to MS Word and use Paste Special>Unformatted Text.
The data will look, in Word, as you see below.



3. Now use CTRL + H (Edit Replace).

Replace the Line-Return “^p” (Paragraph Character) by a semicolon followed by a space “; ”.

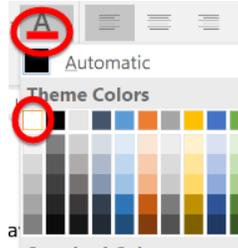


4. You can now copy and paste the addresses into your email address line.

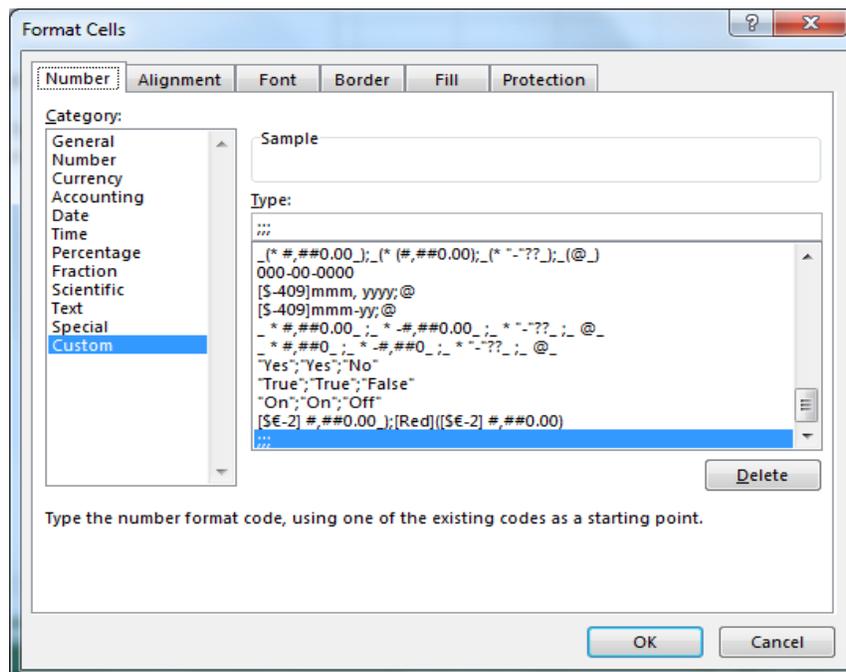
abc1gmail.com; abc2gmail.com; abc3gmail.com; abc4gmail.com; abc5gmail.com; abc6gmail.com;
abc7gmail.com; abc8gmail.com; abc9gmail.com;

2. Two Ways to Hide Data in a Cell

1. Format the cell font as white



2. Format Cells->Number Tab->Custom->Type “;;;”



3. Use Drag and Drop to Convert Formulas to Values

Drag the edge of a cell or range using the **right mouse button**, drop it where you want to paste the values (even back to the original cells), and select “Copy Here as Values Only” from the popup menu.

B	C
55	122
77	154
44	378
33	110

Right click and drag

Once you let go you will see the following menu

B	C	D	E
55	122		
77	154		
44	378		
33	110		

- Move Here
- Copy Here
- Copy Here as Values Only
- Copy Here as Formats Only
- Link Here
- Create Hyperlink Here
- Shift Down and Copy
- Shift Right and Copy
- Shift Down and Move
- Shift Right and Move
- Cancel

Select: Copy Here as Values Only

4. Copy Sheet by Dragging

Hold the control button and drag the sheet tab toward the spreadsheet area.

You will see a small sheet image with a plus “+” sign.

When you drop it in will create a copy of the sheet.

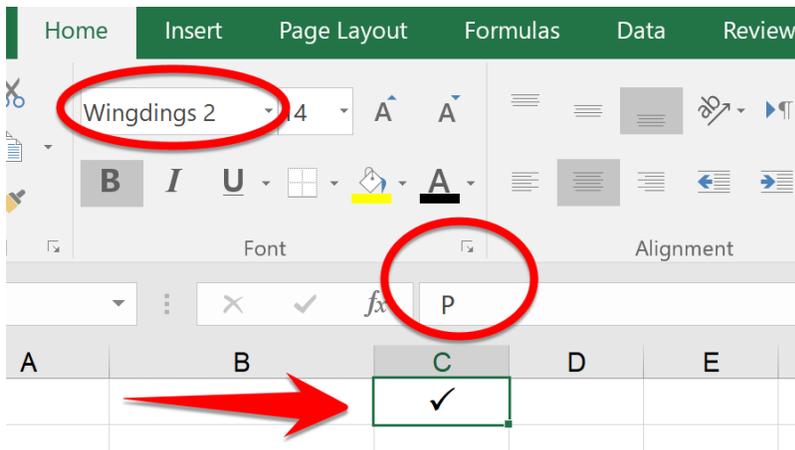


An easy way to copy a sheet

5. Getting the Check Sign ✓

You can create a check in a number of ways.

One way is to type capital P and change the font format to Wingdings 2.



You can also use a shortcut CTRL+ 5 for a Strikethrough ✗

6. Remove Hyperlinks

Hyperlinks in a range may be annoying.

To remove them at once:

Select the range

Right-click and choose Remove Hyperlinks

