

Excel Tips November 2020

	Page
Content	
1 Four Ways to Hide/Show the Full Ribbon Menu	2
2 Insert Header and/or Footer	3
3 Get the Function Menu.....	4
4 Show the Status Bar	5
5 Remove Duplicates.....	5
6 Eliminate Link.....	6
7 Format Painter for the Entire Sheet	6
8 Food Conversion Table	7

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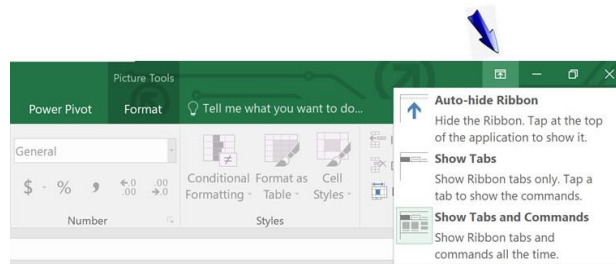
1 Five Ways to Hide/Show the Full Ribbon Menu

There are five ways hide and show the full ribbon menu.

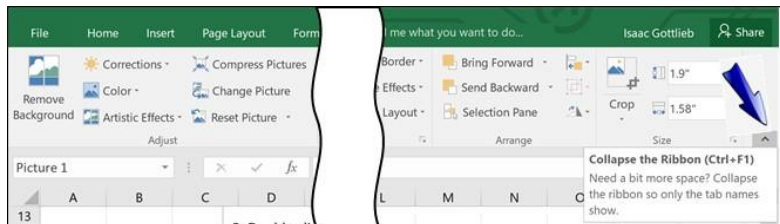
1. CTRL+F1 (it is a toggle - on/off)
2. Double click on any ribbon name (it is a toggle too)
3. Right-click on the ribbon name and choose Collapse the Ribbon (it is a toggle again)



4. Use the Ribbon Display Option icon (all the way on the top right of the screen) and select you option

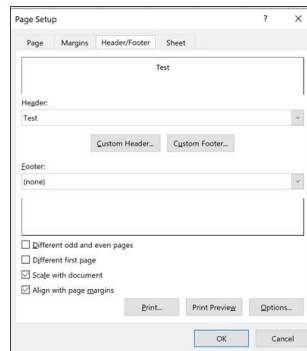
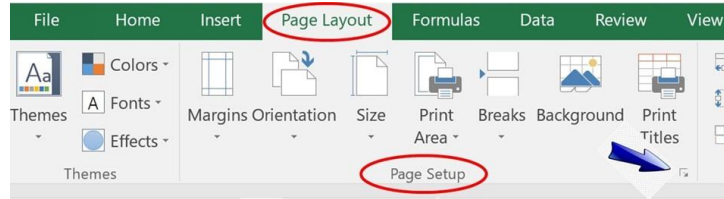


5. Use the Collapse Ribbon Icon.



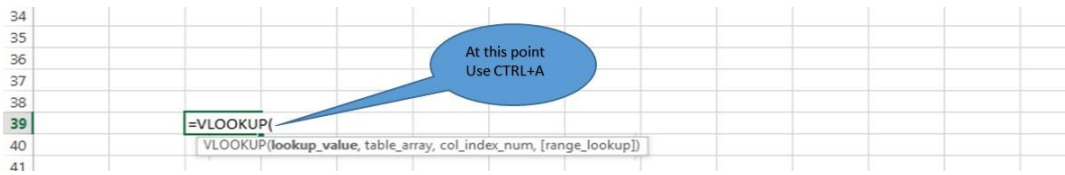
2 Insert Header and/or Footer

Go to the Page Layout tab and click on the more icon in the Page Setup group for the Header footer menu.



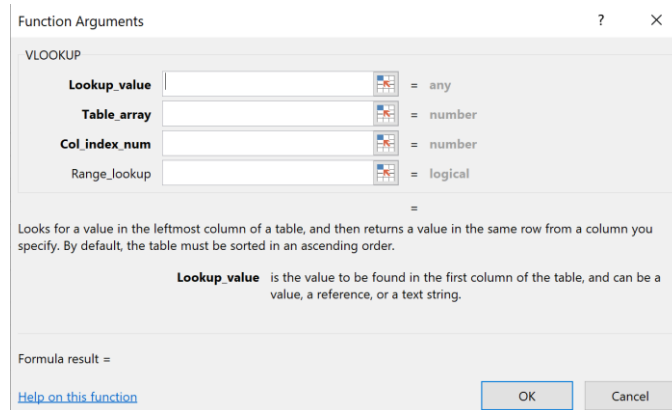
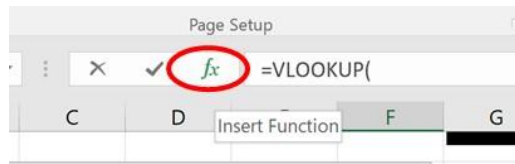
3 Get the Function Menu

When you are typing the function, use **CTRL+A** to get the menu.



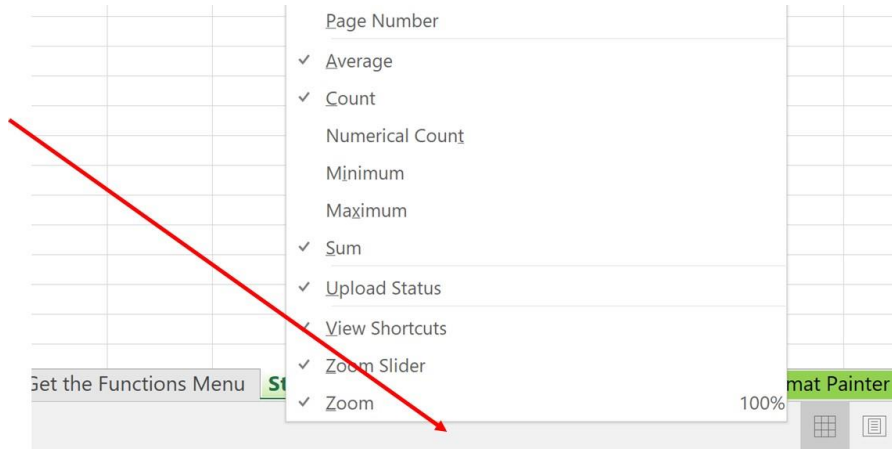
Or

Click on the Fx icon next to the formula bar.



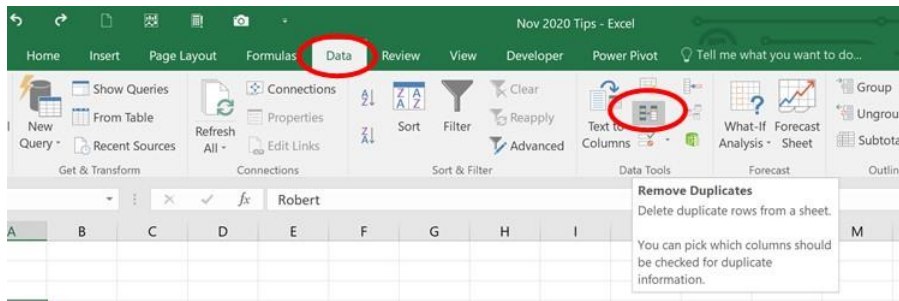
4 Show the Status Bar

Right click below the sheets' names to show the Status Bar.



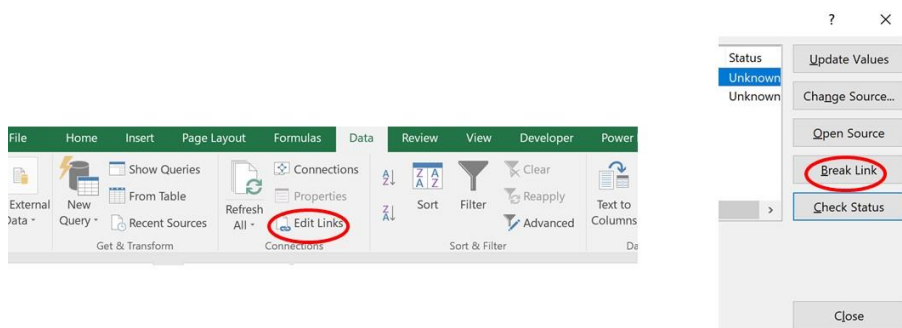
5 Remove Duplicates

To generate a list of unique names from a large list go to Data and click on Remove Duplicates



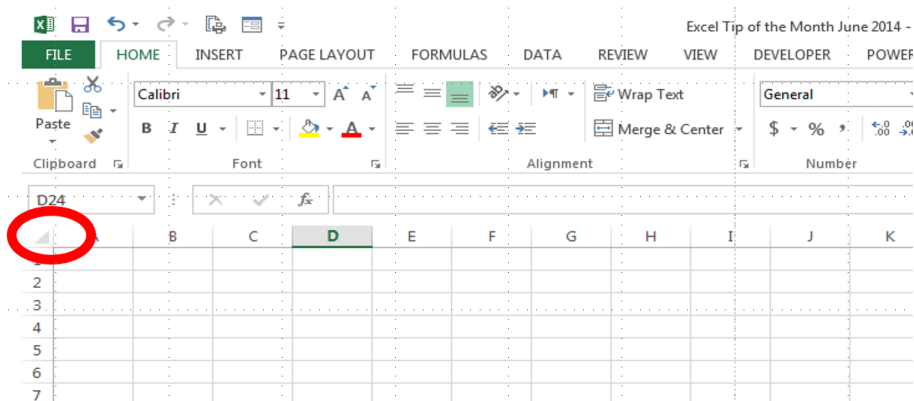
6 Eliminate Links

On the Data ribbon, click on Edit Links and use the menu to break the links.



7 Format Painter for the Entire Sheet

1. Click on the Select All button of the worksheet that contains the preferred formatting.
2. Click on the Format Painter button.
3. Click on the sheet tab for the sheet that is to receive the formatting.
4. Click on the Select All button in the new sheet. All of your formatting has been assigned!



8 Food Conversion Table

For the convenience of you who cook or bake you can use this conversion table on the Conversion Table sheet

Cup	Gram	Ounces	Enter number	Result in		Tablespoon
			Cups	Grams	Ounces	
whole-wheat flour	125	4.4	1	125	4.41	Flour
Sugar	200	7.1	1	200	7.05	Sugar
Packed Compressed brown sugar	225	7.9	1	225	7.94	Salt
Butter	230	8.1	1	230	8.11	Dry Yeast
powdered sugar	120	4.2	1	120	4.23	Butter
Ground nuts	110	3.9	1	110	3.88	Baking Powder/powdered su
Chopped nuts	100	3.5	1	100	3.53	Chopped Nuts/Almonds
Long Grain Rice	200	7.1	1	200	7.05	Gelatin Powder
Rice	210	7.4	1	210	7.41	Honey
Honey/Maple Syrup	320	11.3	1	320	11.29	baking soda
jam, jelly	320	11.3	1	320	11.29	Corn Flour