



Organizing


Hiding or Displaying Workbooks

You can hide workbooks to reduce the number of workbooks on your screen.

1. Open the workbook you wish to hide.
2. Click on the **View** tab.
3. Click the **Hide**  button in the **Window** group. The hidden data will remain in the workbook.
4. *Optional:* To display a hidden workbook, click the **Unhide**  button in the **Window** group.

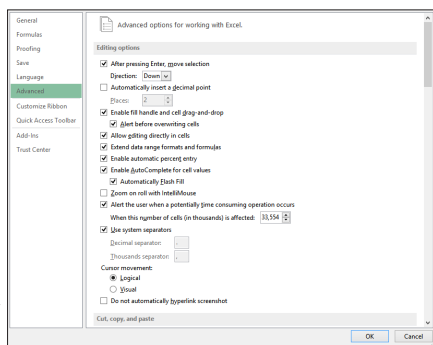
Hiding or Displaying Worksheets

You can hide worksheets to reduce the number of worksheets on your screen.

1. Select the worksheet you wish to hide. (*To select multiple worksheets, hold the **Shift** key while you click on the worksheet tabs.*)
2. Click on the **Home** tab.
3. Click the **Format**  button in the **Cells** group.
4. Select **Hide & Unhide** and choose **Hide Sheet** from the resulting menu.
5. *Optional:* To display a hidden worksheet, select **Hide & Unhide** and choose **Hide Sheet** from the resulting menu.



Hiding or Displaying Worksheet Tabs

1. Click the **File** tab.
2. Select **Options** in the left pane.
3. Select **Advanced**.
4. Clear the **Show sheet tabs** box in the **Display options for this workbook** section.
5. *Optional:* To display a hidden worksheet tab, check the **Show sheet tabs** box again.




Adding a Background to a Worksheet




You can add background pictures to your worksheet to differentiate them from each other or just add design elements.

1. Click the **Page Layout** tab.
2. Click the **Background**  button in the **Page Setup** group.
3. Click the **Browse** button to select a background image from your computer or **OneDrive**. You can also search **Office.com Clip Art** or **Bing Image Search**.
4. Locate and select the file you wish to use and click the **Insert** button.
5. *Optional:* To delete a background, click the **Delete Background**  button in the **Page Setup** group.


Formatting

Assigning a Number Format to a Cell

1. Select the cell or cells you want to assign the format to.
2. Click on the **Home** tab.
3. Click the **Format**  button in the **Cells** group.
4. Select a number format in the **Category** box.
5. Enter or select options in the right pane.

*Note: To quickly change the number format for the selected cell or range of cells, click the arrow on the **Number Format** button in the **Number** group and select a format from the resulting menu. You can also click the **Accounting Number Format** , **Percentage Style** , or **Comma Style**  button in the **Number** group.*

Displaying Multiple Lines of Text in a Cell







1. Select the cell or cells you want to format.
 2. Click on the **Home** tab.
 3. Click the **Wrap Text**  button in the **Alignment** group.
- Note: To place a new line or line break in a cell, click in the cell and press **Alt + Enter**. If the wrapped text is not displayed, the row height might be set to a specific height.*

Applying a Cell Style


1. Select the cell or cells you want to apply a style to.
2. Click the **Cell Styles**  button in the **Styles** group.
3. Select a style or select **New Cell Style** to create your own.

Adding Conditional Formatting ^{NEW!}



Conditional formatting is a format that Excel applies automatically if a specified condition is true. For example, you could highlight all values over \$25 in red.

1. Select the cells you want to add conditional formatting to.
2. Click on the **Home** tab.
3. Click the **Conditional Formatting**  button in the **Styles** group and do one of the following:
 - *To apply formatting to cells that contain values,* select **Highlight Cells Rules**  or select **Top/Bottom Rules**  and select a command. Enter or select values. Click the arrow on the box and select a formatting option. Click the **OK** button.
 - *To apply formatting to cells using data bars, a color scale, or icon sets,* select **Data Bars** , **Color Scales** , or **Icon Sets**  and select a data bar, color scale, or icon set.

Clearing Conditional Formatting ^{NEW!}

1. Select the cells you want to clear formatting for.
2. Click the **Conditional Formatting**  button in the **Styles** group.
3. Select **Clear Rules**.
4. Select **Clear Rules from Selected Cells** from the resulting menu.

Creating a New Conditional Formatting Rule

1. Click on the **Home** tab.
2. Click the **Conditional Formatting**  button in the **Styles** group.
3. Select **New Rule**  from the resulting menu.
4. Select a rule type in the **Select a Rule Type** section.
5. Enter or select options in the **Edit the Rule Description** section.
6. Click the **OK** button when you are finished.