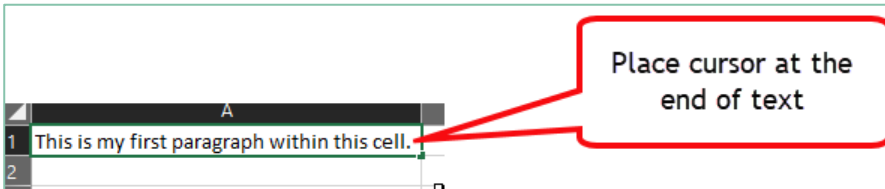


# MS Excel – Quick & Easy Format Tips

## New Lines in Cells

You can force Excel to enter a new line within a cell

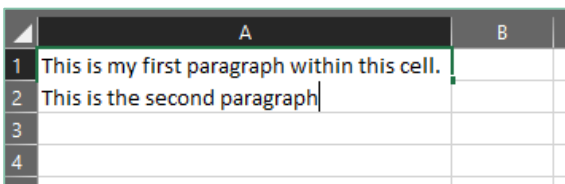
☞ Put your cursor at the end of the previous text within the cell.



☞ Select **Alt + Enter** on your keyboard



☞ You can now type on a line below but remain in the same cell.



⚠ Excel is not designed to deal with lots of text in the way Word is so putting paragraphs and lines in cells can cause issues.

⚠ Please note that an excess of text and use of paragraphs within cells may result in formatting problems.

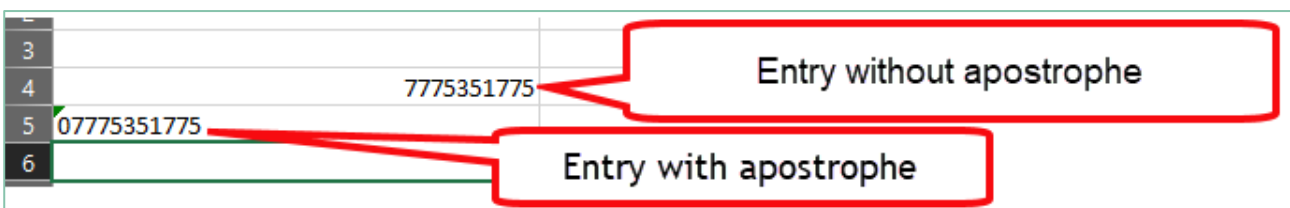
## Input values starting with 0 (Zero)

You do not have to reformat cells in order to display numbers that start with zero although if other people are going to be inputting it would be a better option to ensure consistency.

If you are inputting yourself you can ensure the zeros stay in place by doing the following.

☞ Type a ' (**apostrophe**) in front of the zeros as you enter in the cell e.g. '0003465

☞ When you press **Enter** the ' will disappear



## Display Formula in cells

Sometimes you want to see if cells contain formula rather than just the results of that formula.

This can be helpful if you are wanting to delete or remove columns or rows as those may contain formula on which other cell results are dependant.

☞ Use the **Ctrl + `** (the ` key can be found on the top left of the keyboard before number 1)

☞ All cells with formula will now display the formula within the cell.



This Excel Table

Item	Cost Price	Retail Price excl VAT	No sold	Total amount incl vat	Vat 20%	Profit 15%
Christmas Tree	£ 30.00	£ 34.50	300	£ 12,420.00		
Star decorations	£ 4.00	£ 4.60	2000	£ 11,040.00		
Silver Tinsel	£ 6.00	£ 6.90	750	£ 6,210.00		
Red Tinsel	£ 4.00	£ 4.60	200	£ 1,104.00		
Christmas Lights	£ 35.00	£ 40.25	150	£ 7,245.00		

Will look like this when showing formula

Item	Cost Price	Retail Price excl VAT	No sold	Total amount incl vat
Christmas Tree	30	=F2*\$N\$1)+F2	300	=(G2*H2)*\$L\$1+(G2*H2)
Star decorations	4	=(F3*\$N\$1)+F3	2000	=(G3*H3)*\$L\$1+(G3*H3)
Silver Tinsel	6	=(F4*\$N\$1)+F4	750	=(G4*H4)*\$L\$1+(G4*H4)
Red Tinsel	4	=(F5*\$N\$1)+F5	200	=(G5*H5)*\$L\$1+(G5*H5)
Christmas Lights	35	=(F6*\$N\$1)+F6	150	=(G6*H6)*\$L\$1+(G6*H6)