

Chapter 3: Display Shortcuts

Section 1: Create split screens and frozen tables in a flash

- View / Freeze Top Row = keeps top row in place
 - Row must be visible
 - Can be combined with Column
- View / Freeze Top Column = keeps top column in place
 - Column must be visible
 - Can be combined with Row
- Split
 - Highlighting the cell against the farthest left column will create a horizontal split with identical sheets in the top and bottom of the viewing pane
 - Highlighting a cell in the top row will create a vertical split with identical sheets in the left and right of the viewing pane
 - Highlighting a cell in the middle of the sheet will create a quad-split allowing view of the same sheet 4 times in 4 quadrants

Section 2: Restore missing labels and hide repeating labels

- Looking at data set with sparse categories set in one column, you can cascade this down by using the "Find & Select" Tool
 - Use Go To Special
 - Blanks
 - Hit Ok
 - Highlighted should be all blanks in a column
 - The top cell allows you to enter a formula
 - Enter =A2 and hit enter (or top row)
 - This effect should cascade down the sparse column
- Now we can make a conditional format rule
 - Set the rule to use formula
 - Enter =A2=A1 where if the row is equal to the row above, then we do something
 - Set it to format the text to white
 - Now the data is still there even though we can't see it or print it

Section 3: Customize the display of status

- Look toward the bottom of the screen to the left of the zoom slider
 - You will see some stats on selected cells but not all
 - Right click, and select options you want
 - Recommend checking all from Avg to Sum
- With this you can see stats without writing or generating formulas