

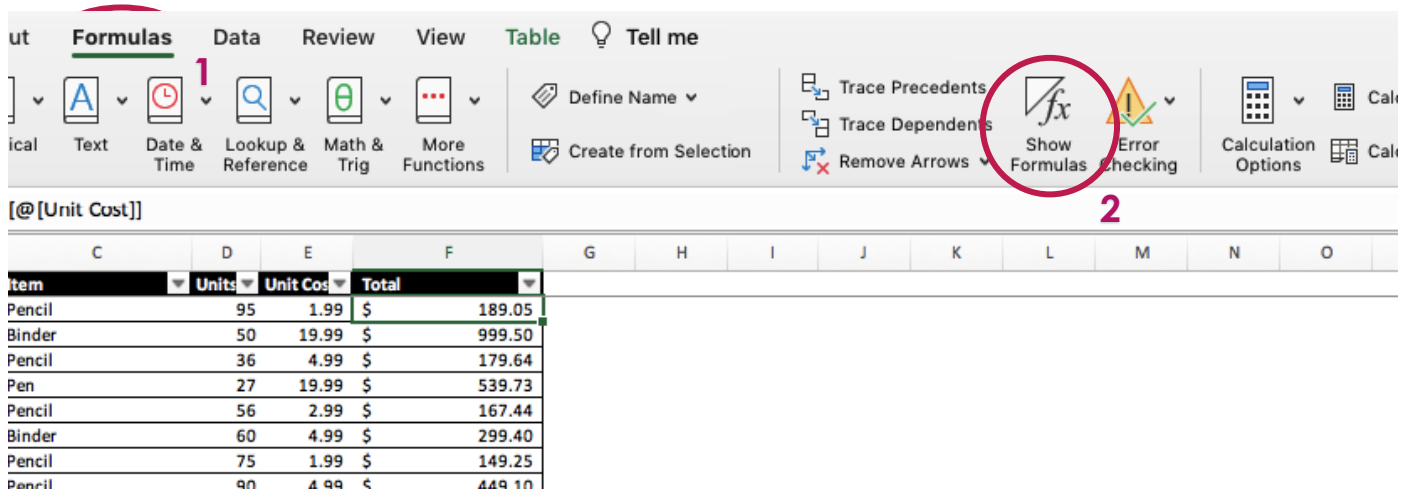
SHOW OR HIDE FORMULAS IN EXCEL

What's in it for me?

Excel is all about formulas, and they make your work easier. However, there are times when you get errors in your results and you're not sure how to fix them. Also, you may not know where all the formulas are in a worksheet, especially if you are collaborating with others. The **Show Formulas** feature is useful when you want to find where they all are, and then analyze them to understand where they may have gone wrong. Conversely, when you are done reviewing your formulas, you want to hide them again so your worksheet looks neat and professional.

How to do this:

1. Click on the **Formulas** tab to open the ribbon.
2. Click on the **Show Formulas** button in the ribbon.



3. Notice that the displayed information in applicable cells will change to the formulas constructed. Each cell reference in your formula will have different colours so you can easily trace and analyze them.

Item	Units	Unit Cost	Total
Pencil	95	1.99	=[@Units]*[@Unit Cost]
Binder	50	19.99	=[@Units]*[@Unit Cost]
Pencil	36	4.99	=[@Units]*[@Unit Cost]
Pen	27	19.99	=[@Units]*[@Unit Cost]
Pencil	56	2.99	=[@Units]*[@Unit Cost]
Binder	60	4.99	=[@Units]*[@Unit Cost]

4. Click on the **Show Formulas** button again to hide your formulas.
5. Remember to save changes to your worksheet regularly.

NOTES:

- When analyzing complex formulas with multiple cell references, clicking the **Trace Precedents** button to the left of the **Show Formulas** button will help you.
- Try the shortcut key **Ctrl + ~** (the tilde character) to quickly show or hide formulas.