

**Question:** One common type of spreadsheet is a fill-in-the-blanks template. Typically, such a sheet will have a number of input cells, and a number of formula cells. You enter your data in the input cells, and the formula cells kick into action and use those values to display some type of (usually) useful result. At some point, you may want to clear the slate and delete all the values in the input cells. How do you do this?

**Answer:** Rather than scroll around and look for the non-formula cells, you can take advantage of an often-overlooked Excel feature that lets you select cells in a "special" way:

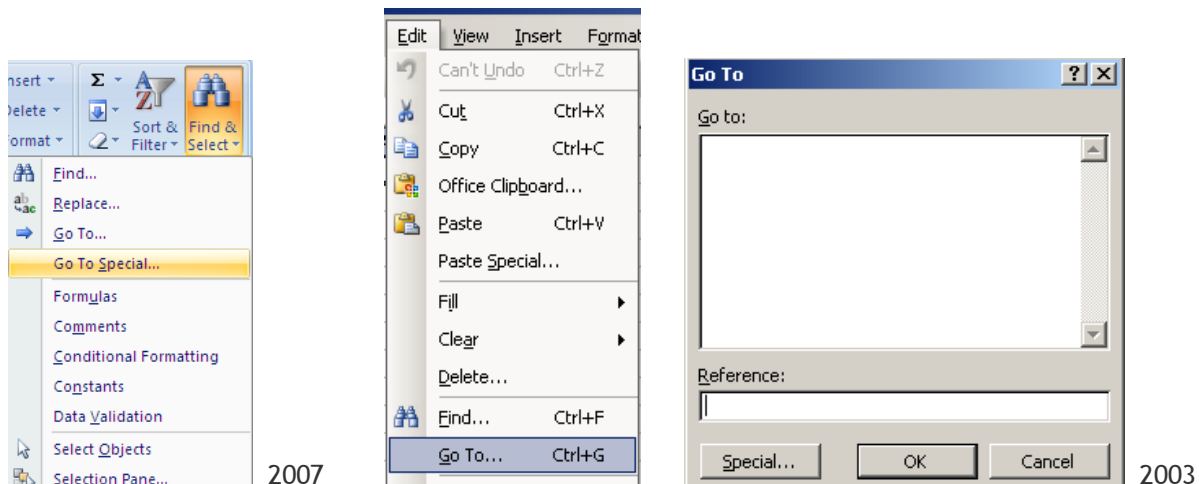
SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
BA-122	73280	12/12/2009	Drb		Due on receipt

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Units as per order SA123973	12 000	R 12 000

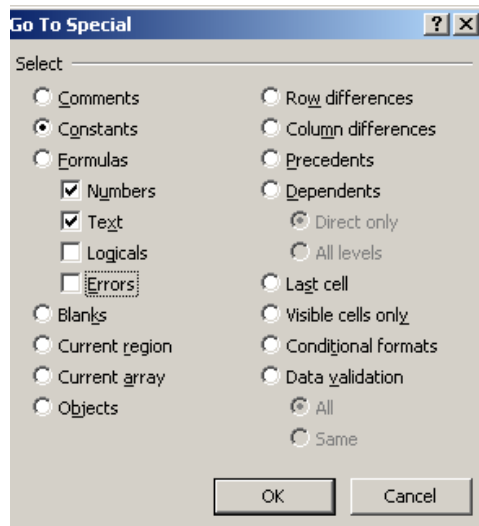
Here is how to do it:

### Process - Excel 2007 and 2003

1. Select Home Tab, Editing Group, Find and Select Icon (2003-Edit, Go To, Special) or press *Ctrl-G* or *F5* to bring up the Go To dialog box.



2. Click the *Special* button to show the Go To Special dialog box.



3. Choose the *Constants* option, then clear all of the check boxes except Numbers (if some of the input cells in the spreadsheet accept text, leave the check mark next to Text).
4. Click *OK*, and Excel will select all of the non-formula cells that contain a Value/Text.
5. Press the *Delete* key, and those numbers are history--but the formulas remain intact.

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