

Tip Category: Working with Worksheets

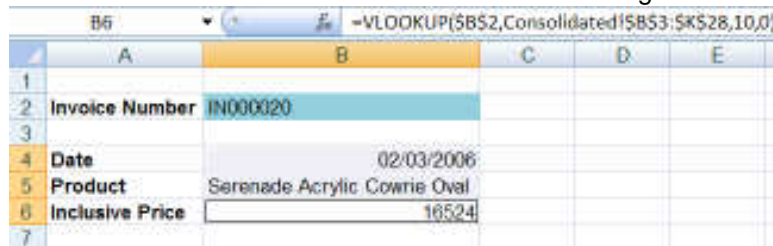
Question: When protecting your worksheets, are you able to hide the Formulae?

Answer: Yes, by selecting Hidden in the Protection dialogue box.

Microsoft Excel 2003 process:

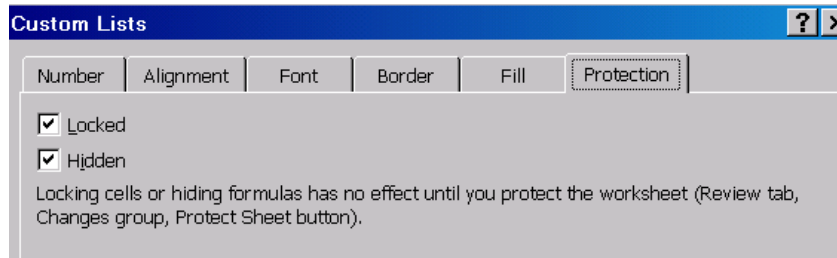
1. **Hide the formulae:**

- a. Select the **cell/s** that need to have formula **hidden** e.g. B4:B6



	A	B	C	D	E
1					
2	Invoice Number	IN000020			
3					
4	Date	02/03/2006			
5	Product	Serenade Acrylic Cowrie Oval			
6	Inclusive Price	16524			
7					

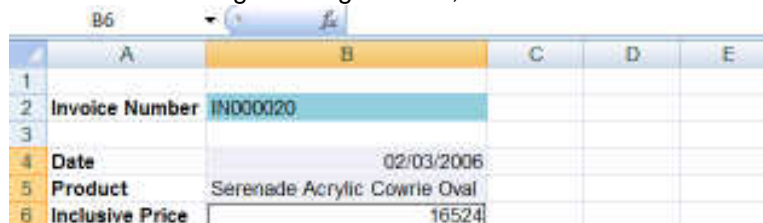
- b. From the **Menu** bar, select **Format, Cells**
 c. Select the heading tab **Protection**
 d. Select the check box **Hidden**



- e. Select **OK**

2. **Protect the worksheet:**

- a. From the **Menu** bar, select **Tools, Protection, Protect Sheet**
 b. Enter in a **password** if necessary
 c. Select **OK**
 d. Now when selecting the range **B4:B6**, the **formulae** do **not** show in the formula bar

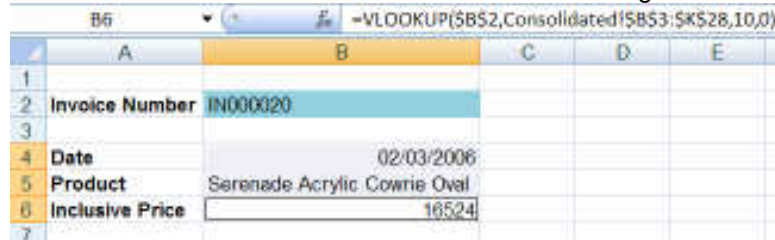


	A	B	C	D	E
1					
2	Invoice Number	IN000020			
3					
4	Date	02/03/2006			
5	Product	Serenade Acrylic Cowrie Oval			
6	Inclusive Price	16524			

Microsoft Excel 2007 process:

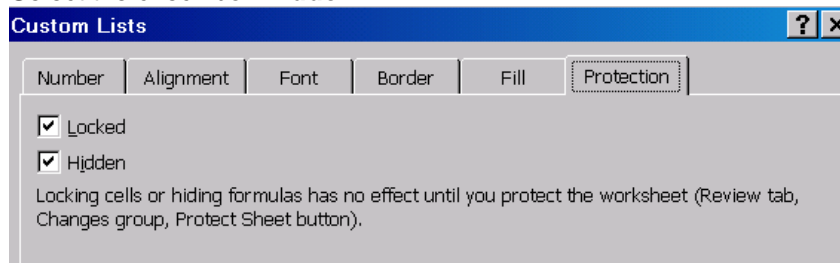
1. Hide the formulae:

- a. Select the **cell/s** that need to have formula **hidden** e.g. B4:B6



	A	B	C	D	E
1					
2	Invoice Number	IN000020			
3					
4	Date	02/03/2006			
5	Product	Serenade Acrylic Cowrie Oval			
6	Inclusive Price	16524			
7					

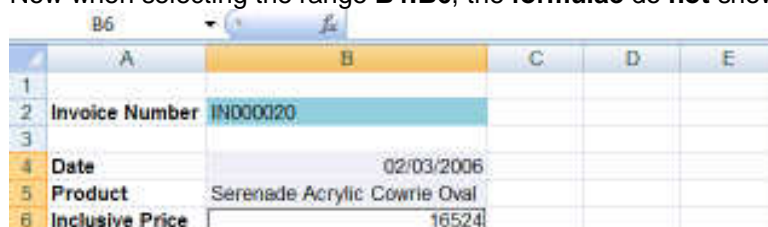
- b. From the **Home** tab, in the **Cells** group, select **Format, Format Cells**
- c. Select the heading tab **Protection**
- d. Select the check box **Hidden**



- e. Select **OK**

2. Protect the worksheet:

- a. **Right** click on the desired sheet tab
- b. Select **Protect Sheet**
- c. Enter in a **password** if necessary
- d. Select **OK**
- e. Now when selecting the range **B4:B6**, the **formulae** do **not** show in the formula bar



	A	B	C	D	E
1					
2	Invoice Number	IN000020			
3					
4	Date	02/03/2006			
5	Product	Serenade Acrylic Cowrie Oval			
6	Inclusive Price	16524			