Hiding Worksheets:

In almost every analysis done, there are worksheets that are not used, for example, the Dairy production page in a grain operation. Unused sheets can be hidden by following these steps:
1. Click on the tab for the sheet so the sheet is displayed on the screen.
2. Right click on the tab, then click on **Hide.**

The worksheet will disappear along with the tab, and the one next in order in the tabs will show.

If you want to unhide that, or any other hidden sheet, with any sheet open follow the same procedure, then click **Unhide** on the menu that appears. A small window will appear listing all the hidden worksheets. Click on the one(s) you would like to unhide.

Paste Special:

Users of ABA often copy and paste information from one spreadsheet to another, or between sections in the same document. This often happens when data is entered in the wrong spot and needs to be moved, or users are transferring information from an older to a newer version. **Copy** and **Paste** is usually used to do that. Doing this moves not only the information however, but the formats as well. If the formats in the destination cell are different from those in the originating cell, the destination cell may be changed to have different bordering, the contents have different font, scale, etc. This unwanted transfer of cell information can be prevented by choosing **Paste Special** instead of **Paste**, and then from the list provided in the window that opens, choosing what parts of the information in that cell you want to transfer to the new location.

View More of the Page at Once:

If you want to be able to view more of a page at once, there are a couple options:
1. With the page open, click on **View** in the main menu at the top of your screen, then select **Zoom** and change the view from 100% to something less. Normally, anything less than 75% will be difficult to read. In Excel, you can change the Zoom on multiple pages by highlighting the tabs for as many of the pages you want, then changing the Zoom to the desired percentage. The change will be applied to all the pages selected.
2. To remove the toolbar at the top, click on the "Ribbon Display Options" button in the top right hand corner of the screen, just to the left of the minimize button, and choose **Auto-hide Ribbon.** To restore the toolbar, go to that button again, and choose **Show Tabs and Commands**.