

## PC Tip of the Week: Hide Gridlines in Excel

Gridlines are extremely helpful while designing and adding data to an Excel worksheet. But sometimes it's better to have a cleaner view or printed copy by adding borders where needed and hiding the gridlines.

From this → to this:

	A	B	C	D
1	<b>MONTHLY PRODUCTION</b>			
2	<b>Educational Books</b>			
3				
4				
5	<b>Publishers</b>	<b>April</b>	<b>May</b>	<b>June</b>
6	Company #1	889	883	884
7	Company #2	884	876	881
8	Company #3	782	786	778
9	Company #4	817	825	831
10	Company #5	854	859	857
11	<b>Total Production</b>	<b>4,236</b>	<b>4,229</b>	<b>4,231</b>
12				
13				
14				

  

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### Excel 2007

1. Select one or more worksheets.  
*(To select more than one sheet, press CTRL while clicking the sheet tabs.)*
2. On the **View** tab, in the **Show/Hide** group, select or clear the **Gridlines** check box.

### Excel 2003

1. Select one or more worksheets.
2. Click **Tools** menu > **Options** > **View** tab.
3. Select or clear the **Gridlines** check box.

### Computer Term of the Week

**webisode**: an episodic video offered only on the Web; similar to television show episodes, but published and produced just for the Internet; generally short and often used for promoting a new product or music release.

### Keyboard Shortcut of the Week

**CTRL + F1** hides/displays the ribbon in Office 2007 Excel, Word, and PowerPoint applications.