Q&A Executive Training

Conditional Hiding

Reports are designed for people to see things; but sometimes in the construction of a report important columns or rows should not be shown; they hold elements that are important for the calculation of the report, but that should not be present in the final product. There are other times when that same element should be displayed. Conditional Hiding based on Format Tables provide this flexibility.

Conditional Hiding lets us hide elements that make the report possible, but that might be a distraction in the report at run time.

This lesson will use the Employee Expenses report to illustrate the steps.

Cells E8 through E12 in this report hold auto formatting and there are messages in cells F8 through F12. In this lesson, formatting commands will be added to hide columns A and E, depending on the Accountant's or Controller's run time decisions.

Important: Remember formatting logic follows a top to bottom and left to right flow.

- Select the top row of the spreadsheet – A1
- Right-click
- From the dropdown menu, select Insert
- Select Row

Remember the goal: Hide certain columns, rows, and cells under certain circumstances.

In the new row, type 'Yes' into cells A1, E1, F1, and I1.

- Click in cell B24
- Type in instructions for the bookkeeper
  - Run this report each month, changing the dates.
- Type Yes in cell I24

Why enter 'Yes' into cells A1, E1, and F1?
- Because there are times when those columns should be hidden

Why enter the message in cell B24?

- Because the person running the report needs to know what needs to be done

Why enter 'Yes' in cells I1 and I24?

- Because it serves as a control for hiding rows 1 and 24
- Those rows will be hidden when the report is run, because the message and all the 'Yeses' should not be displayed on the report

The report can also be formatted to differentiate between the report and the engineering that makes it possible.

- Right-click in cell A1
- From the dropdown menu:
  - Select Format Cells
  - Select Back Color
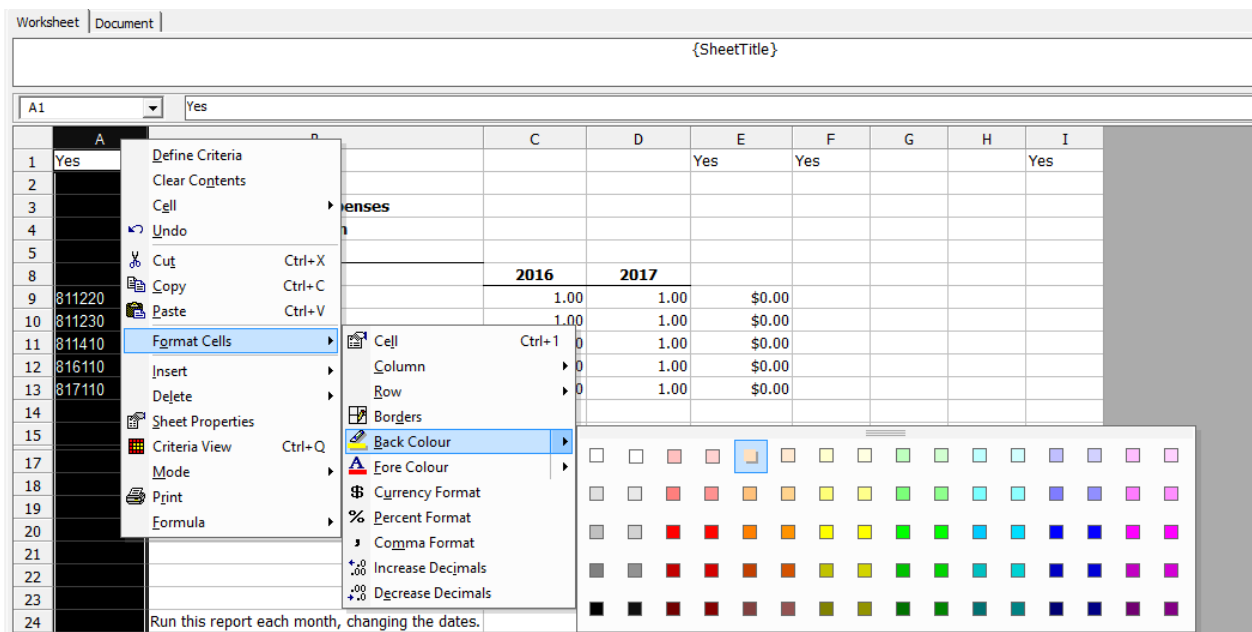
  - Select Grey
- Right-click in Row 24
- From the dropdown menu:
  - Select Format Cells
  - Select Back Color
  - Select Grey

- Repeat those steps to color columns G, H, and I grey

- Repeat also to make rows 25 through 36 grey

{SheetTitle}

I17

	A	B	C	D	E	F	G	H	I
1	Yes				Yes	Yes			Yes
2		Ace Union							
3		Analysis of Employee Expenses							
4		2016 to 2017 Comparison							
5									
8			2016	2017					
9	811220	Car Depreciation Allowance	1.00	1.00	$0.00				
10	811230	Child Allowance	1.00	1.00	$0.00				
11	811410	Area Travel Subsidy (House to Office Travel)	1.00	1.00	$0.00				
12	816110	Medical Policy Premium	1.00	1.00	$0.00				
13	817110	Tax Assistance	1.00	1.00	$0.00				
14									
15			5.00	5.00					
17									
18									
19									
20									
21									
22									
23									
24		Run this report each month, changing the dates.							
25									
26									
27									
28									
29									
30									
31									
32									
33									
34									
35									

- Open the Edit menu
  - Select Format Tables

- Click the [New] button

- Code   HideRow
- Description   Type in 'Hide Row'
- Range From / To   'Yes' To 'Yes'

- Click the Hide Row option

- Click [Save] button
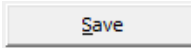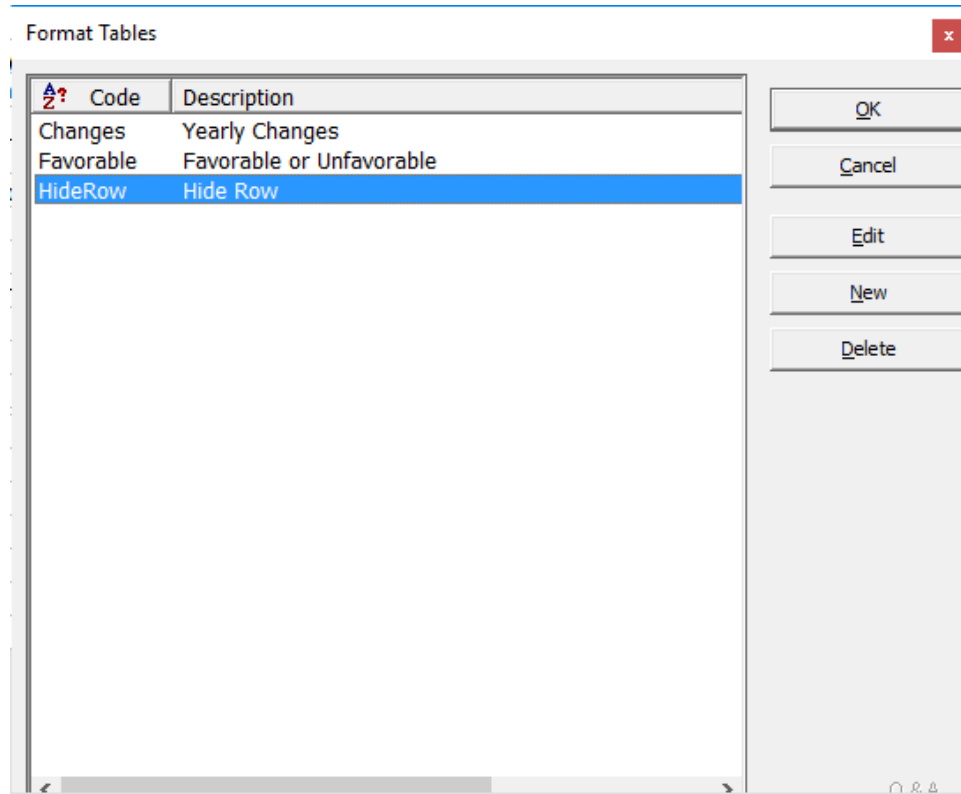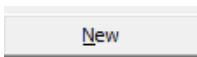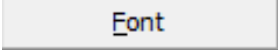
- Click [New] again

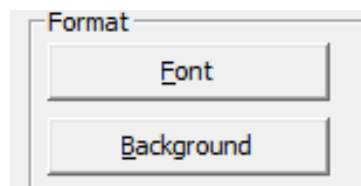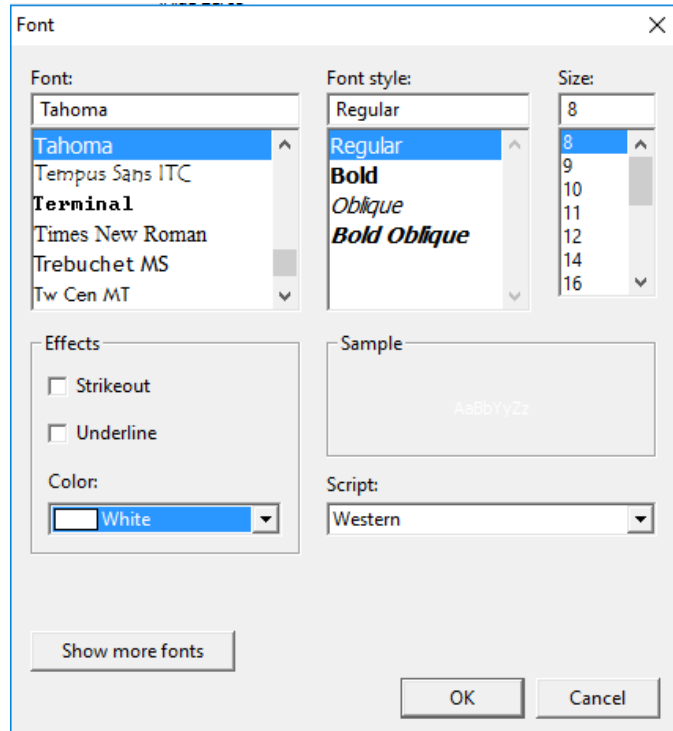- Code   'HideZero'
- Description   'Hide Zeros'
- Range From / To   '0' To '0'
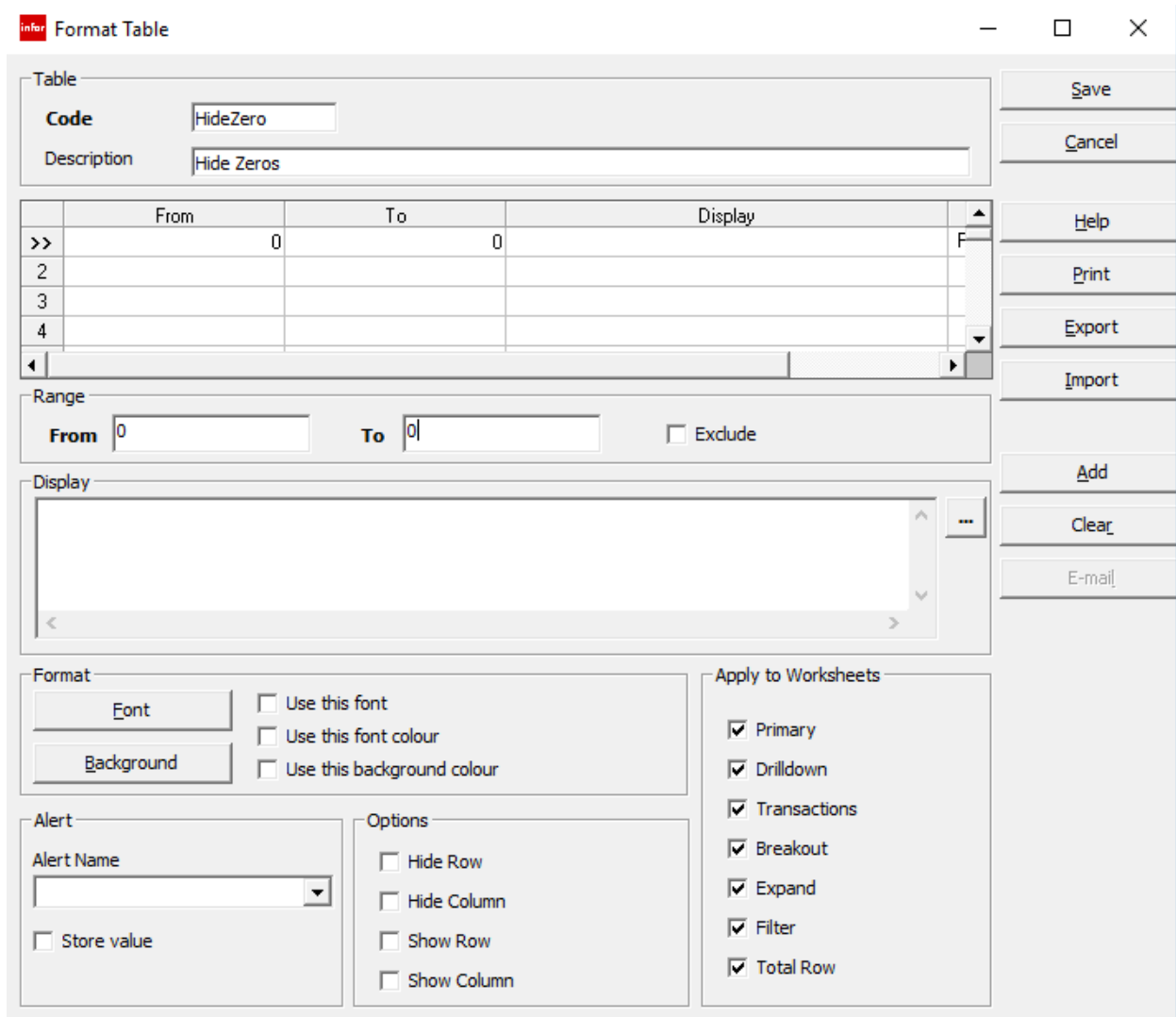
- Click the **Font** button
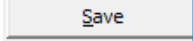
- Color   White
- Click OK button
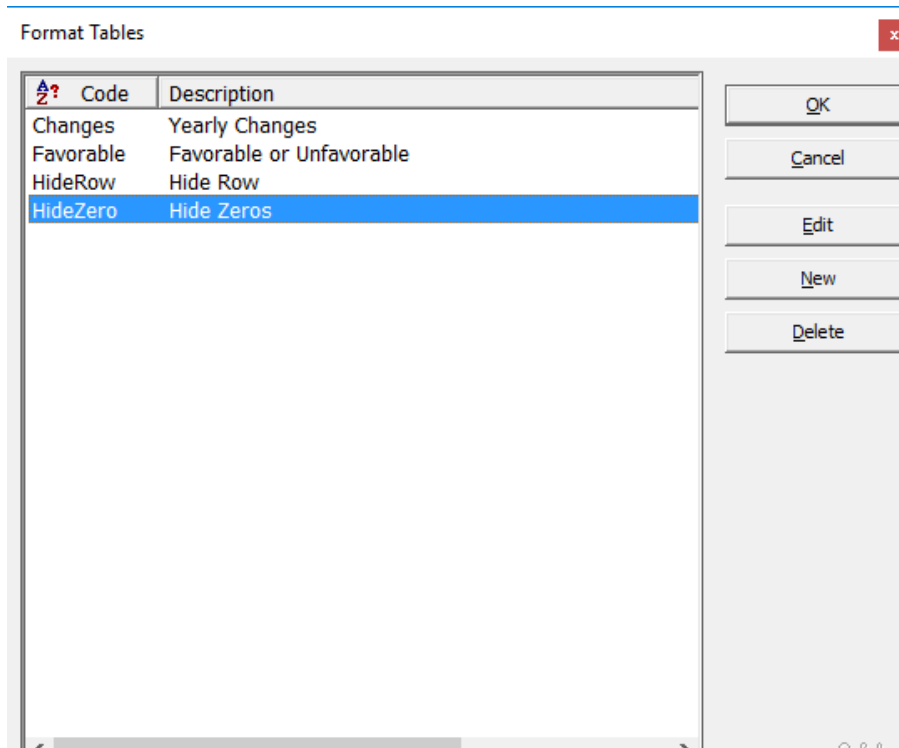
Why change the cell background and font to white?

- If a zero amount is displayed in a cell, the font in that cell will be white.
- Because the background is white, the value in the cell will be invisible. It will be effectively hidden, though the value is present in the cell.

- Check 'Use this font' and 'Use this font color' in the Format Tables interface

- Click [Save] button
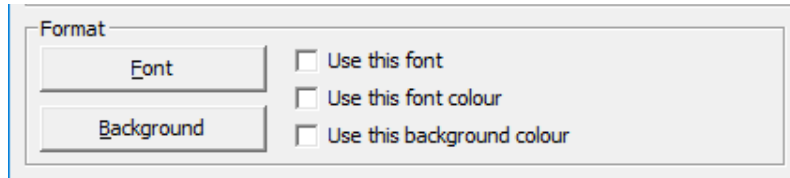
- Click the [New] button

- Code   'HideCol'
- Description   'Hide Column'
- Range From / To   'Yes' To 'Yes'
- Check Hide Column

- Click [Save] button
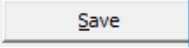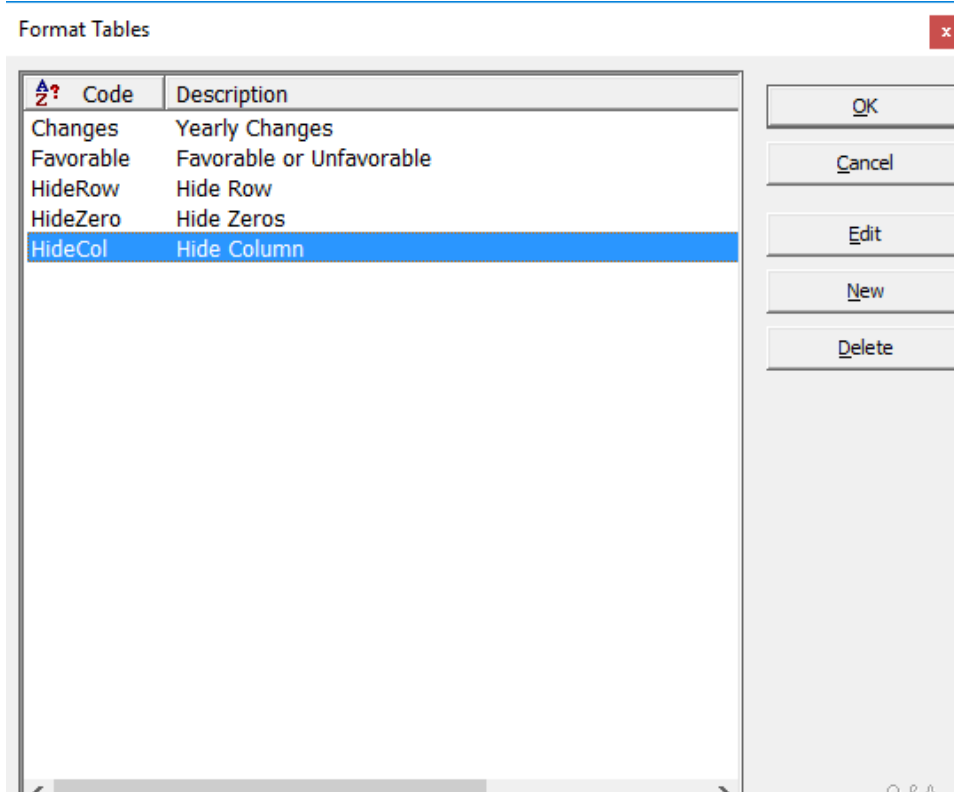
- Click [OK]

Attach Format Tables to appropriate worksheet cells.

Remember: Format Tables are available for the whole worksheet, but can be attached to individual cells.

- Double click in cell E1
  - o   Select HideCol Format Table

At run time, the Format Table will check to see whether there is a Yes value in cell E1. If there is, column E will be hidden.

- Type 'Yes' into cells G1 and H1

Worksheet | Document

{SheetTitle}

H1 ▼ | Yes

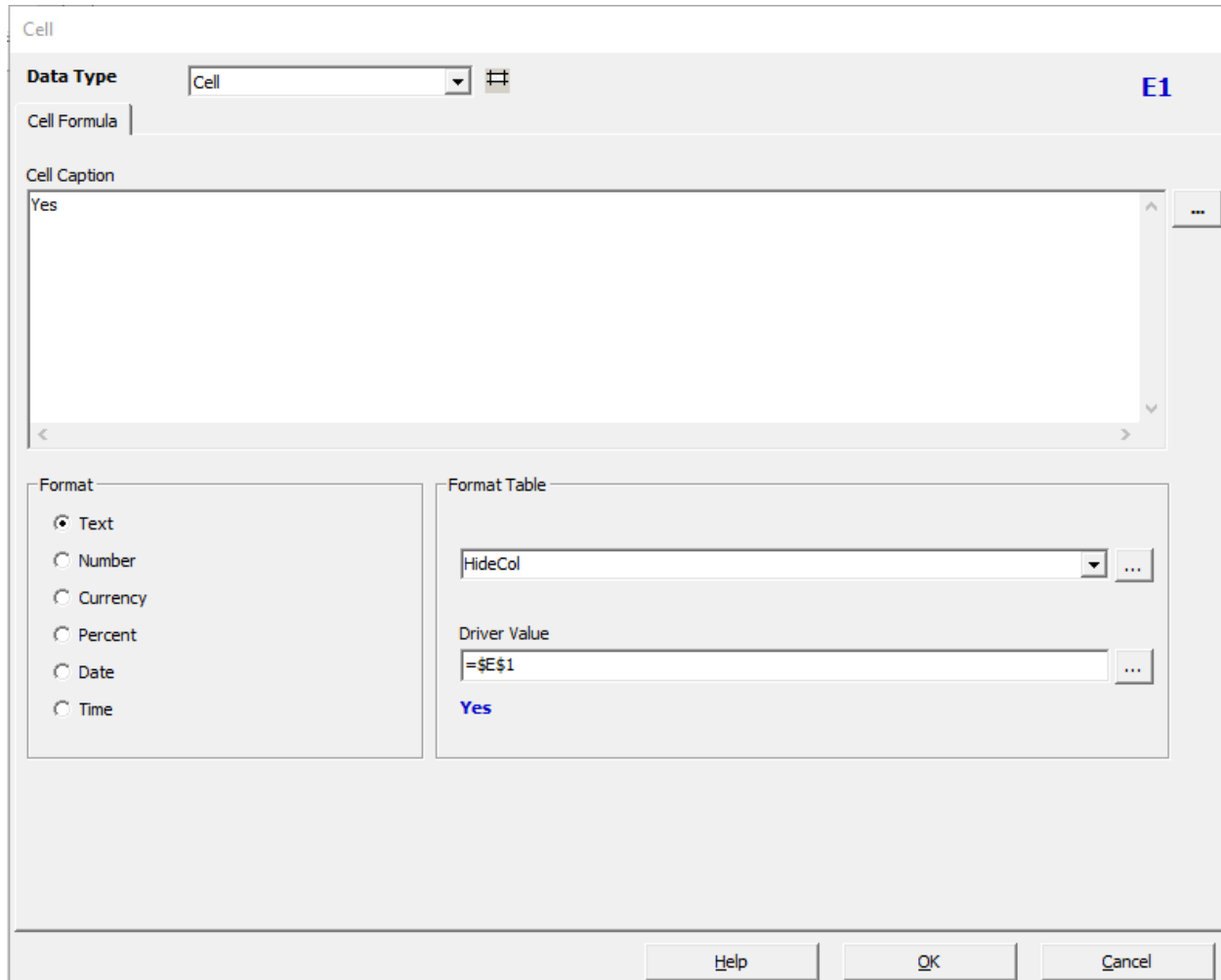|	A	B	C	D	E	F	G	H	I
1	Yes				Yes	Yes	Yes	Yes	Yes
2		Ace Union							
3		Analysis of Employee Expenses							
4		2016 to 2017 Comparison							
5									
8			2016	2017					
9	811220	Car Depreciation Allowance	1.00	1.00	$0.00				
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14									
15			5.00	5.00					
17									
18									
19									
20									
21									
22									
23									
24		Run this report each month, changing the dates.							

- Attach HideCol Format Table to cells A1, F1, G1, and H1
- Click in cell I24
- Attach HideRow Format Table to cell I24
- Attached HideRow Format Table to cell I1
- Type 'Yes' into cell I2

Worksheet | Document

{SheetTitle}

A28 ▼ |

	A	B	C	D	E	F	G	H	I
1	Yes				Yes	Yes	Yes	Yes	Yes
2		Ace Union							Yes
3		Analysis of Employee Expenses							
4		2016 to 2017 Comparison							
5									
8			2016	2017					
9	811220	Car Depreciation Allowance	1.00	1.00	$0.00				
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14									
15			5.00	5.00					
17									
18									
19									
20									
21									
22									
23									
24		Run this report each month, changing the dates.							
25									

- Click on cell I2
- Attach Format Table HideCol
- Extract the report

To hide zeroes that s how up among account figures in. columns C and D:
- Starting in row 9, double-click cell C9
- Go to the Option tab
- Attach Format Table HideZero

Summary Link

Data Type	Summary Link ▾			**C9**

Definition | **Options**

Description

[   ]

Recalculation Order

[Default ▾]

┌─ Fixed Extraction ────────────────┐ ┌─ Format Table ──────────────────────┐
│ ☐ Primary   │ │   HideZero   ▾   [...] │
│ ☐ Breakout   │ │   │
│ ☐ Drilldown   │ │   Driver Value   │
│ ☐ Transactions   │ │   =C9   [...]   │
│ ☐ Expand   │ │   **1**   │
└───────────────────────────────────┘ └──┘

┌─ Cell Extract ────────────────────┐
│ ☐ Locked   │
└───────────────────────────────────┘

Help	OK	Cancel

- Click [OK]

- Attach the HideZero Format Table to cells C10 through D13
- Extract the Drill Path

Notice that cells C9 through C13 are apparently blank. This is because the Hide Zeros formatting is working.
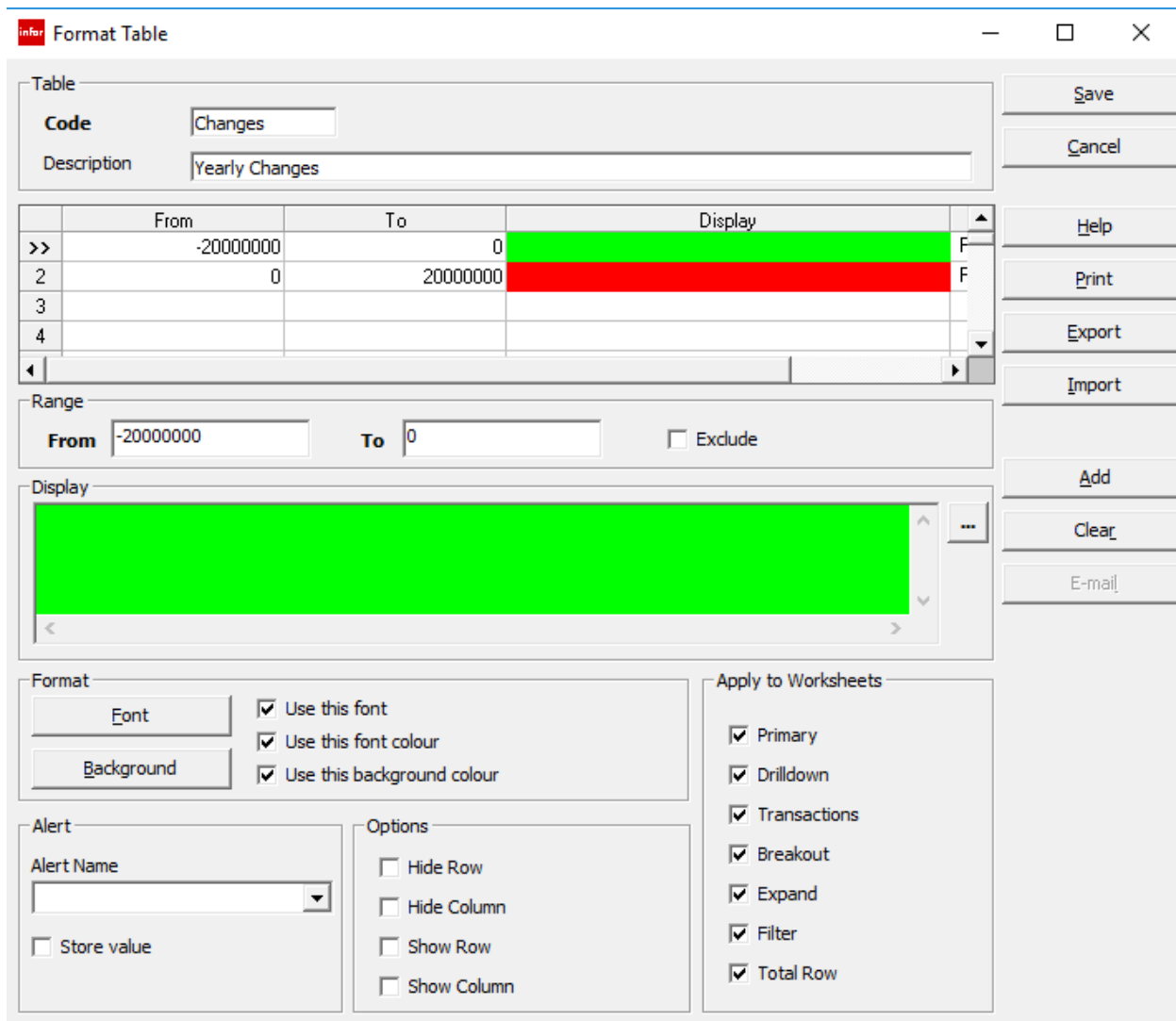
Export Format Tables

The Format Tables can be exported and imported into other worksheets.
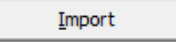
- Open the Edit menu
- Select Format Tables

- Click the [Edit] button
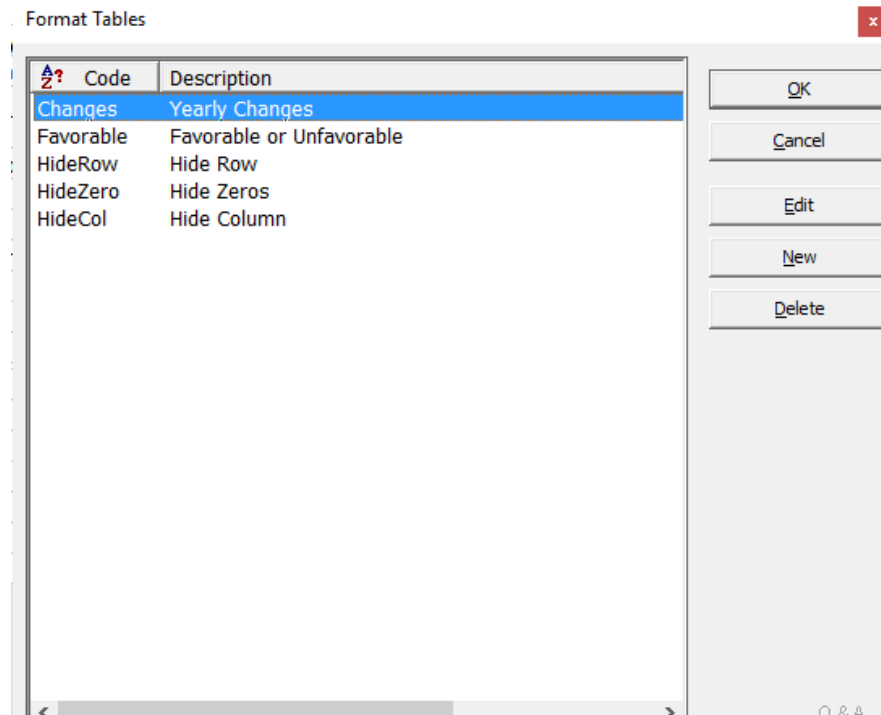
- Click the **Export** button

Then use the **Import** button to attach the Format Table to the next worksheet.