

## Lesson 7-13: Suppress error messages in printouts

Excel has several built-in error messages such as the divide by zero error:

#DIV/0!

Sometimes you're quite happy to have these errors appear in a worksheet. For example, divide by zero errors could be quite normal when there is incomplete data.

Even though the errors are fine in the worksheet, you may not want them to appear in your printed output.

- 1 Open *Average Revenue per Sale* from your sample files folder.
- 2 View the worksheet in *Normal* view.

	A	B	C	D	E
1	Average Revenue Per Sale				
2					
3	First Name	Last Name	Sales	Units	Average Revenue per Sale
4	Andrew	Fuller	7,639.30	15	509.29
5	Anne	Dodsworth	-	-	#DIV/0!
6	Janet	Leverling	29,658.60	60	494.31
7	Laura	Callahan	19,271.60	40	481.79
8	Margaret	Peacock	44,795.20	90	497.72
9	Michael	Suyama	4,109.80	8	513.73
10	Nancy	Davolio	-	-	#DIV/0!
11	Robert	King	21,461.60	43	499.11
12	Steven	Buchanan	2,634.40	5	526.88
13		Total:	129,570.50	261.00	

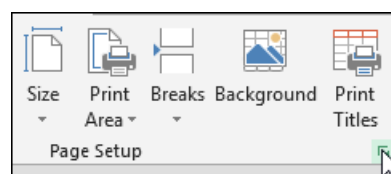
This is an example of a worksheet with errors. In actual fact, you are simply waiting for Anne Dodsworth and Nancy Davolio to send you their sales figures, so they aren't really errors.

Divide by zero errors occur when you attempt to divide any number by zero.

You want to print out this interim report but replace the ugly #DIV/0 errors with a blank space on the printed page.

- 3 Replace errors with a blank space in printed output.

1. Click: Page Layout → Page Setup → Dialog launcher.

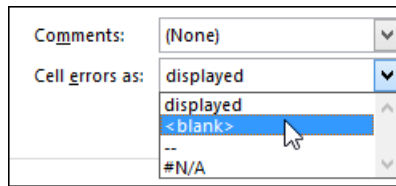


The *Page Setup* dialog appears.

2. Click the *Sheet* tab.

Average Revenue per Sale

- Click the *Cell errors as* dropdown list and then click *<blank>*.




- Click the OK button.

#### 4 *Print Preview* the worksheet.

- Click: File→Print to open *Backstage Print* view.

The errors are no longer printed. Blank spaces are substituted for the divide by zero errors.

First Name	Last Name	Sales	Units	Average Revenue per Sale
Andrew	Fuller	7,639.30	15	509.29
Anne	Dodsworth	-	-	
Janet	Leverling	29,658.60	60	494.31
Laura	Callahan	19,271.60	40	481.79
Margaret	Peacock	44,795.20	90	497.72
Michael	Suyama	4,109.80	8	513.73
Nancy	Davolio	-	-	
Robert	King	21,461.60	43	499.11
Steven	Buchanan	2,634.40	5	526.88
<b>Total:</b>		<b>129,570.50</b>	<b>261.00</b>	

- Click the *Back Button*  at the top left of *Backstage View* to return to *Normal View*.

#### 5 Save your work as *Average Revenue per Sale-1*.