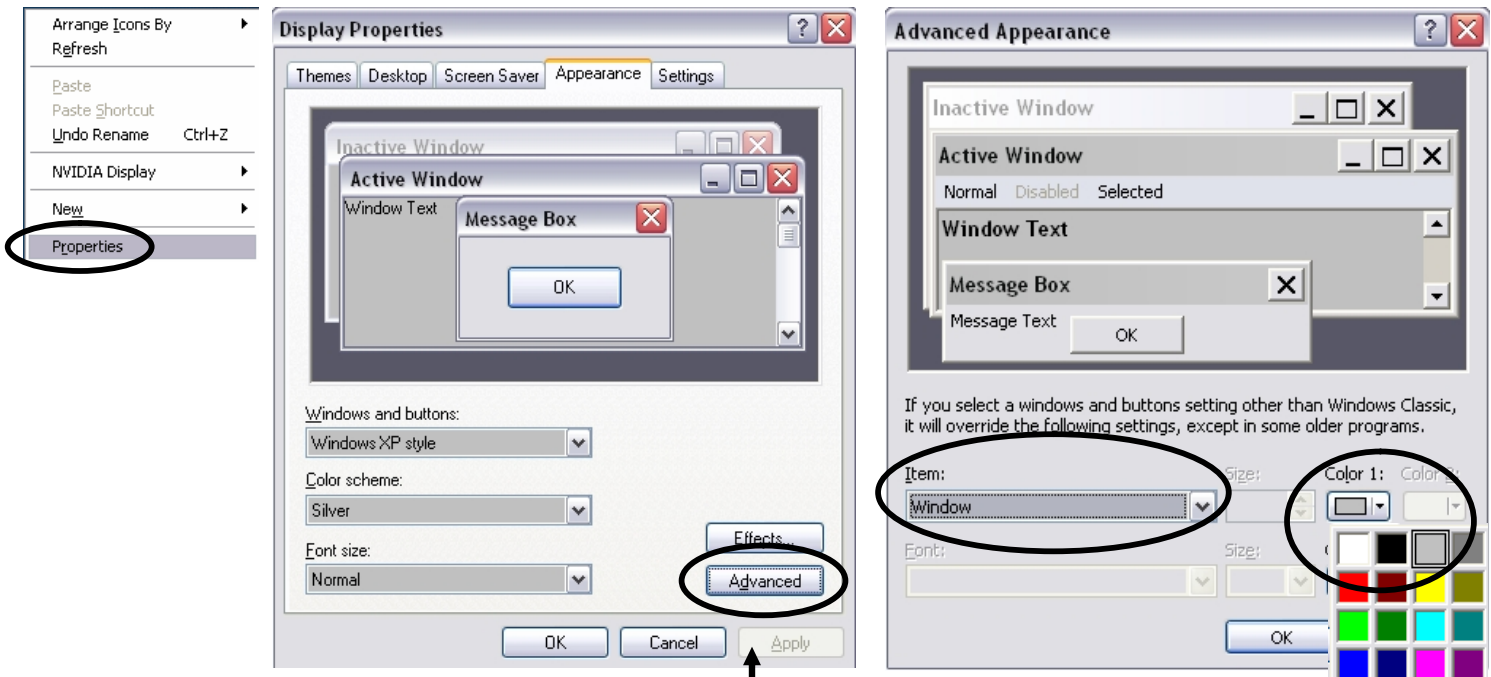


CHANGING BACKGROUND TO GRAY

When building financial models, analyses and spreadsheets, it is common to hide cells in white so that they do not appear on a print-out. Likewise, sometimes, a cell needs to be shaded so as to distinguish it from other cells, but again without the shading printed out – simply shade the cell with white fill. However, in order to see the white cells and white shaded cells, it is necessary to change the background of Excel and your computer to a color other than white.

Windows XP and prior	Windows Vista
<ul style="list-style-type: none"> Right click anywhere on your desktop, not over an icon, and select "Properties" or START → SETTINGS → CONTROL PANEL → (Appearance & Themes) → DISPLAY In the "Display" dialog box that appears, go to the "Appearance" tab Within the "Appearance" tab, click on the "Advanced" button → under "Item", select "Window" and next to it, under "Color 1", select a light shade of gray → Click "OK" twice Note: older versions of Windows will not have "Advanced" button", so simply select Window from the "Item" option in the middle of the Display Properties dialog box. 	<ul style="list-style-type: none"> Right click on your desktop and select "Personalize" In the Personalization dialog box that appears, click on the first option, "Window Color & Appearance" In the "Window Color & Appearance" dialog box that opens, click on "Open classic appearance properties for more color options" The "Appearance" tab should open Within the "Appearance" tab, click on the "Advanced" button → under "Item", select "Window" and next to it, under "Color 1", select a light shade of gray → Click "OK" twice



Windows Vista selected screen captures:

