- 1. Open Microsoft Excel workbook.
- 2. Go to Review tab and select "Unprotect sheet."

Review	View				
Show/Hide Comment		-			🚰 Protect and Share Workbook
Show All Comments			° HTTH		Allow Users to Edit Ranges
Show Ink		Unprotect Sheet	Protect Workbook	Share Workbook	 → Track Changes ▼
ents		Changes			

3. Click "Find & Select" (Home tab, Editing section, Binoculars).



- 4. Click "Go to Special" under "Find & Select."
- 5. Select "Blanks" and click "Ok."

Go To Special	? ×			
Select				
O Comments	O Row differences			
O Constants	O Column differences			
O Eormulas	O Precedents			
✓ Numbers	<ul> <li><u>Dependents</u></li> <li>Direct only</li> <li>All levels</li> <li>Last cell</li> </ul>			
🗹 Text				
✓ Logicals				
Errors				
Blanks	○ Visible cells only			
O Current region	O Conditional formats			
O Current array	O Data validation			
Objects	) All			
	◯ Same			
	OK Cancel			

- 6. Find cells that have spaces that cause error.
- 7. Select copy on a cell that is formatted correctly.
- 8. Paste using right click and then the format paste option which the third paste option.

9. Go back to Review tab, select "Protect Sheet", and click "Ok."



10. Save and close report.