



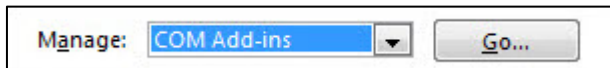
Cleaning Excess Cell Formatting on an Excel Worksheet

Formatting cells that aren't being used (especially entire rows and columns) can cause your workbook's file size to grow quickly. This can slow down not just Excel, but the overall performance of your computer when you have an excessively formatted worksheet open. Excessive formatting can also cause printing problems in Excel.

To rectify this, use the **Clean Excess Cell Formatting** command, available on Excel's **Inquire** tab in Microsoft Office 365 and Office Professional Plus 2013.

If you don't see the Inquire tab in Excel, do the following to enable the Inquire add-in:

1. Click on **File > Options > Add-Ins**.
2. Make sure **COM Add-ins** is selected in the Manage box, and click on **Go**.



3. In the COM Add-Ins box, check **Inquire**, and then click on **OK**.

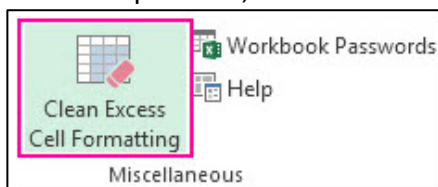
The Inquire tab should now be visible in the ribbon.

Note: If you don't see an entry for **Inquire Add-in** in the COM Add-Ins dialog box, it's because either your version of Office or Excel doesn't include it, or your organization's system administrator has made it unavailable. Microsoft Office Professional Plus 2013 includes the Inquire add-in for Excel.

Important: You may want to make a backup copy of your file before cleaning the excess cell formatting, because there are certain cases where this process may make your file increase in size, and there is no way to undo the change.

To remove the excess formatting in the current worksheet, do the following:

1. On the Inquire tab, click on **Clean Excess Cell Formatting**.



2. Choose whether to clean only the active worksheet or all worksheets. After excess formatting has been cleared, click Yes to save changes to the sheets or No to cancel.