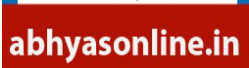


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Hiding and Unhiding Row, Column and Worksheet in MS Excel



Microsoft Excel

Module 6 - Hiding and Unhiding Row, Column and Worksheet in MS Excel

Hiding and Unhiding Rows, Columns and Worksheet

In Microsoft Excel, you can hide and unhide rows, columns, or entire worksheets to improve organization, declutter your spreadsheet, or protect sensitive data.

There are different methods to Hide Columns and Rows.

Method 1: Using Shortcuts

This is the quick way to hide a row or column using shortcuts:

Step 1: Select the Row or Column

Click the row number or column letter to select it.

Step 2: Use the Shortcut

Press Ctrl + 9 to hide a row, or Ctrl + 0 to hide a column.

Step 3: Preview Result

Selected row or column is Hidden now.

Method 2: Using the Right-Click Menu

This is the easiest way to Hide Row or Column in Excel:

Step 1: Select the Row or Column

Click the row number or column letter of the row or column you want to hide. Here we have Selected Row "3".

	A	B	C	D	E	F
1	Name	Salary	Age	Department	Hire Date	
2	John Smith	\$45,000	28	Marketing	15-03-2018	
3	Jane Doe	\$60,000	34	IT	21-06-2016	
4	Mark Lee	\$75,000	41	Finance	11-08-2015	
5	Susan Park	\$50,000	29	HR	09-02-2017	
6	Emily Clark	\$65,000	38	Operations	02-11-2014	
7	Alex Brown	\$55,000	45	Marketing Team	18-07-2012	
8						
9						
10						

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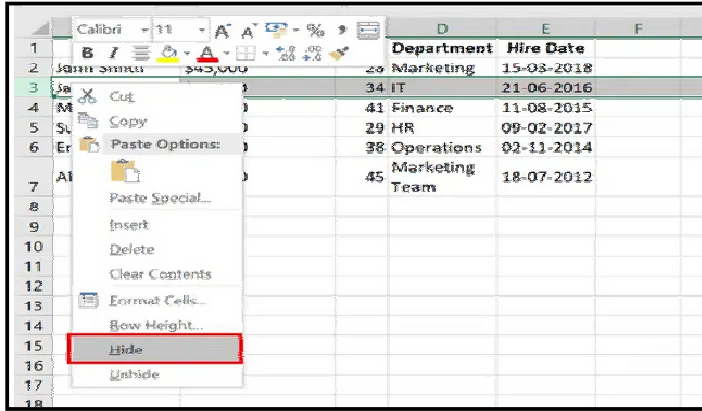
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Step 2: Right-click and Select Hide

Right-click on the selected row or column. From the context menu, select Hide.



Step 3: Preview Result

The row or column will disappear from view.

	A	B	C	D	E	F
1	Name	Salary	Age	Department	Hire Date	
2	John Smith	\$45,000	28	Marketing	15-03-2018	
4	Mark Lee	\$75,000	41	Finance	11-08-2015	
5	Susan Park	\$50,000	29	HR	09-02-2017	
6	Emily Clark	\$65,000	38	Operations	02-11-2014	
7	Alex Brown	\$55,000	45	Marketing Team	18-07-2012	
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11						

Method 3: Using the Ribbon

To hide a row or column using the Ribbon, follow these steps:

Step 1: Select the Row or Column

Click the row number or column letter to select it.

Step 2:

Go to the Home Tab > Cells Group > Format > Hide & Unhide > Hide the entire Row or Column.

Step 3:

The row or column will disappear from view.

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How to Unhide a Row or Column in Excel

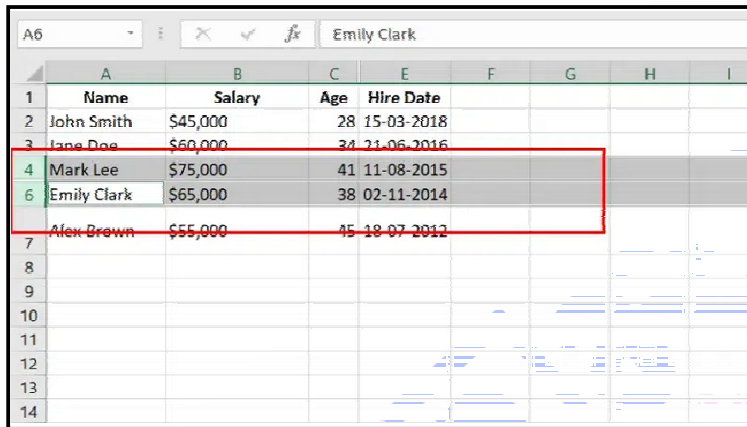
If you've hidden rows or columns in Excel, you can easily unhide them using several methods. Here's how to unhide rows or columns step by step:

Method 1: Using Keyboard Shortcuts

To quickly unhide a row or column in Excel, you can use keyboard shortcuts. This method is fast and efficient for uncovering hidden data without needing to use menus.

Step 1: Select Adjacent Rows or Columns

Highlight the rows or columns next to the hidden row or column. Here Row 5 is hidden, so we have selected Row 4 and Row 6.



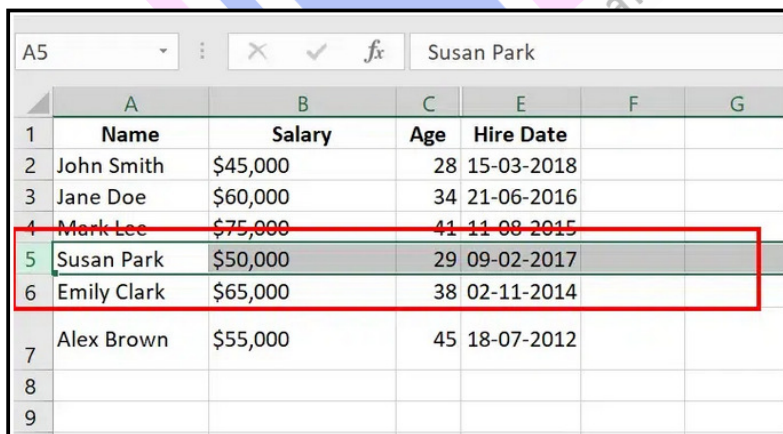
	A	B	C	E	F	G	H	I
1	Name	Salary	Age	Hire Date				
2	John Smith	\$45,000	28	15-03-2018				
3	Jane Doe	\$60,000	34	21-06-2016				
4	Mark Lee	\$75,000	41	11-08-2015				
6	Emily Clark	\$65,000	38	02-11-2014				
7	Alex Brown	\$55,000	45	18-07-2012				
8								
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12								
13								
14								

Step 2: Use the Shortcut and Preview Results

Press **Ctrl + Shift + 9** to unhide rows

Press **Alt + O + C + U** to unhide columns

This will unhide the hidden column or Rows:



	A	B	C	E	F	G
1	Name	Salary	Age	Hire Date		
2	John Smith	\$45,000	28	15-03-2018		
3	Jane Doe	\$60,000	34	21-06-2016		
4	Mark Lee	\$75,000	41	11-08-2015		
5	Susan Park	\$50,000	29	09-02-2017		
6	Emily Clark	\$65,000	38	02-11-2014		
7	Alex Brown	\$55,000	45	18-07-2012		
8						
9						

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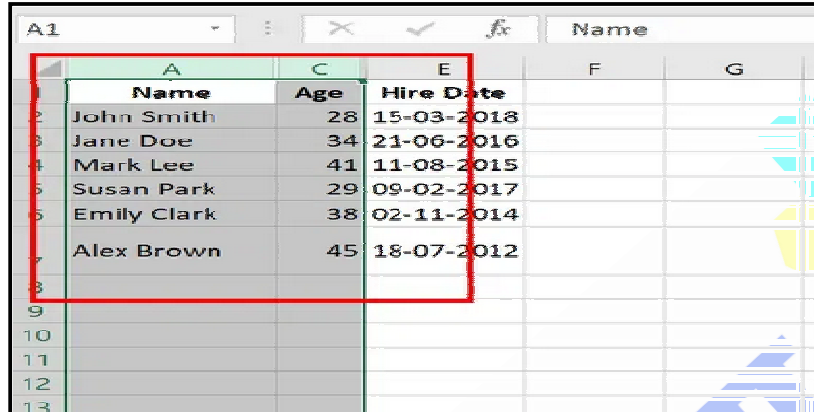
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Method 2: Using the Ribbon

To unhide a row or column using the Ribbon, follow these steps:

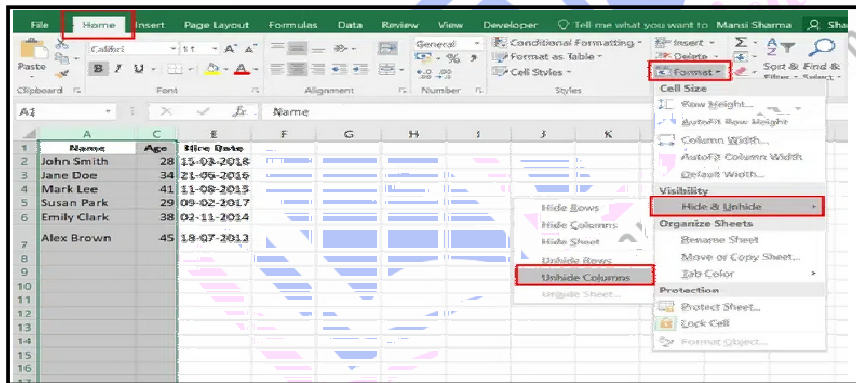
Step 1: Select Adjacent Rows or Columns

Highlight the rows or columns surrounding the hidden area. Here Column B is hidden so we have selected Column A and Column C.



Step 2: Go to the Home Tab, Click on Format Drop Down, Select Hide Unhide and Choose your Option

On the Excel ribbon, click the Home tab, In the Cells group, click the Format dropdown menu Select Hide & Unhide, and from the submenu, select either Unhide Rows or Unhide Columns.



Right Click Method:

Step 1: Select the Adjacent Rows or Columns.

Step 2: Right click and Select Unhide. This is will unhide the hidden rows or column.

Step 3: Preview Results

The hidden row or column will become visible.

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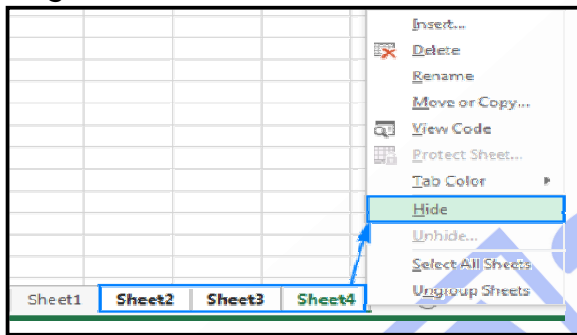
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	A	B	C	E	F
1	Name	Salary	Age	Hire Date	
2	John Smith	\$45,000	28	15-03-2018	
3	Jane Doe	\$60,000	34	21-06-2016	
4	Mark Lee	\$75,000	41	11-08-2015	
5	Susan Park	\$50,000	29	09-02-2017	
6	Emily Clark	\$65,000	38	02-11-2014	
7	Alex Brown	\$55,000	45	18-07-2012	
8					
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Hide and Unhide Worksheet in MS Excel

- How to hide sheets in Excel by right-clicking
- Right-click the selection and choose Hide from the context menu.



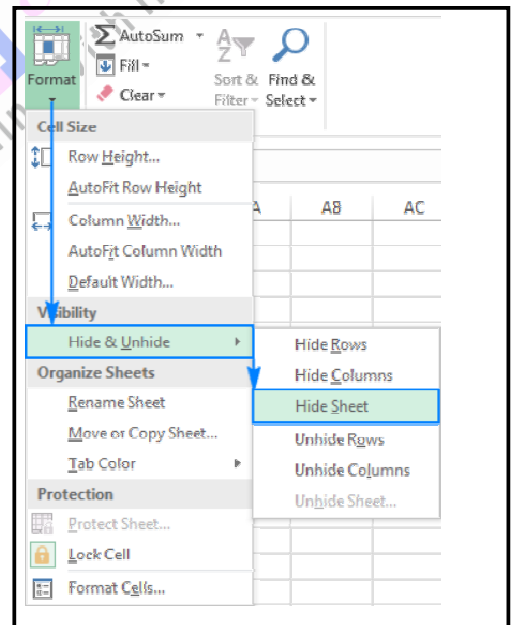
How to select worksheets in Excel

- To select a single sheet, click its tab.
- To select multiple contiguous sheets, click the tab of the first sheet, hold down the Shift key, and click the tab of the last sheet.
- To select multiple non-contiguous sheets, hold down the Ctrl key while clicking the sheet tabs individually.

How to hide worksheet using the ribbon

Another way to hide worksheets in Excel is by clicking the Hide Sheet command on the ribbon. Here's how:

1. Select the sheet(s) you want to hide.
2. On the Home tab, in the Cells group, click Format.
3. Under Visibility, point to Hide & Unhide, and click Hide Sheet.



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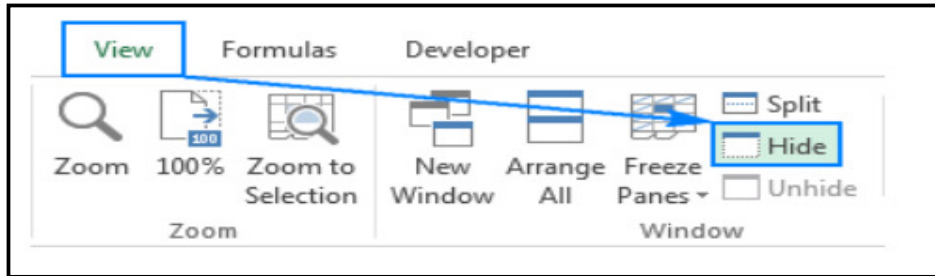
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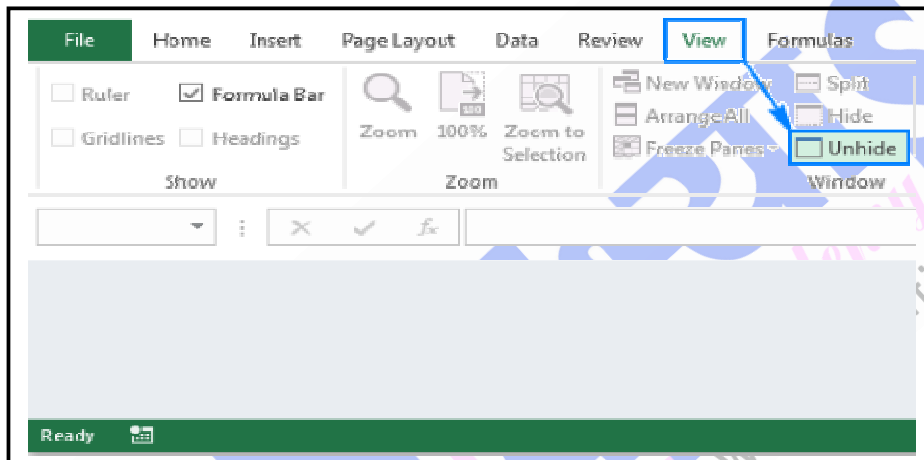
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How to hide the workbook window

Aside from hiding specific worksheets, Excel also enables you to hide the entire workbook window. For this, you go to the View tab > Window group, and click the Hide button.



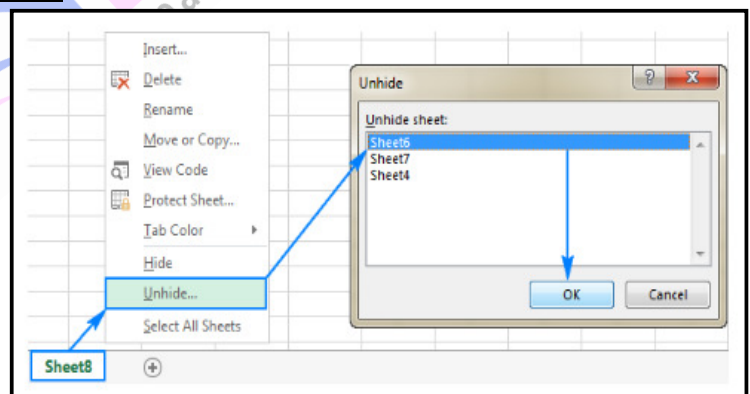
As soon as you do that, the workbook window and all sheet tabs will disappear. To get your workbook back, go to the View tab again, and click Unhide.



How to unhide sheets in Excel

If you want to see just one or two hidden sheets, here's how you can quickly unhide them: In your Excel workbook, right-click any sheet tab and select Unhide... from the context menu.

In the Unhide box, select the hidden sheet you want to display and click OK (or double-click the sheet name). Done!

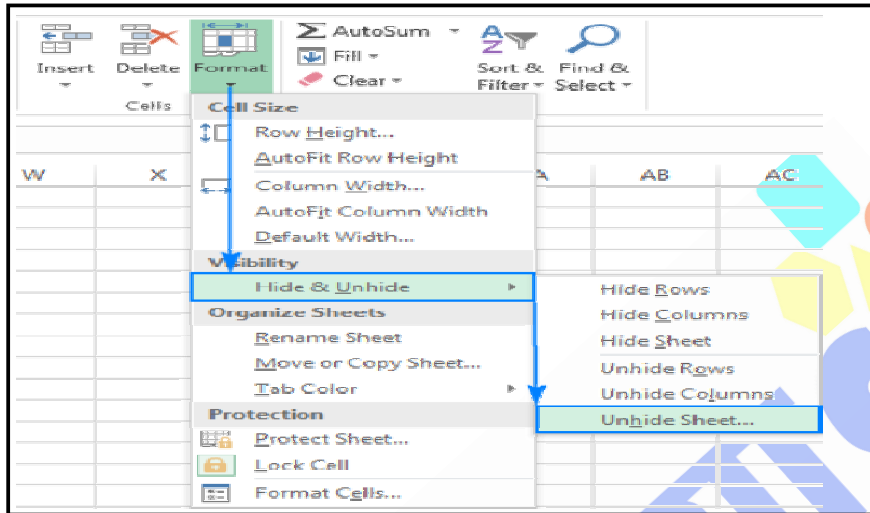


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Besides the right-click contextual menu, the Unhide dialog can be accessed from the ribbon:

Go to the Home tab > Cells group, and click the Format Under Visibility, point to Hide & Unhide, and then click Unhide Sheet.



How to hide Row, Column and sheet with a key sequence

For Hide

- Row - press Alt → H → O → U → R
- Column - press Alt → H → O → U → C
- Sheet - press Alt → H → O → U → S

For Unhide

- Row - press Alt → H → O → U → O
- Column - press Alt → H → O → U → L
- Sheet - press Alt → H → O → U → H

Once you press Alt, Excel will show you which key activates which menu:

H selects the Home

O opens the Format

U selects Hide and Unhide.

S selects Hide Sheet.

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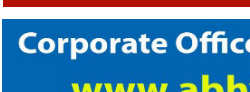
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Assignment

Order ID	Product	Category	Region	Sales (₹)	Profit (₹)	Discount (%)
101	Laptop	Electronics	North	50,000	5,000	10%
102	Printer	Electronics	West	12,000	1,500	5%
103	Mouse	Accessories	South	500	50	2%
104	Keyboard	Accessories	East	1,500	200	3%
105	Chair	Furniture	North	3,000	400	0%
106	Table	Furniture	West	7,000	800	5%
107	Air Cooler	Electronics	South	15,000	2,000	8%
108	Sofa	Furniture	East	20,000	2,500	6%

Tasks:

1. Hiding Rows:

Hide the row of Order ID 102 and 107.
Unhide the Row of Order ID 107.

2. Hiding Columns:

Hide the "Discount (%)" and Category column.
Unhide the Category Column.

3. Hiding Worksheet:

Create a new worksheet named "Summary" and hide it.
Unhide it and rename it to "Final Report".

