# Lesson 7 Hiding & Un hiding Columns and Rows

In this lesson you will be learning how to hide and delete columns and rows. This is an important technique as it can improve the appearance of your worksheet.

1. *Click* **C1**

2. *Click* the format button in the **Home tab** of the **Ribbon.**

3. Place the *mouse pointer* **over the hide & Unhide** option in the drop-down menu. This will open the sub menu of options.

4. *Click* the **Hide Column** option in the *submenu* of options. This will hide

Column C.(1)
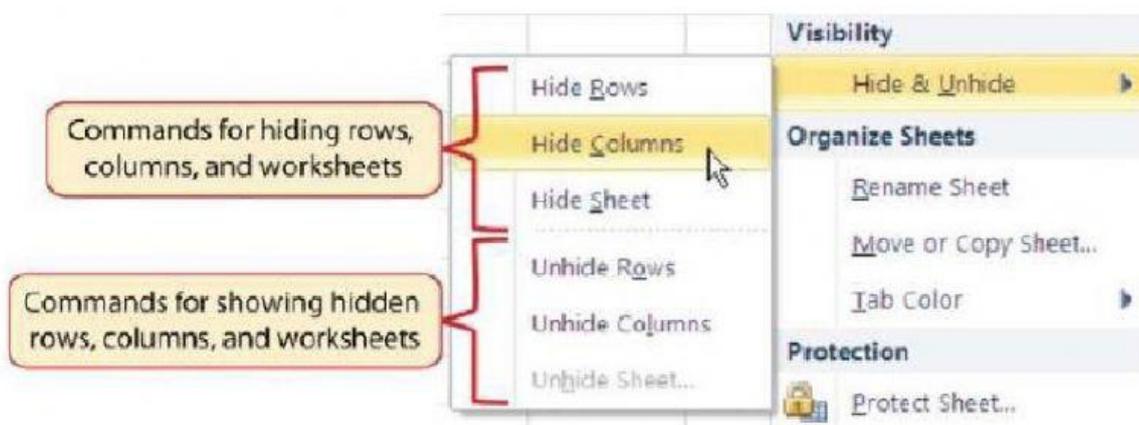
Shortcut

Keyboard Shortcuts

Hiding Columns

- Hold down the CTRL key while pressing the number 0 on your keyboard.

This below shows **Column C** hidden.**2**

The letter C is missing, indicating the column is hidden.

	A	B	D	E	F
1					
2	Month	Unit Sales	Sales Dollars		
3	January	2670	26685		
4	February	2160	26937		
5	March	515	7701		
6	April	590	10269		
7	May	1030	15405		
8	June	2875	35916		

Unhide Column and Rows

To unhide   you will follow the following steps.

1. *Select* the range **B1-D1.**
2. *Click* the *Format* button in the **Home** tab of the ribbon.
3. Place the mouse pointer over the **Hide & Unhide** option in the *drop-down* menu.
4. Click the **Unhide Column**s option in the *submenu* of options. **Column C** will now be visible on the worksheet.

Shortcut

Keyboard Shortcuts

Unhiding Columns

• Highlight cells on either side of the hidden column(s), then hold down the CTRL key and the SHIFT key while pressing the close parenthesis key (0) on your keyboard.

Hiding Rows

The following will tell you how to hide **rows.**

1. *Click* cell **A3.**
2. *Click* **the Format** button in the **Home** tab of the **Ribbon.**
3. Place the mouse pointer over the **Hide & Unhide** option in the *drop-down* menu. This will open the *submenu* of options.

4. *Click* the **Hide Rows** option in the *submenu* options.
This will hide the **Row 3**Shortcut

Shortcut

Keyboard Shortcuts

Hiding Rows

- Hold down the CTRL key while pressing the number 9 key on your keyboard.

Special Note

Integrity Check

Hidden Rows and Columns

In most careers, it is common for professionals to use Excel workbooks that have been designed by a coworker. Before you use a workbook developed by someone else, always check for hidden rows and columns. You can quickly see whether a row or column is hidden if a row number or column letter is missing.

Skill Refresher

Hiding Columns and Rows

1. Activate at least one cell in the row(s) or column(s) you are hiding.
2. Click the Home tab of the Ribbon.
3. Click the Format button in the Cells group.
4. Place the mouse pointer over the Hide & Unhide option.
5. Click either the Hide Rows or Hide Columns option.

Unhiding Columns and Rows

1. Highlight the cells above and below the hidden row(s) or to the left and right of the hidden column(s).

2. Click the Home tab of the Ribbon.
3. Click the Format button in the Cells group.
4. Place the mouse pointer over the Hide & Unhide option.
5. Click either the Unhide Rows or Unhide Columns option.

Questions

1. Why is it necessary to hide Columns and rows in a workplace.?

2. Give the steps that are followed to hide a row?