Microsoft Excel 2007 Mini Skills
Hide or Display Rows and Columns

You can hide a row or column by using the Hide command, but a row or column also becomes hidden when you change its row height or column width to 0 (zero). You can display either again by using the Unhide command.

You can either unhide specific rows and columns, or you can unhide all hidden rows and columns at once. The first row or column of the worksheet is tricky to unhide, but it can be done.

Demo

**Hide one or more rows or columns**

1. Select the rows or columns that you want to hide.

<table>
<thead>
<tr>
<th>TO SELECT</th>
<th>DO THIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A single cell</td>
<td>Click the cell, or press the arrow keys to move to the cell.</td>
</tr>
<tr>
<td>A range of cells</td>
<td>Click the first cell in the range, and then drag to the last cell, or hold down SHIFT while you press the arrow keys to extend the selection. You can also select the first cell in the range, and then press F8 to extend the selection by using the arrow keys. To stop extending the selection, press F8 again.</td>
</tr>
<tr>
<td>A large range of cells</td>
<td>Click the first cell in the range, and then hold down SHIFT while you click the last cell in the range. You can scroll to make the last cell visible.</td>
</tr>
<tr>
<td>All cells on a worksheet</td>
<td>Click the <strong>Select All</strong> button.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Select All button" /></td>
</tr>
<tr>
<td></td>
<td>To select the entire worksheet, you can also press CTRL+A.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE</strong> If the worksheet contains data, CTRL+A selects the current region. Pressing CTRL+A a second time selects the entire worksheet.</td>
</tr>
<tr>
<td>Nonadjacent cells or cell ranges</td>
<td>Select the first cell or range of cells, and then hold down CTRL while you select the other cells or ranges. You can also select the first cell or range of cells, and then press SHIFT+F8 to add another nonadjacent cell or range to the selection. To stop adding cells or ranges to the selection, press SHIFT+F8 again.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE</strong> You cannot cancel the selection of a cell or range of cells in a nonadjacent selection without canceling the entire selection.</td>
</tr>
<tr>
<td>An entire row or column</td>
<td>Click the row or column heading.</td>
</tr>
</tbody>
</table>

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1. Row heading
   2. Column heading

You can also select cells in a row or column by selecting the first cell and then pressing CTRL+SHIFT+ARROW key (RIGHT ARROW or LEFT ARROW for rows, UP ARROW or DOWN ARROW for columns).

   NOTE   If the row or column contains data, CTRL+SHIFT+ARROW key selects the row or column to the last used cell. Pressing CTRL+SHIFT+ARROW key a second time selects the entire row or column.

Adjacent rows or columns
   Drag across the row or column headings. Or select the first row or column; then hold down SHIFT while you select the last row or column.

Nonadjacent rows or columns
   Click the column or row heading of the first row or column in your selection; then hold down CTRL while you click the column or row headings of other rows or columns that you want to add to the selection.

The first or last cell in a row or column
   Select a cell in the row or column, and then press CTRL+ARROW key (RIGHT ARROW or LEFT ARROW for rows, UP ARROW or DOWN ARROW for columns).

The first or last cell on a worksheet or in a Microsoft Office Excel table
   Press CTRL+HOME to select the first cell on the worksheet or in an Excel list.
   Press CTRL+END to select the last cell on the worksheet or in an Excel list that contains data or formatting.

Cells to the last used cell on the worksheet (lower-right corner)
   Select the first cell, and then press CTRL+SHIFT+END to extend the selection of cells to the last used cell on the worksheet (lower-right corner).

Cells to the beginning of the worksheet
   Select the first cell, and then press CTRL+SHIFT+HOME to extend the selection of cells to the beginning of the worksheet.

More or fewer cells than the active selection
   Hold down SHIFT while you click the last cell that you want to include in the new selection. The rectangular range between the active cell and the cell that you click becomes the new selection.

2. On the Home tab, in the Cells group, click Format.
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3. Do one of the following:
   - Under **Visibility**, point to **Hide & Unhide**, and then click **Hide Rows** or **Hide Columns**.
   - Under **Cell Size**, click **Row Height** or **Column Width**, and then type **0** in the **Row Height** or **Column Width** box.

   **TIP** You can also right-click a row or column (or a selection of multiple rows or columns), and then click **Hide**.

Display one or more hidden rows or columns

1. Do one of the following:
   - To display hidden rows, select the row above and below the rows that you want to unhide.
   - To display hidden columns, select the columns adjacent to either side of the columns that you want to unhide.
   - To display the first hidden row or column on a worksheet, select it by typing **A1** in the **Name Box** next to the formula bar.

   **TIP** You can also select it by using the **Go To** dialog box. On the **Home** tab, under **Editing**, click **Find & Select**, and then click **Go To**. In the **Reference** box, type **A1**, and then click **OK**.

2. How to select cells, ranges, rows, or columns

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</tr>
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</tr>
<tr>
<td>All cells on a worksheet</td>
<td>Click the <strong>Select All</strong> button.</td>
</tr>
</tbody>
</table>

To select the entire worksheet, you can also press CTRL+A.
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| Nonadjacent cells or cell ranges | Select the first cell or range of cells, and then hold down CTRL while you select the other cells or ranges. You can also select the first cell or range of cells, and then press SHIFT+F8 to add another nonadjacent cell or range to the selection. To stop adding cells or ranges to the selection, press SHIFT+F8 again.  

NOTE   You cannot cancel the selection of a cell or range of cells in a nonadjacent selection without canceling the entire selection. |
<table>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>An entire row or column</td>
<td>Click the row or column heading.</td>
</tr>
</tbody>
</table>

- **Row heading**
- **Column heading**

You can also select cells in a row or column by selecting the first cell and then pressing CTRL+SHIFT+ARROW key (RIGHT ARROW or LEFT ARROW for rows, UP ARROW or DOWN ARROW for columns).

NOTE   If the row or column contains data, CTRL+SHIFT+ARROW key selects the row or column to the last used cell. Pressing CTRL+SHIFT+ARROW key a second time selects the entire row or column. |
| Adjacent rows or columns | Drag across the row or column headings. Or select the first row or column; then hold down SHIFT while you select the last row or column. |
| Nonadjacent rows or columns | Click the column or row heading of the first row or column in your selection; then hold down CTRL while you click the column or row headings of other rows or columns that you want to add to the selection. |
| The first or last cell in a row or column | Select a cell in the row or column, and then press CTRL+ARROW key (RIGHT ARROW or LEFT ARROW for rows, UP ARROW or DOWN ARROW for columns). |
| The first or last cell on a worksheet or in a Microsoft Office Excel table | Press CTRL+HOME to select the first cell on the worksheet or in an Excel list. Press CTRL+END to select the last cell on the worksheet or in an Excel list that contains data or formatting. |
| Cells to the last used cell on the worksheet (lower-right corner) | Select the first cell, and then press CTRL+SHIFT+END to extend the selection of cells to the last used cell on the worksheet (lower-right corner). |
| Cells to the beginning of | Select the first cell, and then press CTRL+SHIFT+HOME to |
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| the worksheet | extend the selection of cells to the beginning of the worksheet. |
| More or fewer cells than the active selection | Hold down SHIFT while you click the last cell that you want to include in the new selection. The rectangular range between the active cell and the cell that you click becomes the new selection. |

2. On the **Home** tab, in the **Cells** group, click **Format**.

3. Do one of the following:
   - Under **Visibility**, point to **Hide & Unhide**, and then click **Unhide Rows** or **Unhide Columns**.
   - Under **Cell Size**, click **Row Height** or **Column Width**, and then type the value that you want in the **Row Height** or **Column Width** box.

   **TIP** You can also right-click the selection of visible rows and columns that surround the hidden rows and columns, and then click **Unhide**.

### Display all hidden rows and columns at once

1. To select all cells on a worksheet, do one of the following:
   - Click the **Select All** button.

   ![Select All button](image)

   **NOTE** If the worksheet contains data and the active cell is above or to the right of the data, pressing CTRL+A selects the current region. Pressing CTRL+A a second time selects the entire worksheet.

2. On the **Home** tab, in the **Cells** group, click **Format**.
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3. Do one of the following:
   • Under **Visibility**, point to **Hide & Unhide**, and then click **Unhide Rows** or **Unhide Columns**.
   • Under **Cell Size**, click **Row Height** or **Column Width**, and then type the value that you want in the **Row Height** or **Column Width** box.

**Unhide the first row or column of the worksheet**

1. To select the first hidden row or column on the worksheet, do one of the following:
   • In the **Name Box** next to the formula bar, type **A1**.
   • On the **Home** tab, in the **Editing** group, click **Find & Select**, and then click **Go To**. In the **Reference** box, type **A1**, and then click **OK**.
2. On the **Home** tab, in the **Cells** group, click **Format**.

3. Do one of the following:
   • Under **Visibility**, point to **Hide & Unhide**, and then click **Unhide Rows** or **Unhide Columns**.
   • Under **Cell Size**, click **Row Height** or **Column Width**, and then type the value that you want in the **Row Height** or **Column Width** box.