



Excel: Hiding Everything But Your Working Area

If you want to keep people away from areas of your worksheet and just focus on a specific area – or you want to just keep a spreadsheet looking tider – you can hide all rows and columns outside your designated area.

Turning this:

	A	B	C	D	E	F	G	H	I	J	K
1	MARCH			APRIL			MAY				
2	1	Fri		1	Mon		1	Wed			
3	2	Sat		2	Tue		2	Thu			
4	3	Sun		3	Wed		3	Fri			
5	4	Mon		4	Thu		4	Sat			
6	5	Tue		5	Fri		5	Sun			
7	6	Wed		6	Sat		6	Mon			
8	7	Thu		7	Sun		7	Tue			
9	8	Fri		8	Mon		8	Wed			
10	9	Sat		9	Tue		9	Thu			
11	10	Sun		10	Wed		10	Fri			
12	11	Mon		11	Thu		11	Sat			
13	12	Tue		12	Fri		12	Sun			
14											
15											
16											
17											

Into this:

	A	B	C	D	E	F	G	H	I
1	MARCH			APRIL			MAY		
2	1	Fri		1	Mon		1	Wed	
3	2	Sat		2	Tue		2	Thu	
4	3	Sun		3	Wed		3	Fri	
5	4	Mon		4	Thu		4	Sat	
6	5	Tue		5	Fri		5	Sun	
7	6	Wed		6	Sat		6	Mon	
8	7	Thu		7	Sun		7	Tue	
9	8	Fri		8	Mon		8	Wed	
10	9	Sat		9	Tue		9	Thu	
11	10	Sun		10	Wed		10	Fri	
12	11	Mon		11	Thu		11	Sat	
13	12	Tue		12	Fri		12	Sun	

To hide the rows:

1. Click the row header (the number) of the *first* of the rows that you want to hide (in our example above, we would click row 14's header (the actual number 14) – so that the entire row becomes selected.
2. Now, hold down both the [CTRL] and [SHFT] keys (with your left hand) – and while you're holding them down, tap the ↓ (down arrow) once. All rows (from your selected row, down) will be selected.
3. Up on the HOME tab – in the CELLS section – click the ▼ of the FORMAT button – then choose HIDE & UNHIDE (in the VISIBILITY portion of the drop-down) then HIDE ROWS.
4. All select rows will seem to disappear.

To hide the columns:

1. Click the column header (the letter) of the *first* of the columns that you want to hide (in our example, we would click column J's header (the actual letter J) – so that the entire column becomes selected.
2. Now, hold down both the [CTRL] and [SHFT] keys (with your left hand) – and while you're holding them down, tap the → (right arrow) once. All columns (from your selected column, over) will be selected.
3. Up on the HOME tab – in the CELLS section – click the ▼ of the FORMAT button – then choose HIDE & UNHIDE (in the VISIBILITY portion of the drop-down) then HIDE COLUMNS.
4. All select columns will seem to disappear.

To *unhide* all the columns or rows – there is no nothing to select – just click FORMAT – choose HIDE & UNHIDE – and choose UNHIDE COLUMNS or UNHIDE ROWS.