

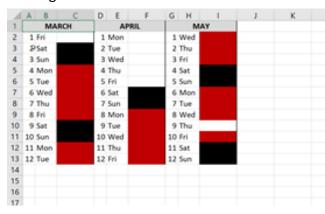
Janet's Tip #219



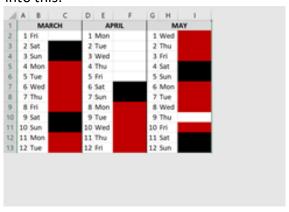
Excel: Hiding Everything But Your Working Area

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:



Into this:



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.
- 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.