

Group and Ungroup Rows and Columns in Excel

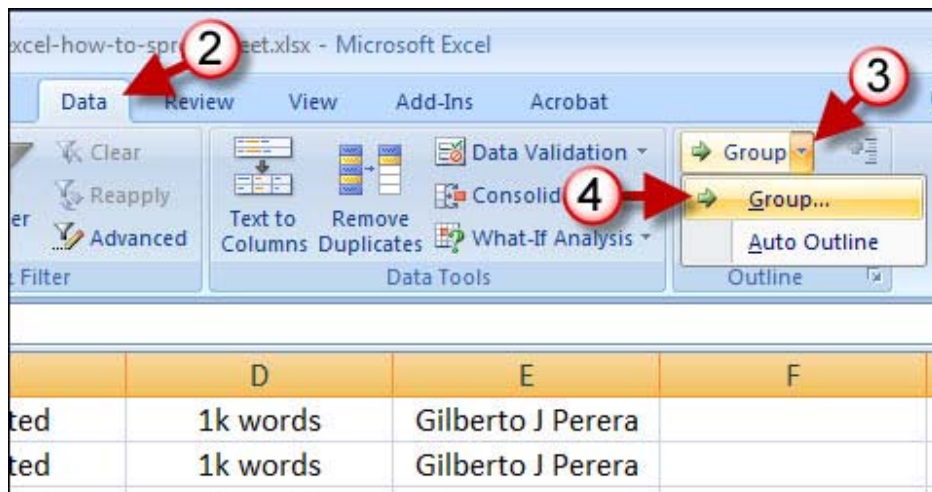
I will show you the two

methods that can be used to add comments to cells in Excel, one involves the right-click menu and the other the Office Ribbon menu.

11	2	1/26/2010	Excel
12	3	1/27/2010	Excel
13	4	1/28/2010	Excel
14	5	1/29/2010	Excel
15	6	1/30/2010	Excel
16	7	1/31/2010	Excel
17	8	2/1/2010	Excel
18	9	2/2/2010	Excel

1. Select a set of rows that you wish to group together.

Note: You can do the same for columns.



Click on the **Group** button located in the *Outline Group*

Click on the **Data** tab located in the Ribbon

Click on **Group...** from the menu.

12	a	3	1/27/2010	Exc
13	.	4	1/28/2010	Exc
14	.	5	1/29/2010	Exc
15	.	6	1/30/2010	Exc
16	.	7	1/31/2010	Exc
17	-	8	2/1/2010	Exc

You will notice that Excel created a new margin with a set of dots next to each row, you will also notice that it created a small box with a minus sign indicating that the group is expanded.

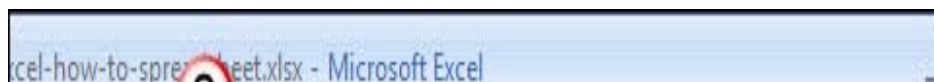
a. Click on the minus sign (-) to collapse the group.

1	2	A	
10	b	1	1
11		2	1
12		3	1
17	+	8	2
18		9	2
19	a	10	2
20		11	2
21		12	2

a. When you clicked on the minus sign (-), it collapsed the group and changed it to a plus sign (+).

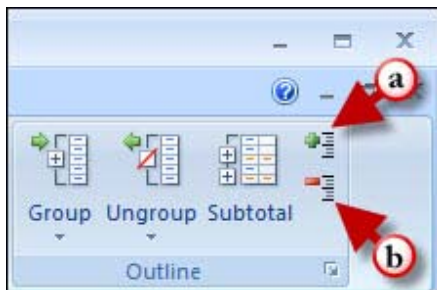
b. Notice how the margin has a 1 and 2. This indicates that there is a single level grouping. If you create additional groups within the one we just created, the margin would show a 1, 2, and 3. This helps in knowing the levels of grouping in a particular sheet. You can have up to 8 levels of grouping.

Ungrouping Rows





1. Make sure you select the groups that you wish to ungroup, do this by selecting the rows or columns that are grouped.
2. Click on the **Data** tab located in the Ribbon.
3. Click on the **Ungroup** button located in the *Outline* Group
4. Click **Ungroup...** from the menu.



- a. You can Expand a group by clicking on the **Show Detail** button located in the *Outline* Group.
- b. You can Collapse a group by clicking on the **Hide Detail** button located in the *Outline* Group.