

GSD. Excel - Hide or Show Rows and Columns in Microsoft Excel

Article ID: KB0039717

Created: 2024-12-19 14:03:29

Updated: 2024-12-19 14:03:29

Author: {'link':

'https://fmcnaddev.service-now.com/api/now/table/sys_user/acaf843397d74958f7e3bb8fe153afe3',

'value': 'acaf843397d74958f7e3bb8fe153afe3'}

Category: {'link':

'https://fmcnaddev.service-now.com/api/now/table/kb_category/6c81d800c38a1a100acd3300150131cb',

'value': '6c81d800c38a1a100acd3300150131cb'}

General Information:

Possible symptoms/errors:

User wants to know how to Hide or Show Rows and Columns in Microsoft Excel

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

This article shows a guide on how user can hide and unhide rows and columns in their spreadsheet to show the data which they need to see or print in Microsoft Excel.

Details:

A. Hide Columns/ Rows

Advise user to select the column/s or row/s which they want to hide.

To select columns or rows which are not adjacent, guide user to do the following:

To select the column or row then press Ctrl from their keyboard while selecting additional columns or rows that are not adjacent.

Advise user to right-click the selected columns/ rows, and then select Hide.

The double line between two columns is an indicator that they've hidden a column.

B. Unhide Columns/ Rows

Advise user to select the adjacent columns for the hidden columns.

User must right-click the selected columns, and then select Unhide.

Alternatively, user can double-click the double line between the two columns where hidden columns exist.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/Subcategory: N/A

Important Links:

N/A