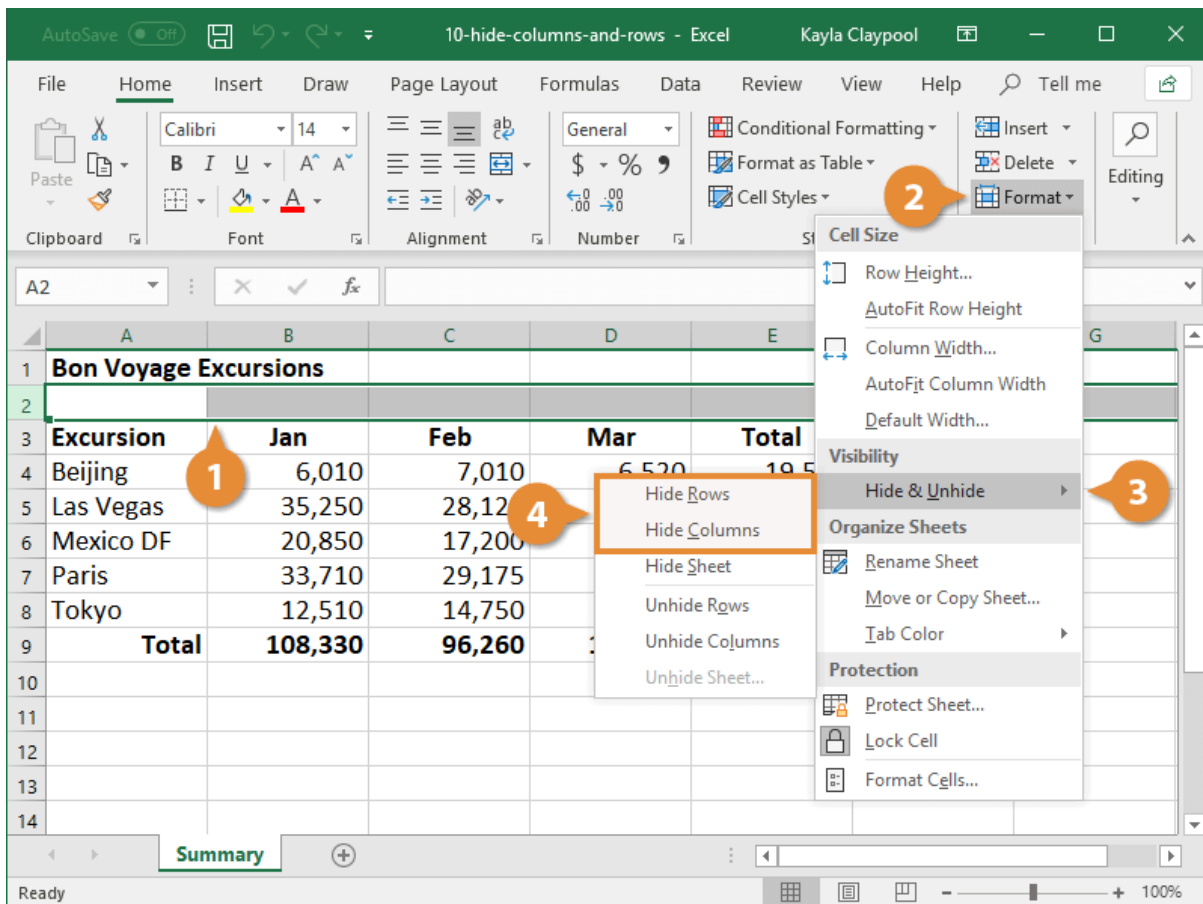


1.Hide Rows or Columns

You can easily hide whole rows or columns from view.

- Select the row(s) or column(s) you want to hide.
- Click the **Format** button under the Home tab.
- Select **Hide & Unhide**.
- Select **Hide Rows** or **Hide Columns**.

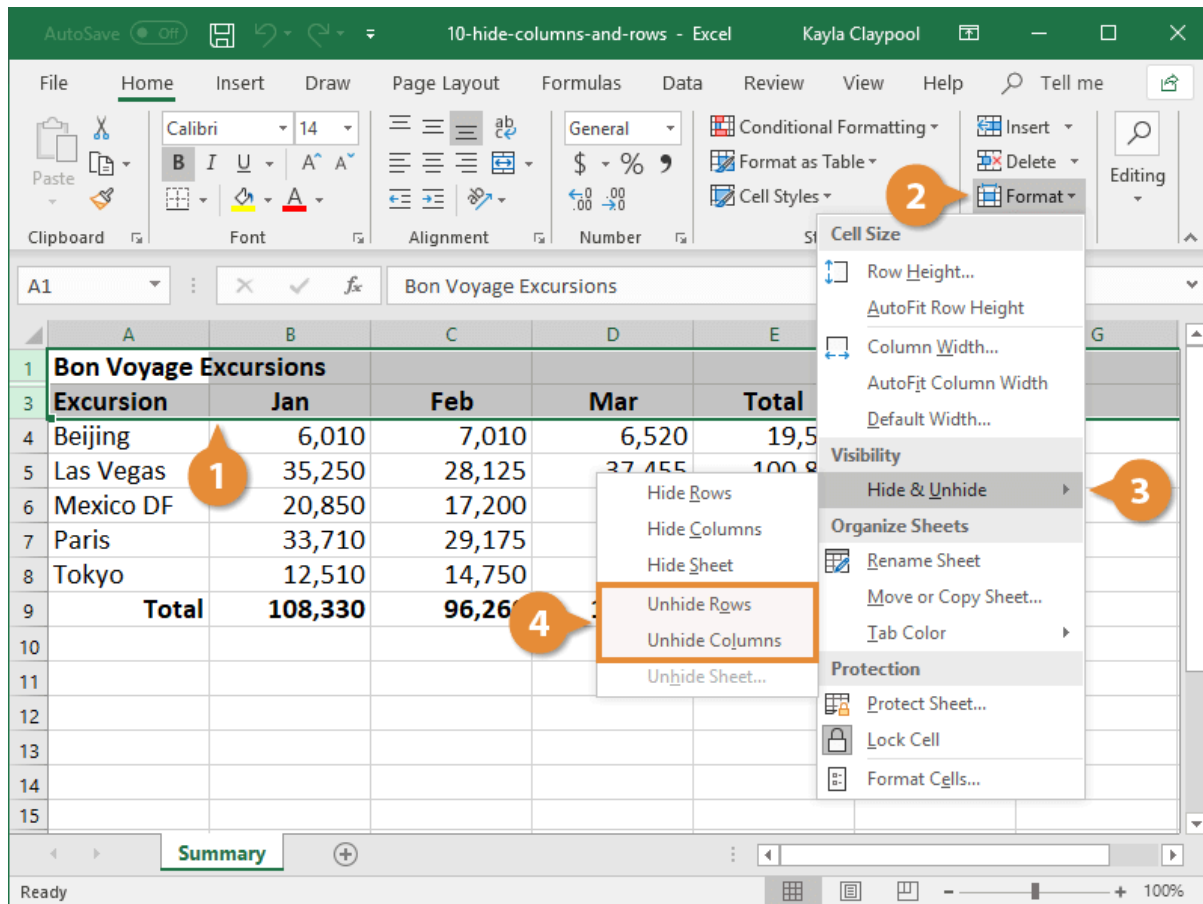


Right-click the selected row(s) or column(s) and select Hide from the contextual menu.

The selected row(s) or column(s) are hidden from view.

2. Unhide Rows or Columns

- Select the rows or columns that surround the hidden row(s) or column(s).
- Click the **Format** button under the Home tab.
- Select **Hide & Unhide**.
- Select **Unhide Rows** or **Unhide Columns**.



Right-click the selected row(s) or column(s) and select Unhide from the contextual menu.

The data reappears once again.

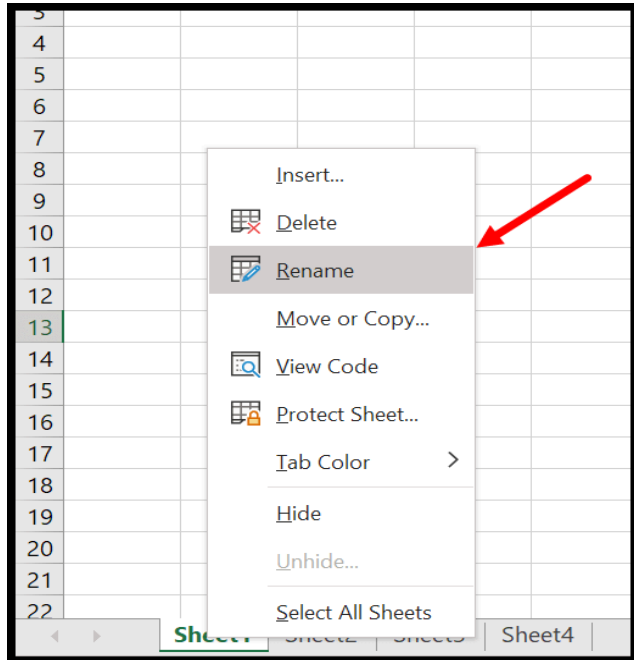
Reference: <https://www.customguide.com/excel/how-to-unhide-columns-in-excel>

Rename the worksheet

In Excel, there are multiple ways to rename a sheet, and, in this tutorial, we are going to learn all these methods.

Rename a Sheet from Option Menu

The default way to rename a sheet is to use the right-click options menu. See the steps below:

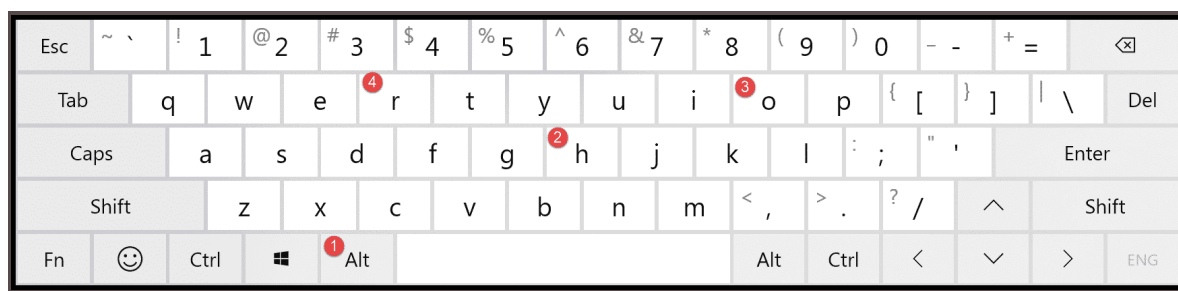


1. First, activate the sheet that you want to rename.
2. Next, right-click on the sheet tab.
3. After that, click on the “Rename” option from the list of options.
4. Now, delete the old name and type the new name that you want to fix.
5. In the end, hit enter.

Keyboard Shortcut to Rename a Sheet

There is also a keyboard shortcut that you can use to rename a sheet in Excel. To use this keyboard shortcut, you first need to activate the sheet that you want to rename and after that, press the following keys:

Alt → H → O → R



When you press this shortcut key it edits the name of the sheet and then you can enter the new name that you want to specify and then hit enter.

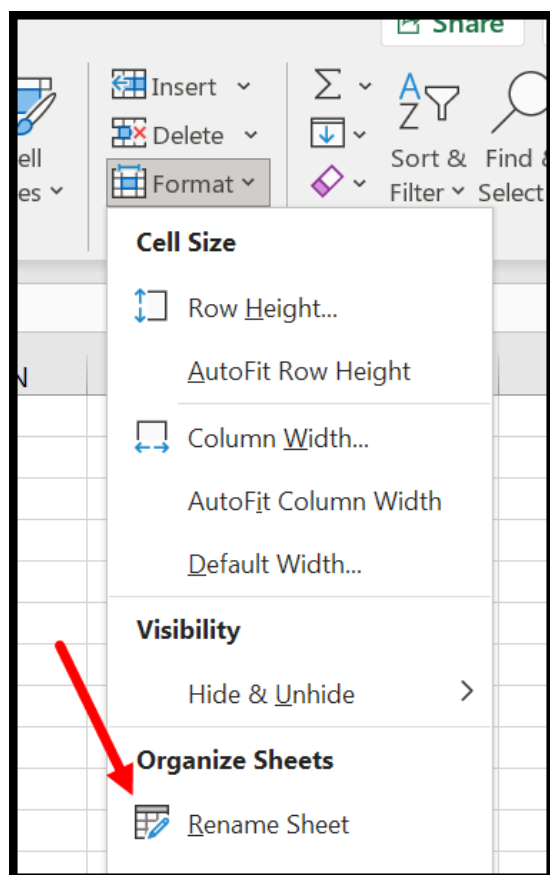
Double Click of Rename a Sheet

You can also use a double click with the mouse to edit the name of the sheet and then rename it later.

1. First, activate the sheet that you want to rename.
2. Double-click on the sheet tab to edit it.
3. Delete the old name that you already there.
4. Type the new name then hit enter.

Using the Format Options

In the same way, you can rename a worksheet using the format option from the ribbon.



1. First, go to the home tab and locate the format options dropdown.
2. Next, click on the drop-down to get the list of options there.
3. After that, click on the “Rename Sheet” option to edit the name of the sheet.
4. In the end, enter the new name and hit enter.

Just like all the other methods you need to activate the sheet first to use this method.

Rules You Need to Know (Naming a Sheet)

There are a few rules that you need to take care of while renaming a sheet.

1. You can name two different sheets with the same name.
2. A sheet name can't be a blank value.
3. A maximum of 31 characters can be used in the name of a sheet.
4. An apostrophe (') can't be used at the start and end of the name but can use in the somewhere in the middle.
5. There are some characters that can't be used in the name, like, [] \ / ? : *
6. You can't use the word “History” as the name of a sheet, that's reserved by Excel.

Reference: <https://excelchamps.com/worksheet/rename/>

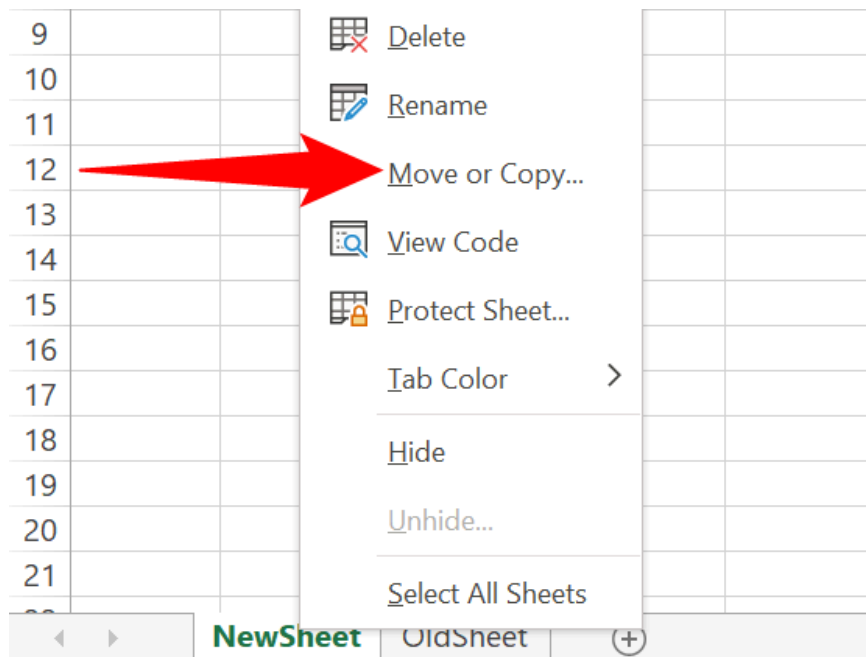
Deleting an Excel Worksheet

Techniques for Deleting Worksheets

- **Method 1: Right-Click Method**
 - Right-click on the worksheet tab you want to delete.
 - Select "Delete" from the context menu.
 -
- **Method 2: Ribbon Method**
 - Go to the Home tab on the Excel ribbon.
 - Click on the "Delete" dropdown arrow in the Cells group.
 - Select "Delete Sheet" from the dropdown menu.
 -
- **Method 3: Keyboard Shortcut**
 - Select the worksheet tab you want to delete.
 - Press Alt + E + L.

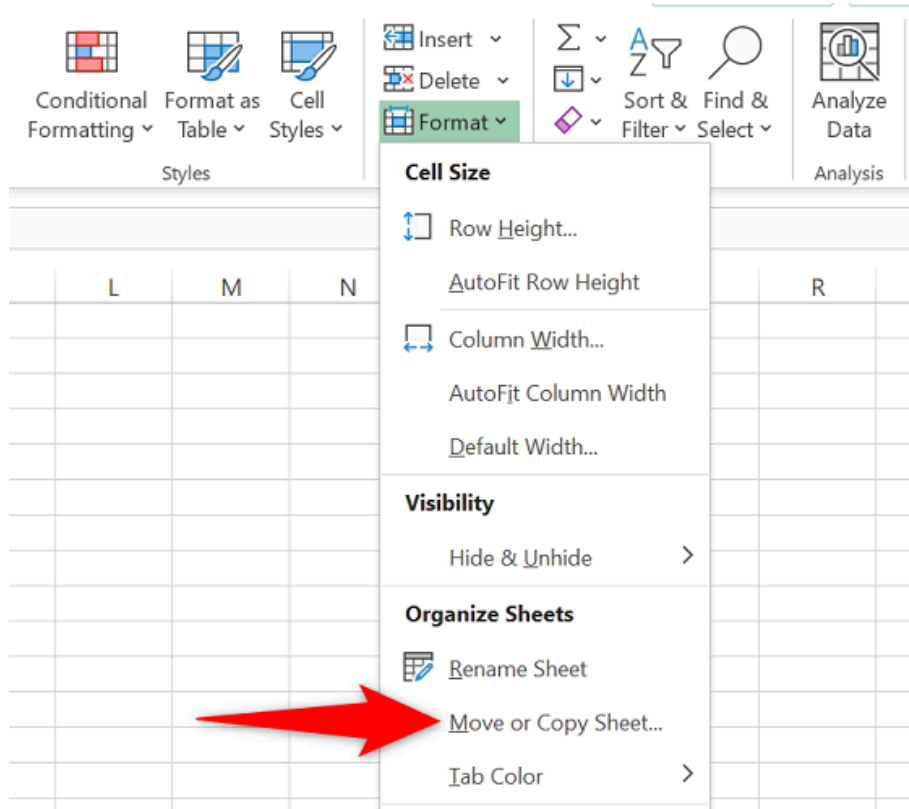
Moving and Copying an Excel Worksheet

Select the worksheet you want to move or copy. Right-click on the worksheet's tab at the bottom of the Excel window. Select "Move or Copy" from the menu.



You can also select the worksheet and click the "Format" button in the "Cells" section on the "Home" tab in the ribbon.

Then, select "Move or Copy Sheet" in the "Organize Sheets" section of the drop-down menu.



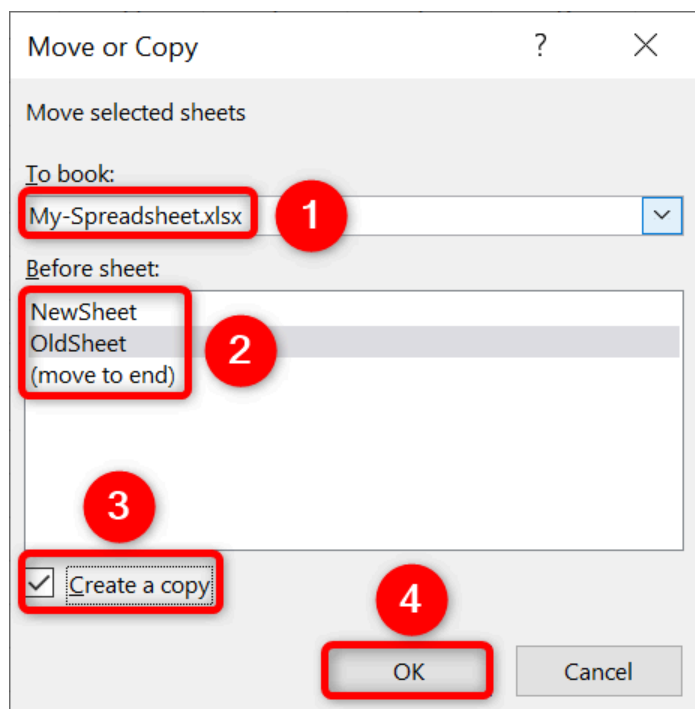
The "Move or Copy" dialog box will open. In the "To Book" drop-down list, select the workbook you want to move or copy the selected worksheet to.

You can select the current workbook (the default) or another existing workbook. You can also create a new book to contain the moved or copied worksheet.

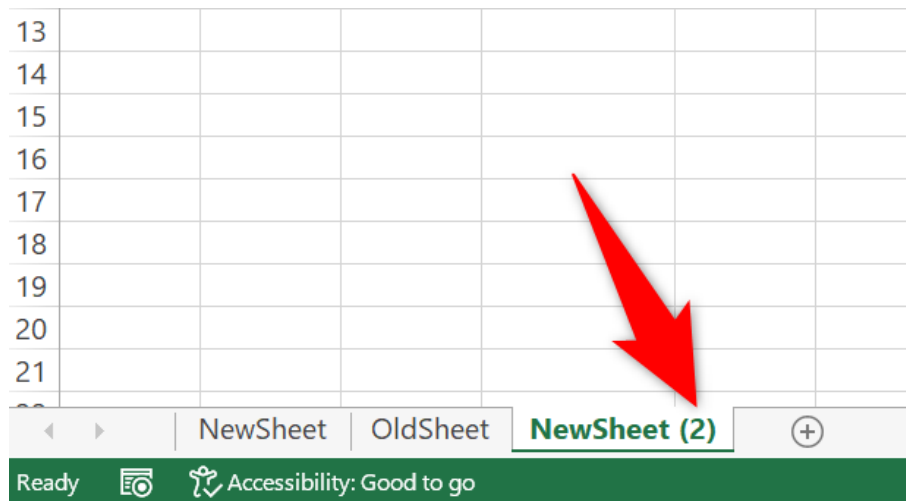
If you're moving or copying the worksheet to the current or another existing workbook, select the worksheet you want to come before the one you're moving in the "Before Sheet" list.

For example, select "(Move to End)" to insert the worksheet after all the existing worksheets in the workbook.

Select the "Create a Copy" checkbox if you want to copy the worksheet and leave the original alone. Then, click "OK."

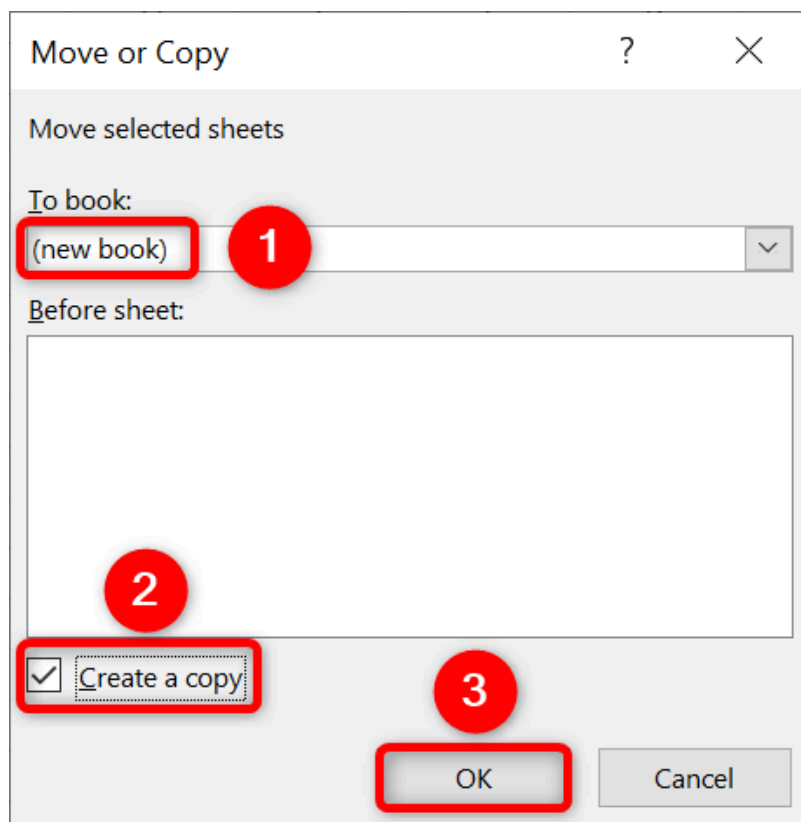


If you're copying the selected worksheet to the current or another existing worksheet, the new worksheet is labeled with a sequential number at the end of the worksheet name to distinguish it from the original.



To copy or move the selected worksheet to a new workbook, select "(New Book)" from the "To Book" drop-down list on the "Move or Copy" dialog box.

Again, select the "Create a Copy" checkbox to copy the worksheet instead of moving it. Then, click "OK."



A new workbook is created and the selected worksheet is moved or copied into the new file.

A1							Name
	A	B	C	D	E	F	G
1	Name	Alex	Chris	David	John	Maresh	
2	Age	26	29	27	28	25	
3	City	London	Paris	San Francisco	Toronto	Bangalore	
4	Country	UK	France	USA	Canada	India	
5							
6							
7							
8							
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21							

You can also copy and move a worksheet manually by clicking and dragging the worksheet tab to the new location. If you want to copy or move the worksheet to a new workbook, be sure to create the new workbook file first.

Reference:

<https://www.howtogeek.com/162509/how-to-easily-move-or-copy-a-worksheet-in-excel-2013/>