

## 2 hide and 2 unhide rows in Excel

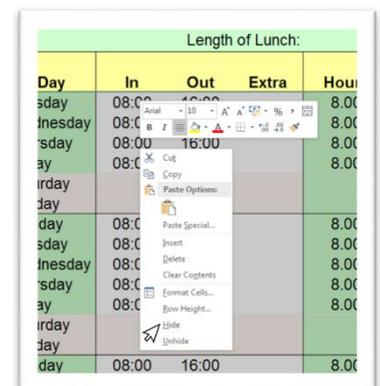
The article today is just a quick introduction in hiding and unhiding a continuous series of rows. There are several ways to do this, but we keep it to one method and a series of rows this time.

Week	Date	Day	In	Out	Extra	Hours	Lunch	Hours per Day
Week 7	11/02/19	Monday	07:30	16:00		8.50	0.5	7.5
	12/02/19	Tuesday	07:30	14:00	1.0	7.50	0.5	7.5
	13/02/19	Wednesday	08:00	16:00		8.00	0.5	7.5
	14/02/19	Thursday	08:00	16:00		8.00	0.5	7.5
	15/02/19	Friday	08:00	16:00		8.00	0.5	7.5
	16/02/19	Saturday						
	17/02/19	Sunday						
Week 8	18/02/19	Monday	08:00	16:00	2.5	10.50	0.5	7.5
	19/02/19	Tuesday	08:00	16:00		8.00	0.5	7.5
	20/02/19	Wednesday	08:00	16:00		8.00	0.5	7.5

The attached Excel workbook is a timesheet we used earlier. The learning by doing exercise is to hide and unhide January since it is not used.

### Hide

- Start by selecting the rows you want to hide. Easiest done with the mouse selecting the number in front of the first row to hide.
- Then use the mouse wheel to scroll down so the last row you want to hide is visible on the screen.
- Press down and hold [Shift] (Left corner above [Ctrl]).
- Move the mouse cursor over the last row number you want to hide and click it with the left mouse button.
- Right click then with the mouse either on the row numbers selected or inside the boundaries of the selected fields.
- Select then [Hide] in the pop-up menu.
- All rows selected should then be hidden.



### Unhide

- Select the last row before the hidden rows by left clicking the row number with the mouse. Hidden rows are easily located by the gaps in the row number sequence.
- Press after that down [Shift] and hold it.
- Move the mouse cursor to the first row after the hidden rows and click it with left mouse button.
- When the row above and beneath the hidden rows are selected move the mouse cursor so it is over the row numbers selected or inside the frame of the selection.
- Right click with the mouse and select [Unhide] from the pop-up menu.
- All hidden rows should now be visible again.

3		
4	Week	Date
37		01/02/19
38		02/02/19
39		03/02/19
40	Week 6	04/02/19

# Learning by doing

## Hide

- Download and open the attached workbook.
- Scroll to the top of the sheet, select row 5 with the mouse, done by a mouse click on the row number.
- Scroll down to the last row to hide (36) with the mouse wheel.
- Press and hold [Shift], select row 36 by clicking on the row number. Release [Shift] and all rows are selected.
- Place the cursor anywhere between row 5 and row 36 inside the frame of the selected rows.
- Right click with the mouse and select [Hide] in the pop-up menu.
- All rows containing January should now be hidden.

	Week	Date	Day	In
4	Week 1	31/12/18	Monday	08:00
5		01/01/19	Tuesday	08:00
6		02/01/19	Wednesday	08:00
7		03/01/19	Thursday	08:00
8		04/01/19	Friday	08:00
9		05/01/19	Saturday	
10		06/01/19	Sunday	
11	Week 2	07/01/19	Monday	08:00
12		08/01/19	Tuesday	08:00
13				

	Week	Date	Day	In	Out
29		24/01/19			16:00
30		25/01/19			16:00
31		26/01/19	Saturday		
32		27/01/19	Sunday		
33	Week 5	28/01/19		08:00	16:00
34		29/01/19		08:00	16:00
35		30/01/19		08:00	16:00
36		31/01/19		08:00	16:00
37		01/02/19		07:30	16:00
38		02/02/19			
39		03/02/19			
40	Week 6	04/02/19		07:00	16:00
41		05/02/19		07:00	16:00

## Unhide

- Scroll in the sheet with the mouse wheel so row 4 is visible.
- Select row number 4 by placing the mouse cursor on it and press left mouse button.
- Press and hold [Shift], select thereafter row 37 with the mouse. Row 37 should be next after row 4 (row 5 to 36 was hidden above).
- Move the cursor inside the selected fields frame.
- Right click with the mouse and select [Unhide] from the pop-up menu.
- Your rows should now be visible again.

2	28/02/2019			
3				
4	Week	Date	Day	
37		01/02/19	Friday	
38		02/02/19	Saturday	
39		03/02/19	Sunday	
40	Week 6	04/02/19	Monday	
41		05/02/19	Tuesday	

2	28/02/2019			
3				
4	Week	Date	Day	
37		04/02/19	Friday	
38		05/02/19	Saturday	
39		06/02/19	Sunday	
40	Week 7	07/02/19	Monday	
41		08/02/19	Tuesday	
42		09/02/19	Wednesday	
43		10/02/19	Thursday	
44		11/02/19	Friday	
45		12/02/19	Saturday	
46		13/02/19	Sunday	
47	Week 8	14/02/19	Monday	
48		15/02/19	Tuesday	

## 4 steps to Unhide everything - Quick tips

- Left Click with the mouse in field A1.
- Press [Ctrl] + [A] to select everything.
- Right click anywhere in the sheet.
- Select unhide from the pop-up menu

All hidden rows and columns should now be visible