

Redisplaying Columns: Quick Menu Option

This option works well for redisplaying column A, since there are not columns on both sides of column A.

1. Hold your cursor between columns IDs on the right side of the hidden column the cursor will change to an open, double sided arrow as shown here.

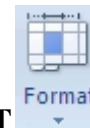


2. Right click » select *Unhide*

Hiding Rows

You can hide rows containing information that you do not need to view or do not want to print.

1. Select a cell within the row(s) to be hidden



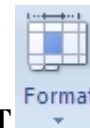
2. On the *Home* command tab, in the *Cells* group, click **FORMAT**
3. From the *Format* menu, in the *Visibility* section, select **Hide & Unhide** » **Hide Rows** the row is hidden.

Hiding Rows: Quick Menu Option

1. Right click the row ID » select **Hide** the row is hidden.

Redisplaying Rows

1. Select at least one cell from both of the rows around the hidden row(s) to be redisplayed
EXAMPLE: If row 5 is hidden, select a cell from rows 4 and 6.
HINT: If you cannot select the appropriate cells, you can use the Go To command.

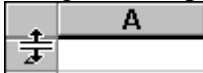


2. On the *Home* command tab, in the *Cells* group, click **FORMAT**
3. From the *Format* menu, in the *Visibility* section, select **Hide & Unhide** » **Unhide Rows** the row appears.

Redisplaying Rows: Quick Menu Option

This option works well for redisplaying row 1, since there are not rows on both sides of row 1.

1. Hold your cursor between row IDs where the hidden row is located the cursor will change to an open, double sided arrow as shown here.

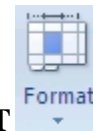


2. Right click » select *Unhide*

Hiding Cell Contents

You have the ability to hide the contents of individual cells if you do not need to view their contents or you simply do not want to print certain cells.

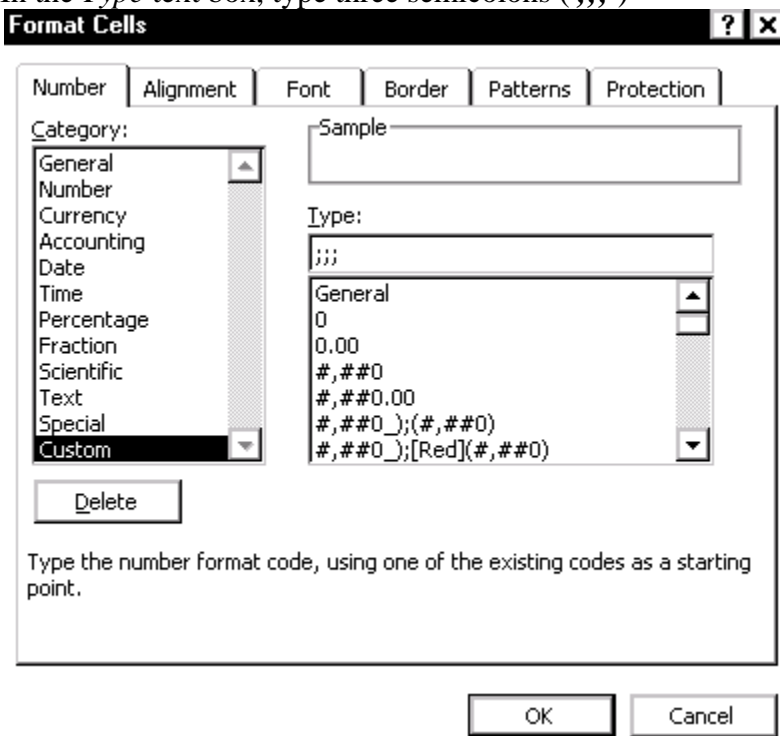
1. Select the cell(s) to be hidden



2. From the *Home* command tab, in the *Cells* group, click **FORMAT** » select *Format Cells...*

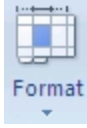
The *Format Cells* dialog box appears.

3. Select the *Number* tab
4. Under *Category*, select *Custom*
5. In the *Type* text box, type three semicolons (;;;)



6. Click **OK** the cells are now hidden.

To redisplay cell information:

1. Select the cell(s) to be redisplayed
2. From the *Home* command tab, in the *Cells* group, click **FORMAT**  » select ***Format Cells...***
The *Format Cells* dialog box appears.
3. Select the ***Number*** tab
4. Under *Category*, make the appropriate selection the dialog box refreshes to display options corresponding to the selected category.
5. Select the desired options
6. Click **OK** the cell(s) reappear.

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