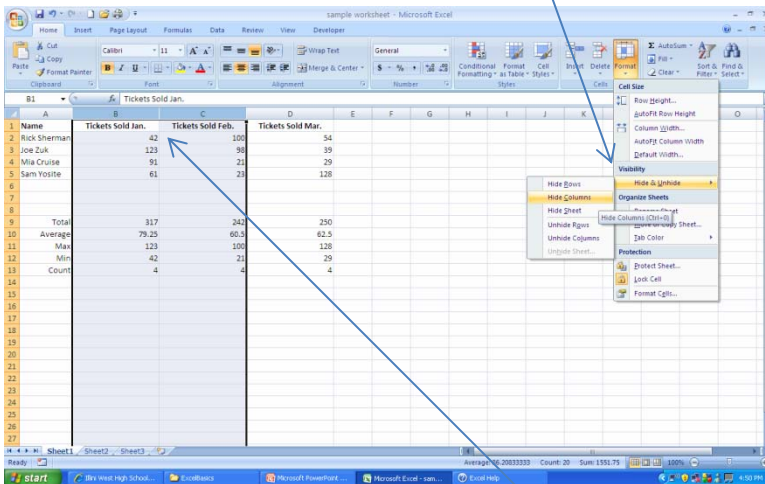


## MS Excel - Hiding Columns or Rows

To hide columns or rows, you must select the items you want hidden and choose the **Home** tab, **Cells** group, and the down arrow on the **Format** button. In the drop down list, choose **Hide or Unhide** to expand the list for your choice.

# MICROSOFT EXCEL 2007 BASIC TIP SHEET

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Illini West High School District #307  
Carthage, IL – July 2009



Remember to hide multiple items that are not proximal, use the **CTRL** key to select your items.

If you are selecting proximal items, you can drag across those items.

To unhide your selection, highlight the items **before and after** the hidden items and proceed to use the **Format** button as instructed above.