

Hide and Unhide Rows in Excel Using Excel Keyboard Shortcuts

This tip will show you how to hide and unhide rows of data in an Excel spreadsheet using a keyboard shortcut.

[Click here](#) to learn how to hide and unhide rows.

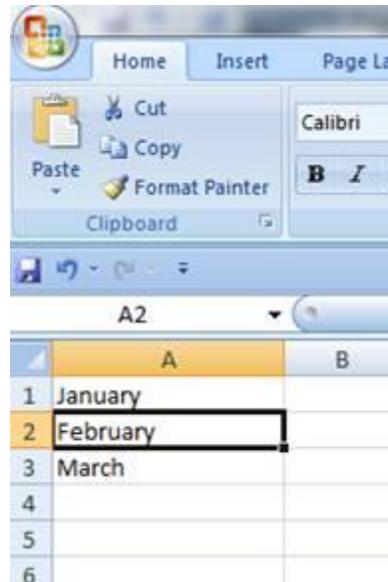


Prepared by Information Security and IT Governance Division of ICT.
Productivl.T.y showcases tips & tricks on various office and branch applications.

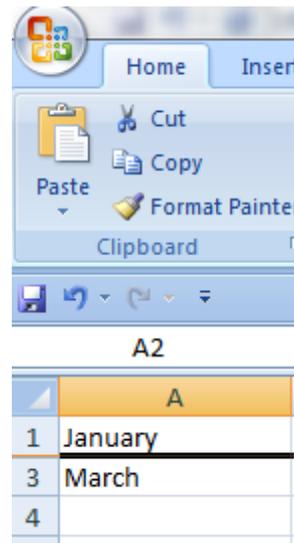
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Hide Rows in Excel Using Excel Keyboard Shortcut

1. Enter the following data into cells A1 to A3: January, February, and March. Click on cell A2 with the mouse to highlight it.



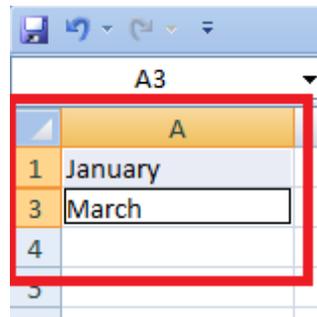
2. Press and hold down the Ctrl key on the keyboard. Press and release the number nine " 9 " key without releasing the Ctrl key. Row 2 should now be hidden from view - along with the data (February) it contains in cell A2.



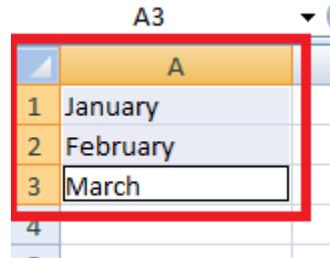
Note: The data in A2 has not been deleted. It can still be referenced in such things as formulas and charts even though it has been hidden.

Unhide Rows in Excel An Excel Keyboard Shortcut

1. Before you can unhide rows, it is necessary to hide rows in Excel.
2. Once you have hidden one or more rows, drag select the rows on either side of the hidden row(s).



3. Press and hold down the Ctrl and the Shift keys on the keyboard.
4. Press and release the number nine (9) key on the keyboard without releasing the Ctrl and Shift keys.



5. The hidden row(s) will reappear in the spreadsheet.

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