

Application: Excel – Hiding and Unhiding Worksheets

An Excel file (workbook) is a collection of spreadsheets (worksheets) related to that file. The number of worksheets available to a workbook is only limited by the memory available on the computer.

Sometimes you may wish to hide a worksheet from view. The information in the worksheet can still be used in formulas if necessary and you can hide or unhide worksheets as required.

Hiding worksheets

1. **Right-click** on the tab for the worksheet you wish to hide.
2. Select **Hide**.

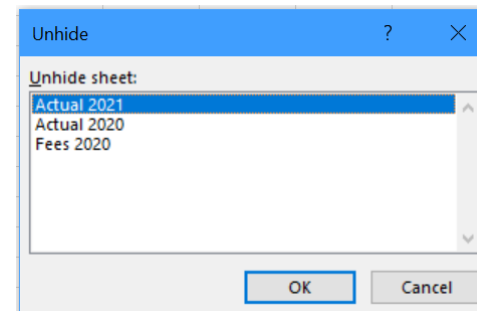
Alternatively, you can use the menu.

3. Select **Home > Format** (in the Cells Group) > **Hide & Unhide > Hide Sheet**

Tip: If you want to hide more than one worksheet you can select them together by clicking on the first one and then pressing the **CTRL Key** and selecting the others.

Unhiding worksheets

1. **Right-click** on any visible tab.
2. Select **Unhide**.



3. Select the sheet(s) you wish to unhide.
4. Click on **OK**. The sheets will be redisplayed in their original position.

Alternatively, you can use the menu.

5. Select **Home > Format** (in the Cells Group) > **Hide & Unhide > Unhide Sheet**

Tip: You can only unhide one sheet at a time.

