



BSM Connection™ Online Library Software Tips - *Microsoft Excel*

Hide Everything but the Work Area

Most of us are familiar with hiding a row or a column in Excel to conceal or protect data and formulas, but you can also hide unused areas of a worksheet to keep users focused, and to present a cleaner, visually appealing document.

Before proceeding, make sure you don't inadvertently hide necessary information by pressing **Ctrl+End**, which will take you to the bottom right of the "used" document range.

To hide unused rows, select the row beneath the sheet's last row by selecting the row header. Press **Ctrl+Shift+Down Arrow** to immediately select every row between the selected row to the bottom of the worksheet. Choose **Row** from the Format menu, and select **Hide**.

Repeat the same process for all unused columns to the right of the document by selecting the column header in the first empty column. Press **Ctrl+Shift+Right Arrow** to select every column to the right of the spreadsheet. Choose **Column** from the **Format** menu, and select **Hide**.

To unhide unused columns and rows, follow the same steps, but choose Unhide rather than Hide.