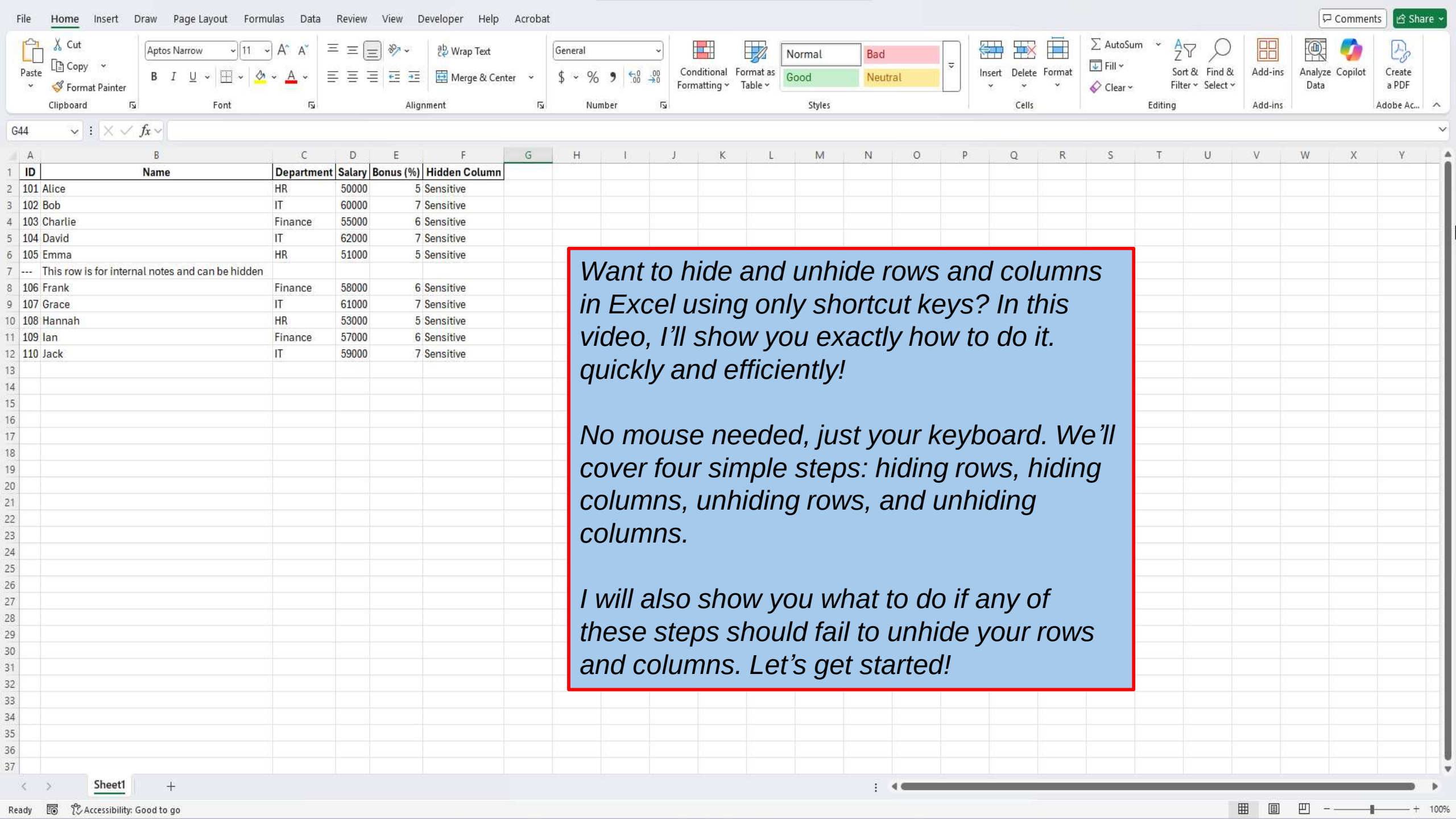

ID	Name	Department	Salary	Bonus (%)	Hidden Column
101	Alice	HR	50000	5	Sensitive
102	Bob	IT	60000	7	Sensitive
103	Charlie	Finance	55000	6	Sensitive
104	David	IT	62000	7	Sensitive
105	Emma	HR	51000	5	Sensitive
---	This row is for internal notes and can be hidden				
106	Frank	Finance	58000	6	Sensitive
107	Grace	IT	61000	7	Sensitive
108	Hannah	HR	53000	5	Sensitive
109	Ian	Finance	57000	6	Sensitive
110	Jack	IT	59000	7	Sensitive

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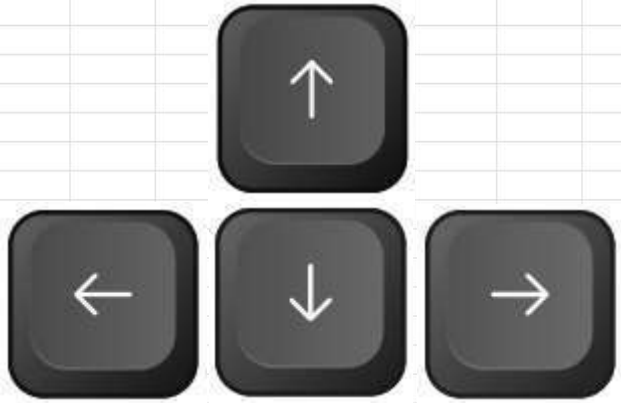
ID	Name	Department	Salary	Bonus (%)	Hidden Column
101	Alice	HR	50000	5	Sensitive
102	Bob	IT	60000	7	Sensitive
103	Charlie	Finance	55000	6	Sensitive
104	David	IT	62000	7	Sensitive
105	Emma	HR	51000	5	Sensitive
---	This row is for internal notes and can be hidden				
106	Frank	Finance	58000	6	Sensitive
107	Grace	IT	61000	7	Sensitive
108	Hannah	HR	53000	5	Sensitive
109	Ian	Finance	57000	6	Sensitive
110	Jack	IT	59000	7	Sensitive

First, let's hide row 7 using shortcut keys.

Navigate to the row you want to hide using the arrow keys.



ID	Name	Department	Salary	Bonus (%)	Hidden Column
101	Alice	HR	50000	5	Sensitive
102	Bob	IT	60000	7	Sensitive
103	Charlie	Finance	55000	6	Sensitive
104	David	IT	62000	7	Sensitive
105	Emma	HR	51000	5	Sensitive
---	This row is for internal notes and can be hidden				
106	Frank	Finance	58000	6	Sensitive
107	Grace	IT	61000	7	Sensitive
108	Hannah	HR	53000	5	Sensitive
109	Ian	Finance	57000	6	Sensitive
110	Jack	IT	59000	7	Sensitive

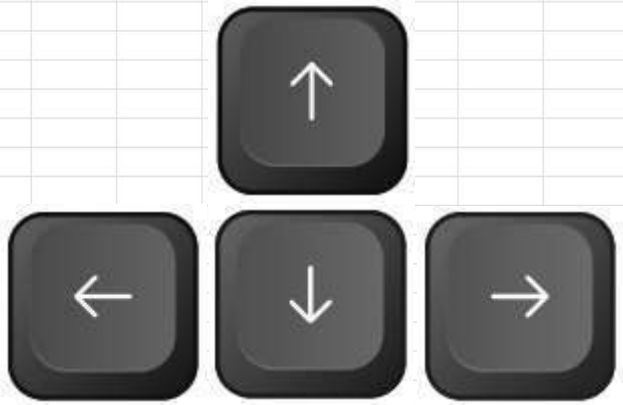
Next, select the entire row by pressing **Shift + Space**.

ID	Name	Department	Salary	Bonus (%)	Hidden Column
101	Alice	HR	50000	5	Sensitive
102	Bob	IT	60000	7	Sensitive
103	Charlie	Finance	55000	6	Sensitive
104	David	IT	62000	7	Sensitive
105	Emma	HR	51000	5	Sensitive
106	Frank	Finance	58000	6	Sensitive
107	Grace	IT	61000	7	Sensitive
108	Hannah	HR	53000	5	Sensitive
109	Ian	Finance	57000	6	Sensitive
110	Jack	IT	59000	7	Sensitive

Now hide the row by pressing **Ctrl + 9**. You can see that row 7 is now hidden.

ID	Name	Department	Salary	Bonus (%	Hidden Column
101	Alice	HR	50000	5	Sensitive
102	Bob	IT	60000	7	Sensitive
103	Charlie	Finance	55000	6	Sensitive
104	David	IT	62000	7	Sensitive
105	Emma	HR	51000	5	Sensitive
106	Frank	Finance	58000	6	Sensitive
107	Grace	IT	61000	7	Sensitive
108	Hannah	HR	53000	5	Sensitive
109	Ian	Finance	57000	6	Sensitive
110	Jack	IT	59000	7	Sensitive

Now, let's hide column F. Navigate to the column you want to hide using the arrow keys.



ID	Name	Department	Salary	Bonus (%)	Hidden Column
101	Alice	HR	50000		Sensitive
102	Bob	IT	60000		Sensitive
103	Charlie	Finance	55000		Sensitive
104	David	IT	62000		Sensitive
105	Emma	HR	51000		Sensitive
106	Frank	Finance	58000		Sensitive
107	Grace	IT	61000		Sensitive
108	Hannah	HR	53000		Sensitive
109	Ian	Finance	57000		Sensitive
110	Jack	IT	59000		Sensitive

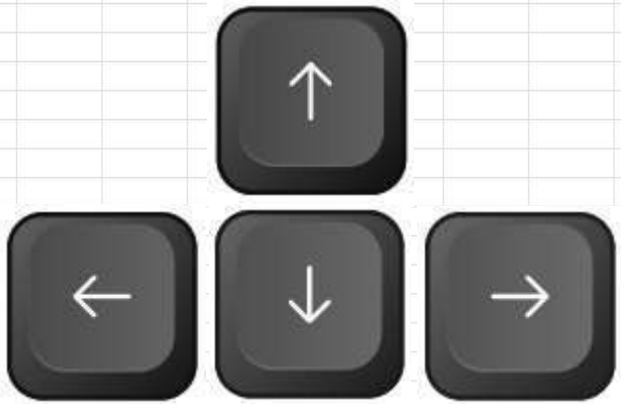
Select the entire column by pressing **Ctrl + Space**.

ID	Name	Department	Salary	Bonus (%)
101	Alice	HR	50000	5
102	Bob	IT	60000	7
103	Charlie	Finance	55000	6
104	David	IT	62000	7
105	Emma	HR	51000	5
106	Frank	Finance	58000	6
107	Grace	IT	61000	7
108	Hannah	HR	53000	5
109	Ian	Finance	57000	6
110	Jack	IT	59000	7

Hide the column by pressing **Ctrl + 0**. You can see that column F is now hidden.

ID	Name	Department	Salary	Bonus (%)
101	Alice	HR	50000	5
102	Bob	IT	60000	7
103	Charlie	Finance	55000	6
104	David	IT	62000	7
105	Emma	HR	51000	5
106	Frank	Finance	58000	6
107	Grace	IT	61000	7
108	Hannah	HR	53000	5
109	Ian	Finance	57000	6
110	Jack	IT	59000	7

Now, what if you need to bring back a hidden row? Here's how to unhide it. Use the arrow keys to move to the row just above the hidden row.

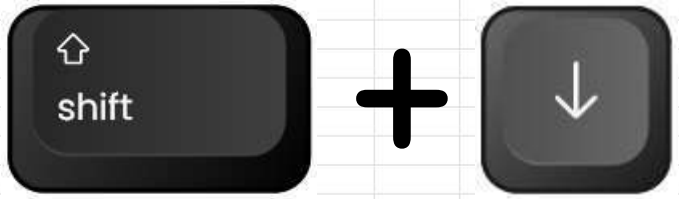


ID	Name	Department	Salary	Bonus (%)
101	Alice	HR	50000	5
102	Bob	IT	60000	7
103	Charlie	Finance	55000	6
104	David	IT	62000	7
105	Emma	HR	51000	5
106	Frank	Finance	58000	6
107	Grace	IT	61000	7
108	Hannah	HR	53000	5
109	Ian	Finance	57000	6
110	Jack	IT	59000	7

Select the entire row by pressing **Shift + Space**.

ID	Name	Department	Salary	Bonus (%)
101	Alice	HR	50000	5
102	Bob	IT	60000	7
103	Charlie	Finance	55000	6
104	David	IT	62000	7
105	Emma	HR	51000	5
106	Frank	Finance	58000	6
107	Grace	IT	61000	7
108	Hannah	HR	53000	5
109	Ian	Finance	57000	6
110	Jack	IT	59000	7

Now, select the row just below your hidden row by pressing **Shift + the down arrow key,** so that both the rows above and below your hidden row are selected.

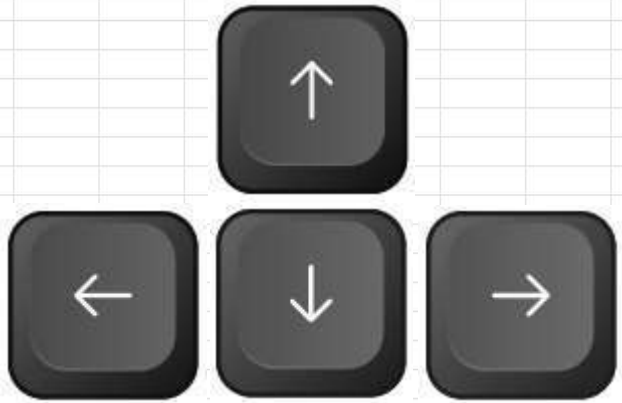


ID	Name	Department	Salary	Bonus (%)
101	Alice	HR	50000	5
102	Bob	IT	60000	7
103	Charlie	Finance	55000	6
104	David	IT	62000	7
105	Emma	HR	51000	5
	This row is for internal notes and can be hidden			
106	Frank	Finance	58000	6
107	Grace	IT	61000	7
108	Hannah	HR	53000	5
109	Ian	Finance	57000	6
110	Jack	IT	59000	7

Unhide the row by pressing **Ctrl + Shift + 9**. Your row should now be unhidden. If for some reason your row did not unhide, I will show you how to fix that next.

ID	Name	Department	Salary	Bonus (%)
101	Alice	HR	50000	5
102	Bob	IT	60000	7
103	Charlie	Finance	55000	6
104	David	IT	62000	7
105	Emma	HR	51000	5
	This row is for internal notes and can be hidden			
106	Frank	Finance	58000	6
107	Grace	IT	61000	7
108	Hannah	HR	53000	5
109	Ian	Finance	57000	6
110	Jack	IT	59000	7

Finally, let's unhide a hidden column. Navigate to the column just before the hidden column using the arrow keys.



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General — Number

Conditional Formatting Format as Table — Styles: Normal Bad Good Neutral

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AutoSum Fill Clear Sort & Filter Find & Select — Editing

Add-ins — Add-ins

Analyze Data Copilot — Create a PDF — Adobe Ac...

E1 Bonus (%)

	A	B	C	D	E
1	ID	Name	Department	Salary	Bonus (%)
2	101	Alice	HR	50000	5
3	102	Bob	IT	60000	7
4	103	Charlie	Finance	55000	6
5	104	David	IT	62000	7
6	105	Emma	HR	51000	5
7		This row is for internal notes and can be hidden			
8	106	Frank	Finance	58000	6
9	107	Grace	IT	61000	7
10	108	Hannah	HR	53000	5
11	109	Ian	Finance	57000	6
12	110	Jack	IT	59000	7

Select the entire column by pressing **Ctrl + Space**.

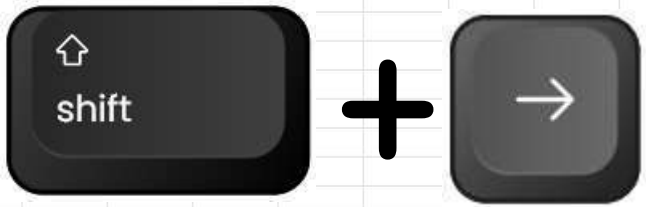
Sheet1

Ready Accessibility: Good to go

Average: 6.1 Count: 11 Sum: 61 100%

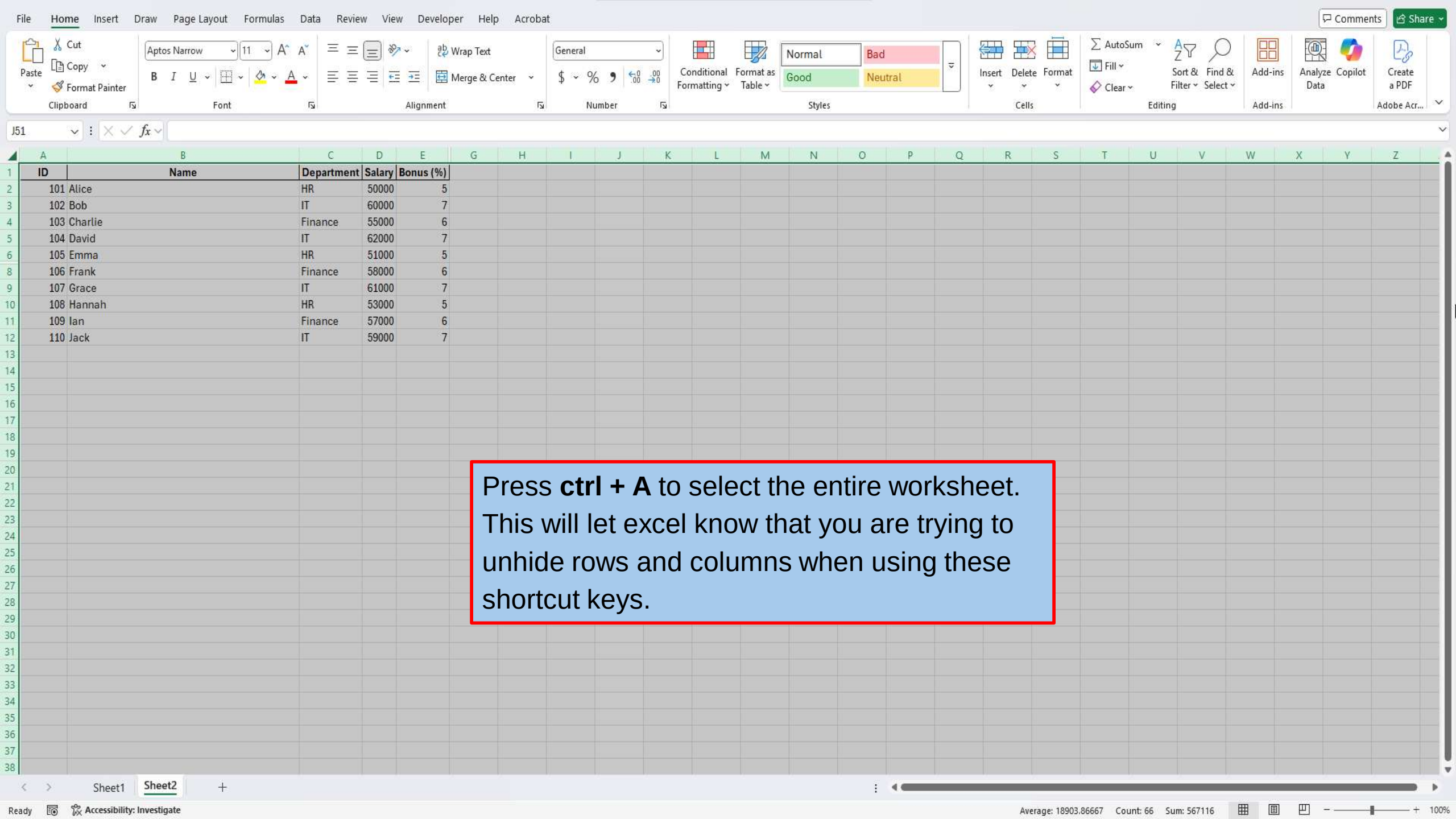
ID	Name	Department	Salary	Bonus (%)
101	Alice	HR	50000	5
102	Bob	IT	60000	7
103	Charlie	Finance	55000	6
104	David	IT	62000	7
105	Emma	HR	51000	5
	This row is for internal notes and can be hidden			
106	Frank	Finance	58000	6
107	Grace	IT	61000	7
108	Hannah	HR	53000	5
109	Ian	Finance	57000	6
110	Jack	IT	59000	7

Now, select the column on the other side of your hidden column by pressing **shift + the right arrow key,** so that both the columns on either side of your hidden column are selected.



ID	Name	Department	Salary	Bonus (%)	Hidden Column
101	Alice	HR	50000	5	Sensitive
102	Bob	IT	60000	7	Sensitive
103	Charlie	Finance	55000	6	Sensitive
104	David	IT	62000	7	Sensitive
105	Emma	HR	51000	5	Sensitive
	This row is for internal notes and can be hidden				
106	Frank	Finance	58000	6	Sensitive
107	Grace	IT	61000	7	Sensitive
108	Hannah	HR	53000	5	Sensitive
109	Ian	Finance	57000	6	Sensitive
110	Jack	IT	59000	7	Sensitive

To unhide the column, press the **alt key**, and then press **O + C + U**. This should unhide your column. If any of these shortcut keys should fail to unhide your rows and or columns, follow these steps.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Alignment
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Normal Bad Good Neutral
Styles
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Cells
AutoSum Fill Clear
Sort & Filter Find & Select
Editing
Add-ins
Add-ins
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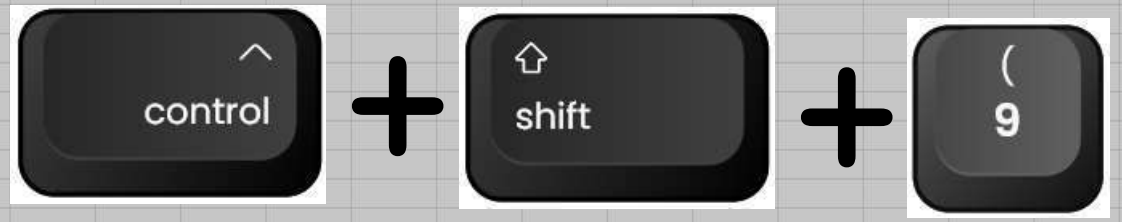
J51
ID Name Department Salary Bonus (%)
101 Alice HR 50000 5
102 Bob IT 60000 7
103 Charlie Finance 55000 6
104 David IT 62000 7
105 Emma HR 51000 5
106 Frank Finance 58000 6
107 Grace IT 61000 7
108 Hannah HR 53000 5
109 Ian Finance 57000 6
110 Jack IT 59000 7
Press ctrl + A to select the entire worksheet. This will let excel know that you are trying to unhide rows and columns when using these shortcut keys.
Sheet1 Sheet2
Ready Accessibility: Investigate
Average: 18903.86667 Count: 66 Sum: 567116
100%

ID	Name	Department	Salary	Bonus (%)
101	Alice	HR	50000	5
102	Bob	IT	60000	7
103	Charlie	Finance	55000	6
104	David	IT	62000	7
105	Emma	HR	51000	5
	This row is for internal notes and can be hidden			
106	Frank	Finance	58000	6
107	Grace	IT	61000	7
108	Hannah	HR	53000	5
109	Ian	Finance	57000	6
110	Jack	IT	59000	7

Unhide the row by pressing **Ctrl + Shift + 9**.



ID	Name	Department	Salary	Bonus (%)	Hidden Column
101	Alice	HR	50000	5	Sensitive
102	Bob	IT	60000	7	Sensitive
103	Charlie	Finance	55000	6	Sensitive
104	David	IT	62000	7	Sensitive
105	Emma	HR	51000	5	Sensitive
	This row is for internal notes and can be hidden				
106	Frank	Finance	58000	6	Sensitive
107	Grace	IT	61000	7	Sensitive
108	Hannah	HR	53000	5	Sensitive
109	Ian	Finance	57000	6	Sensitive
110	Jack	IT	59000	7	Sensitive

To unhide the column, press the **alt key**, and then press **O + C + U**.

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