

Hiding and Grouping

In this chapter, we are going to take a brief look at hiding and grouping rows and columns.

Practice Spreadsheet

Use this [workbook](#) for the chapter.

Note: This is the same workbook used in the Navigation Shortcuts chapter.

Hiding and Unhiding Rows

There may be times where you want to hide calculations occurring in different cells from users. You can hide rows individually or hide multiple rows. To hide rows, use the following steps:

1. Select the row or rows that you would like to hide.
2. Right-click the selected rows.
 - a. An options bar will appear.
3. Select **Hide**. (See **Figure 13.1**)
 - a. Excel will hide the selected rows from view.

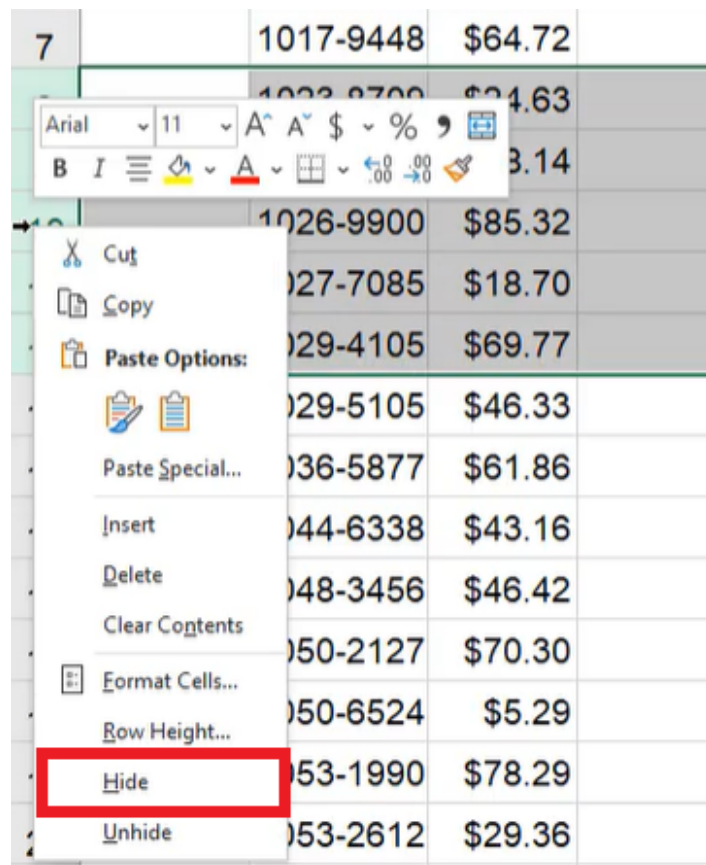


Figure 13.1

These rows are still there; they're just hidden from view. You will see that the rows go up to 7 and then skip to 13 in the next row. (See **Figure 13.2**)

	A	B	C	D
1				
2		Part #	Price	Lead Time (wks)
3		1001-9381	\$92.60	2
4		1004-7617	\$90.61	13
5		1005-6199	\$65.93	16
6		1011-8619	\$56.29	6
7		1017-9448	\$64.72	5
13		1029-5105	\$46.33	11
14		1036-5877	\$61.86	2
15		1044-6338	\$43.16	6

Figure 13.2

To unhide a row, use the following steps:

1. Select the row above the hidden cells and the row below the hidden cells.
2. Right-click on these selected rows.
 - a. An options bar will appear.
3. Select **Unhide**. (See **Figure 13.3**)
 - a. Excel will unhide the hidden rows.

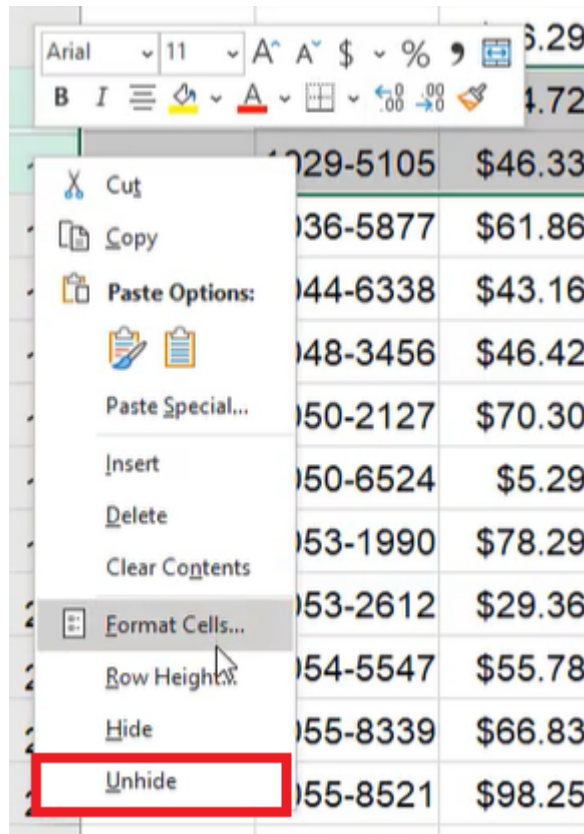


Figure 13.3

Hiding and Unhiding Columns

You can hide and unhide columns. To hide columns, use the following steps:

1. Select the column or columns you want to hide.
 - i. These are columns **C** and **D**
 - a. For this practice, select the columns that contain the **Price** and **Lead Time** (wks) information.
2. Right-click on the selected columns.
 - a. An options bar will appear.
3. Select **Hide**. (See **Figure 13.4**)
 - a. Excel will hide the selected columns from view.

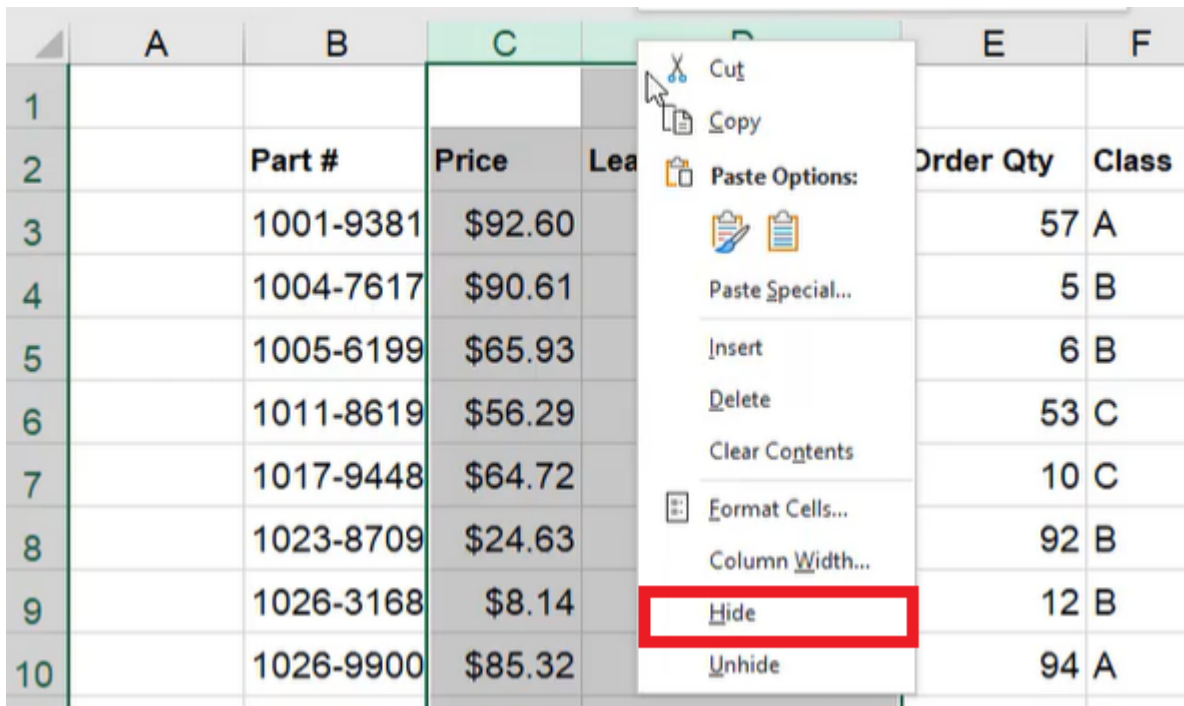


Figure 13.4

In this case, both columns C and D will be hidden, and the column will skip from B to E. (See **Figure 13.5**)

	A	B	E	F	G
1					
2		Part #	Order Qty	Class	
3		1001-9381	57	A	
4		1004-7617	5	B	
5		1005-6199	6	B	
6		1011-8619	53	C	

Figure 13.5

To unhide these columns, use the following steps:

1. Select the column before the hidden cells and the column after the hidden cells.
2. Right-click on the selected columns.
 - a. An options bar will appear.
3. Select **Unhide**. (See **Figure 13.6**)
 - a. Excel will unhide the hidden columns.

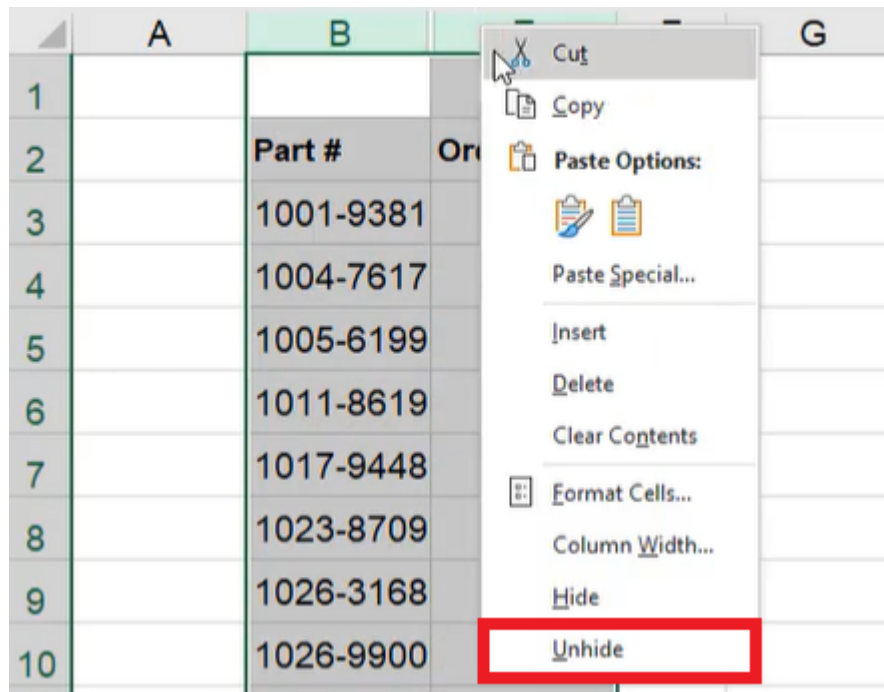


Figure 13.6

Grouping and Ungrouping Columns

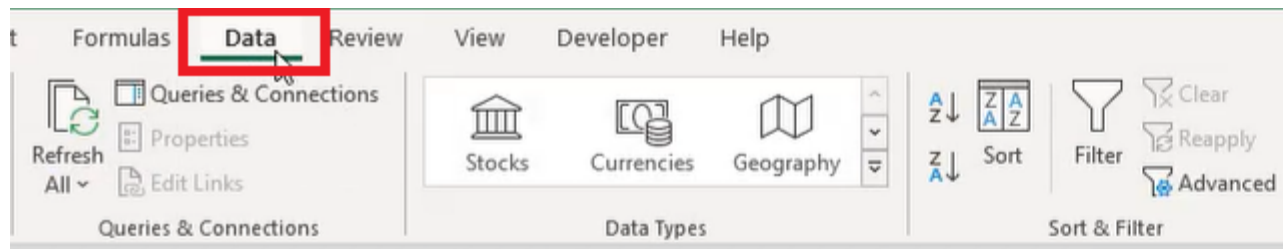


Figure 13.7

Grouping works the same way, but it's even more convenient in some ways. To group columns, use the following steps:

1. Select the columns that you want to group.
2. Select the **Data** tab on the toolbar.
3. Select **Group**. (See **Figure 13.7**)
 - a. A grouping bar will appear above the grouped columns. (See **Figure 13.8**)

1							
2							
	A	B	C	D	E	F	G
1							
2		Part #	Price	Lead Time (wks)	Order Qty	Class	
3		1001-9381	\$92.60	2	57	A	
4		1004-7617	\$90.61	13	5	B	
5		1005-6199	\$65.93	16	6	B	
6		1011-8619	\$56.29	6	53	C	

Figure 13.8

This grouping bar has a collapsible button. When you select that button, those columns are collapsed into one group. The button will be replaced with an expand button, which will allow the user to see those columns visibly again once selected. (See **Figure 13.9**)

1						
2						
	A	B	E	F	G	
1						
2		Part #	Order Qty	Class		
3		1001-9381	57	A		
4		1004-7617	5	B		
5		1005-6199	6	B		
6		1011-8619	53	C		
7		1017-9448	10	C		
8		1023-8709	92	B		
9		1026-3168	12	B		

Figure 13.9

This allows you to expand or collapse quickly without having to right-click and choose **Hide** or **Unhide**.

To unhide a group, use the following steps:

1. Select the grouped columns.
2. Select the **Data** tab. (See **Figure 13.7**)
3. Select **Ungroup**. (See **Figure 13.10**)
 - a. The columns will be ungrouped, and the grouping bar will disappear.

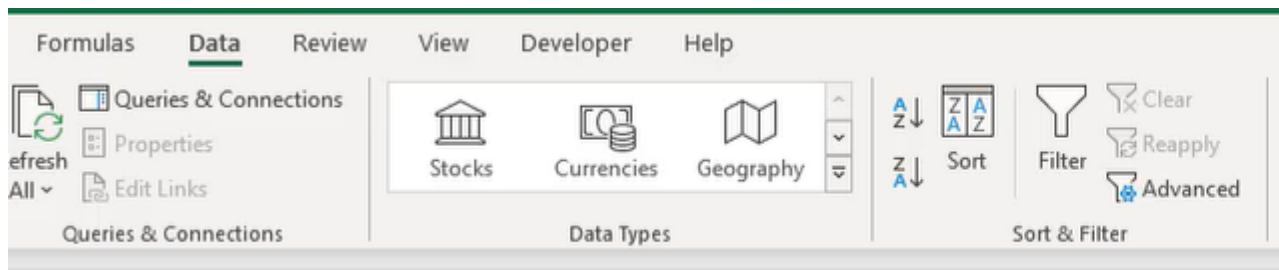


Figure 13.10

Grouping in Multiple Layers

To create two levels of grouping, use the following steps:

1. Group columns *C* and *D* like you did before.
2. Select columns *B* through *F*.
3. Select the **Data** tab.
4. Select **Group**. (See **Figure 13.7**)
 - a. Two grouping bars will appear, one longer than the other. (See **Figure 13.11**)

The numbers to the left of the grouping bars refer to the level of grouping. (See **Figure 13.11**)

	A	B	C	D	E	F	G
1							
2		Part #	Price	Lead Time (wks)	Order Qty	Class	
3		1001-9381	\$92.60	2	57	A	
4		1004-7617	\$90.61	13	5	B	
5		1005-6199	\$65.93	16	6	B	

Figure 13.11

If the number *1* is selected, it collapses everything. If the number *2* is selected, the first level expands (columns *B*, *E*, and *F*). If the number *3* is selected, all of the levels will be expanded. To get rid of the grouping, use the following steps:

1. Select all the grouped columns.
2. Select the **Data** tab. (See **Figure 13.7**)
3. Select **Ungroup**. (See **Figure 13.10**)
 - a. The selected columns will be ungrouped, and the grouping bars will disappear,

Grouping and Ungrouping Rows

Grouping and ungrouping rows works the same way. To group rows, use the following steps:

1. Select the rows you want to group.
2. Select the **Data** tab.
3. Select **Group**. (See **Figure 13.7**)
 - a. The selected rows will be grouped, and a grouping bar will appear to the left. (See **Figure 13.12**)

	A	B	C	D	E	F
1						
2		Part #	Price	Lead Time (wks)	Order Qty	Class
3		1001-9381	\$92.60	2	57	A
4		1004-7617	\$90.61	13	5	B
5		1005-6199	\$65.93	16	6	B
6		1011-8619	\$56.29	6	53	C
7		1017-9448	\$64.72	5	10	C
8		1023-8709	\$24.63	7	92	B
9		1026-3168	\$8.14	7	12	B

Figure 13.12

To group rows in multiple layers, use the following steps:

1. Select five or six rows, including the already grouped rows.
2. Select the **Data** tab.
3. Select **Group**. (See **Figure 13.7**)
 - a. Excel will group these rows, and a second grouping bar will appear. (See **Figure 13.13**)

Just like with columns, you can expand and collapse these individually or as a full group using the numbers at the top. (See **Figure 13.13**)

1	2	3	A	B	C	D	E	
1								
2				Part #	Price	Lead Time (wks)	Order Qty	Class
3				1001-9381	\$92.60	2	57	A
4				1004-7617	\$90.61	13	5	B
5				1005-6199	\$65.93	16	6	B
6				1011-8619	\$56.29	6	53	C
7				1017-9448	\$64.72	5	10	C
8				1023-8709	\$24.63	7	92	B
9				1026-3168	\$8.14	7	12	B
10				1026-9900	\$85.32	6	94	A

Figure 13.13

With hiding, you right-click and select **Hide** and **Unhide** like the exercises before. Grouping can accomplish the same thing, but it gives you the options to quickly expand or collapse those groupings.

When completed, your practice worksheet should look like the following:

	A	B	C	D	E	F	G	H
		Part #	Price	Lead Time (wks)	Order Qty	Class		
3		1001-9381	\$92.60	2	57	A		
4		1004-7617	\$90.61	13	5	B		
5		1005-6199	\$65.93	16	6	B		
6		1011-8619	\$56.29	6	53	C		
7		1017-9448	\$64.72	5	10	C		
8		1023-8709	\$24.63	7	92	B		
9		1026-3168	\$8.14	7	12	B		
10		1026-9900	\$85.32	6	94	A		
11		1027-7085	\$18.70	16	68	C		
12		1029-4105	\$69.77	2	71	B		
13		1029-5105	\$46.33	11	92	B		
14		1036-5877	\$61.86	2	69	C		
15		1044-6338	\$43.16	6	48	A		
16		1048-3456	\$46.42	12	27	C		
17		1050-2127	\$70.30	9	7	B		
18		1050-6524	\$5.29	11	12	C		
19		1053-1990	\$78.29	1	35	C		
20		1053-2612	\$29.36	3	29	B		
21		1054-5547	\$55.78	3	38	A		
22		1055-8339	\$66.83	13	78	B		
23		1055-8521	\$98.25	10	23	B		

Figure 13.14

Supplemental Resource



This content is provided to you freely by BYU-I Books.

Access it online or download it at

https://books.byui.edu/bus_115_business_app/hiding_and_grouping.

