

Excel 2019 with JAWS

Hiding Rows and Columns in Worksheets



This document outlines how to hide rows and columns in worksheets in Excel 2019, in conjunction with JAWS.

Hiding Rows

Often, you will need to hide a row in your worksheet. The most common reason for doing this is that you wish to print out your spreadsheet but you don't need all of the data to be displayed on the printout.

There are a number of methods you can choose for hiding rows. The 3 most common methods are outlined below:

Method 1: Hiding a Row using the Office Ribbon

To hide a row using the Office Ribbon, in conjunction with JAWS, follow these suggested steps:

1. Move the cursor to anywhere in the row you wish to hide.
2. Press **ALT** to move focus to the upper part of the **Office Ribbon**. Upon doing this, JAWS will announce the name of the currently selected Tab.
3. Press **RIGHT ARROW** or **LEFT ARROW** until the **Home** tab is selected and then press **TAB** to move focus to the lower part of the **Office Ribbon**. Upon doing this, JAWS will announce the name of the first control on the lower ribbon. This will be "Clipboard group box, Paste button".
4. Press **TAB** until the **Format** Button option is selected and press **ENTER**. Upon doing this, a dropdown menu will be displayed. JAWS will say the name of the first option in the menu. This should be **Row Height....**

An alternative method of choosing an option from the **Office Ribbon** is to press a sequence of keys. The sequence of keys to press to quickly display the **Format** button dropdown menu are as follows:

ALT followed by **H** then **O**

5. Press **DOWN ARROW** or **UP ARROW** until the **Hide and Unhide** sub-menu is selected and then press **ENTER** to display its options.

6. Press **DOWN ARROW** or **UP ARROW** until the **Hide Rows** menu option is selected and press **ENTER**. Upon doing this, the row which contained the cursor will be hidden in your worksheet!

Method 2: Hiding a Row using the Context Menu

To hide a row using the Context menu, in conjunction with JAWS, follow these suggested steps:

1. Move the cursor to anywhere in the row you wish to hide.
2. Press **SHIFT and SPACEBAR**. Upon doing this, the entire row will be selected.
3. Press the **Applications** key (this key is to the left of the **CTRL** key on the right side of the keyboard). Upon doing this, a menu will be displayed. JAWS will say the first option in the menu. This should be **Cut**.

Note 1: If your keyboard does not have an **Applications** key, then you can press **SHIFT and F10 instead** to display the menu.

4. Press **DOWN ARROW** or **UP ARROW** until the **Hide** option is selected and then press **ENTER**. Upon doing this, the row will instantly be hidden in your worksheet!

Method 3: Hiding a Row using a Keyboard Shortcut

There is a quicker method of hiding a row. This method does not require you to select the row first!

To quickly hide a row, move the cursor to the row to be hidden and press **CTRL and 9 on the top row of the QWERTY part of the keyboard**. Upon doing this, the row will instantly be hidden in your worksheet!

Hiding Columns

Often, you will need to hide a column in your worksheet. The most common reason for doing this is that you wish to print out your spreadsheet but you don't need all of the data to be displayed on the printout. The 3 most common methods are outlined below:

Method 1: Hiding a Column using the Office Ribbon

To hide a column using the Office Ribbon, in conjunction with JAWS, follow these suggested steps:

1. Position the cursor anywhere in the column you wish to hide.
2. Press **ALT** to move focus to the upper part of the **Office Ribbon**. Upon doing this, JAWS will announce the name of the currently selected Tab.
3. Press **RIGHT ARROW** or **LEFT ARROW** until the **Home** tab is selected and then press **TAB** to move focus to the lower part of the **Office Ribbon**. Upon doing this, JAWS will announce the name of the first control on the lower ribbon. This will be "Clipboard group box, Paste button".
4. Press **TAB** until the **Format** Button option is selected and press **ENTER** to display its associated dropdown menu. JAWS will say the name of the first option in the menu. This should be **Row Height....**

An alternative method of choosing an option from the **Office Ribbon** is to press a sequence of keys. The sequence of keys to press to quickly display the **Format** button dropdown menu are as follows:

ALT followed by **H** then **O**

5. Press **DOWN ARROW** or **UP ARROW** until the **Hide and Unhide** sub-menu is selected and then press **ENTER** to display its options.
6. Press **DOWN ARROW** or **UP ARROW** until the **Hide Columns** menu option is selected and press **ENTER**. Upon doing this, the column which contained the cursor will be hidden in your worksheet!

Method 2: Hiding a Column using the Context Menu

To hide a column using the Context menu, in conjunction with JAWS, follow these suggested steps:

1. Move the cursor to anywhere in the column you wish to hide.
2. Press **CTRL and SPACEBAR**. Upon doing this, the entire column will be selected.

3. Press the **Applications key** (this key is to the left of the **CTRL** key on the right side of the keyboard). Upon doing this, a menu will be displayed. JAWS will say the first option in the menu. This should be **Cut**.

Note 2: If your keyboard does not have an **Applications** key, then you can press **SHIFT and F10 instead** to display the menu.

4. Press **DOWN ARROW** or **UP ARROW** until the **Hide** option is selected and then press **ENTER**. Upon doing this, the column will instantly be hidden in your worksheet!

Method 3: Hiding a Column using a Keyboard Shortcut

There is a quicker method of hiding a column. This method does not require you to select the column first!

To quickly hide a column, move the cursor to the column to be hidden and press **CTRL and 0 on the top row of the QWERTY part of the keyboard**. Upon doing this, the column will instantly be hidden in your worksheet!