

Excel 2019 with JAWS

Unhiding Rows and Columns in Worksheets



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

Unhiding Rows

There are a number of methods available in Excel 2019 for unhiding rows. The 2 quickest and easiest methods are outlined below:

Method 1: Unhiding a Row using the Context Menu

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

1. Move the cursor to the row above the hidden row.
2. Press **SHIFT and SPACEBAR** to select the entire row. Then, press **SHIFT and DOWN ARROW** to select the next row. Upon doing this, you will have selected 3 rows. The two rows which are visible, and the hidden row.
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 **Unhide** option is selected and then press **ENTER**. Upon doing this, the row will instantly be unhidden!

Method 2: Unhiding a Row using a Keyboard Shortcut

You can press a keyboard shortcut to unhide a row. However, before you can do this, you must first select the rows above and below the hidden row.

To unhide a row using a keyboard shortcut, follow these suggested steps:

1. Move the cursor to the row above the hidden row.
2. Press **SHIFT and SPACEBAR** to select the entire row. Then, press **SHIFT and DOWN ARROW** to select the next row. Upon doing this, you will have selected 3 rows. The two rows which are visible, and the hidden row.

3. Press the keyboard shortcut **SHIFT and CTRL and 9** (on the top row of the QWERTY part of the keyboard). Upon doing this, the hidden row will instantly be displayed!

Unhiding Columns

There are a number of methods available in Excel 2019 for unhiding columns. The 2 quickest and easiest methods are outlined below:

Method 1: Unhiding a Column using the Context Menu

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

1. Move the cursor to the column to the left of the hidden column.
2. Press **CTRL and SPACEBAR** to select the entire column. Then, press **SHIFT and RIGHT ARROW** to select the next column. Upon doing this, you will have selected three columns. The two columns which are visible, and the hidden column.
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 **Unhide** option is selected and then press **ENTER**. Upon doing this, the column will instantly be unhidden!

Method 2: Unhiding a Column using a Keyboard Shortcut

You can press a keyboard shortcut to unhide a column. However, before you can do this, you must first select the columns to the left and right of the hidden column.

To unhide a column using a keyboard shortcut, follow these suggested steps:

1. Move the cursor to the column to the left of the hidden column.
2. Press **CTRL and SPACEBAR** to select the entire column. Then, press **SHIFT and RIGHT ARROW** to select the next column. Upon doing this, you will have selected three columns. The two columns which are visible, and the hidden column.

3. Press the keyboard shortcut **SHIFT and CTRL and 0** (on the top row of the QWERTY part of the keyboard). Upon doing this, the hidden column will instantly be displayed!

Note 3: Depending on how Windows 10 and Excel 2019 are configured, this keyboard shortcut may not work. If this is the case, it is recommended to use the Context menu to unhide a column instead!