

Excel 365 with JAWS

Hiding Columns in Worksheets



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 worksheet but you don't need all of the data to be displayed on the printout. This document outlines 3 methods that can be used to hide columns in a worksheet!

Hiding a Column using the Office Ribbon

To hide a column using the Office Ribbon, 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 currently selected control. This should be the "Comments" button.
4. Press **TAB** until the Format sub-menu button is selected and press **ENTER**. Upon doing this, a dropdown menu will be displayed. JAWS will announce the name of the currently selected option. 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 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 associated options.
6. Press **DOWN ARROW** or **UP ARROW** until the "**Hide Columns**" menu option is selected and press **ENTER**. Upon doing this, the column you selected will be hidden!

Hiding a Column using the Context Menu

To hide a column using the Context menu, 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 name of the currently selected option in the menu. This should be **Cut**.

Note: 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**" menu option is selected and then press **ENTER**. Upon doing this, the column will instantly be hidden!

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!