

# Excel 365 with JAWS

## Hiding Worksheets in a Workbook



Sometimes , you will need to hide a worksheet in a workbook. For example, data in a worksheet is required for referencing purposes, but is not required to be visible to the user. In this situation, hiding the worksheet is the ideal solution!

There are two common methods for hiding worksheets in a workbook. For completeness, both methods are described below.

### Hiding Worksheets Using the Office Ribbon

To hide a worksheet using the Office Ribbon, follow these suggested steps:

1. Press **CTRL and PAGE DOWN** or **CTRL and PAGE UP** until the worksheet you want to hide is displayed.

**Note 1:** You can also display worksheets using the JAWS Move to Worksheet dialog box. To do this, press the JAWS command **SHIFT and CTRL and S**. From the resulting list of sheet names, select the sheet you want to display and press **ENTER**.

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 is selected and then press **ENTER**. Upon doing this, a dropdown menu will be displayed. JAWS will say the name of the currently selected 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 dropdown menu are as follows:

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

5. Press **DOWN ARROW** or **UP ARROW** until the "Hide and Unhide" menu option is selected and press **ENTER**. Upon doing this, its associated sub-menu will be displayed.
6. Finally, press **DOWN ARROW** or **UP ARROW** until the "Sheet" menu option is selected and press **ENTER**. Upon doing this, the worksheet will be hidden!

## Hiding Worksheets Using the Sheet Tabs

To hide a worksheet in a workbook using the Sheet Tabs, follow these suggested steps:

1. Display the worksheet you want to hide.
2. Press **F6**. Upon doing this, the sheet Tab of the displayed worksheet 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 "Insert...".

**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 " menu option is selected and then press **ENTER**. Upon doing this, the worksheet will be hidden.

How easy is that?!