

Excel 365 with JAWS

Unhiding Columns in Worksheets



There are a number of methods available in Excel 365 for unhiding columns. This document outlines the two quickest and easiest methods.

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 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 column will instantly be unhidden!

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 2: Depending on how Windows and Excel 365 are configured, this keyboard shortcut may not work. If this is the case, use the Context menu to unhide a column instead!