

Excel 365 with JAWS

Unhiding Worksheets in a Workbook



Sometimes , you will need to unhide a worksheet in a workbook. For example, data or formulas in a hidden worksheet needs to be updated. In this scenario, you would need to unhide the worksheet in order to amend it.

Note 1: There are two common methods for unhiding worksheets in a workbook. For completeness, both methods are described below.

Unhiding Worksheets Using the Office Ribbon

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

1. Press **ALT** to move focus to the **Office Ribbon**. Upon doing this, JAWS will announce the name of the currently selected Tab.
2. 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 "Share sub-menu".
3. Press **TAB** until the Cells sub-menu is selected and press **ENTER**. Upon doing this, a toolbar, consisting of 3 options, will be displayed. The currently selected option will be the "Insert split 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" menu option is selected and press **ENTER**. Upon doing this, its associated sub-menu will be displayed.
6. In the Hide and Unhide Sheet menu, press **DOWN ARROW** or **UP ARROW** until the "Unhide..." option is selected and press **ENTER**. Upon doing this, the Unhide Sheet dialog box will be displayed.
7. In the Unhide Sheet dialog box, focus will be in a list of hidden worksheets. Press **DOWN ARROW** until the sheet you want to unhide is selected. Alternatively, you can press the first letter of the sheet name until it is selected in the list.
8. Finally, press **ENTER**. Upon doing this, the worksheet will be unhidden!

Unhiding Worksheets Using the Sheet Tabs

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

1. Press **F6**. Upon doing this, the sheet Tab of the displayed worksheet will be selected.
2. 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 "Insert...".

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

3. Press **DOWN ARROW** or **UP ARROW** until the "Unhide Sheet..." menu option is selected and press **ENTER**. Upon doing this, the Unhide Sheet dialog box will be displayed.

4. In the Unhide Sheet dialog box, focus will be in a list of hidden worksheets. Press **DOWN ARROW** until the sheet you want to unhide is selected. Alternatively, you can press the first letter of the sheet name until it is selected in the list.
5. Finally, press **ENTER**. Upon doing this, the worksheet will be unhidden!

That's it, you have successfully unhidden a worksheet using the Sheet tabs!