

How to black out rows or columns in Excel with keyboard shortcuts

How to black out rows or columns in Excel, we can use the mouse to click on a row or a column, you can also use the shortcut.

The operation of blackening data tables on Excel is already a familiar operation when you work with this office tool. We can use the mouse to black out the entire data. This can also be done when you want to black out a column or row in a data table.

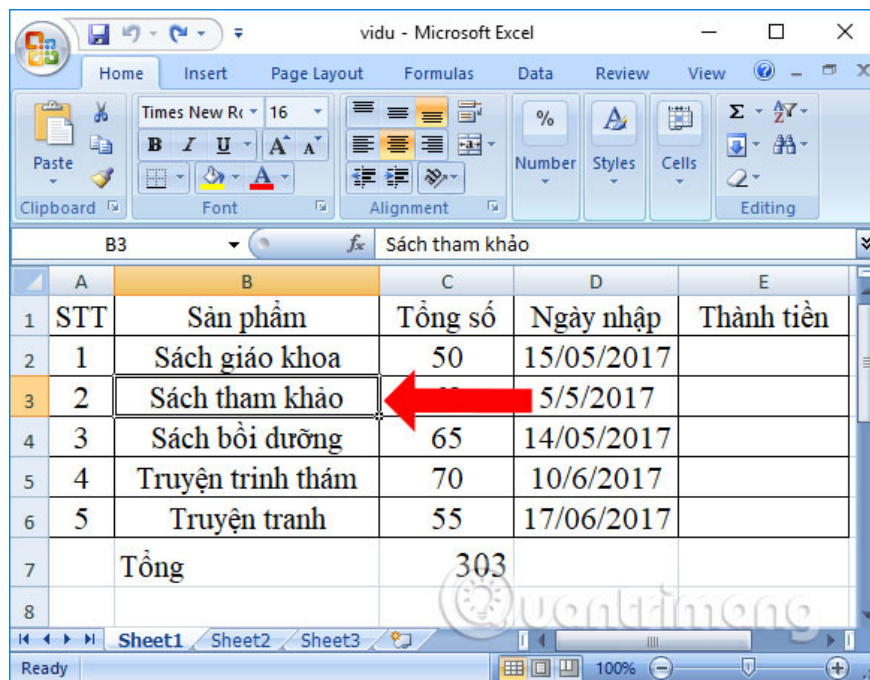
However, in addition to taking the mouse to the beginning of the row or the beginning of the column and then clicking the mouse to highlight it, you can use the keyboard shortcut to manipulate this faster. Shortcuts always support users to perform faster tasks such as when you work on Excel, or work on Word. The following article will guide readers to black out a row or even a column in Excel with a shortcut.

1. How to add and edit shortcuts in Word 2013
2. MS Excel - Lesson 4: Working with lines, columns, sheets
3. How to combine 2 columns Full name in Excel does not lose content

How to black out Excel columns and rows with keyboard shortcuts

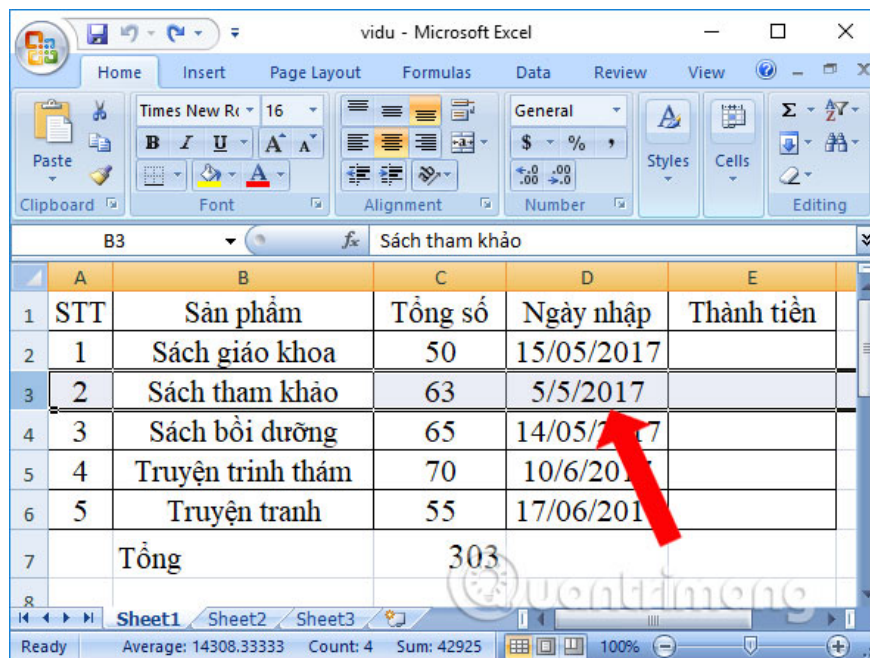
Step 1:

We select one cell in the row or column to be highlighted.



Step 2:

We press **Shift + SPACE** key combination to **black out 1 row** of selected data. You will immediately see the row of data in the Excel table being blackened as shown below.



If you want to **black out the entire column** in Excel, press **Ctrl + Spacebar** .

	A	B	C	D	E
1	STT	Sản phẩm	Tổng số	Ngày nhập	Thành tiền
2	1	Sách giáo khoa	50	15/05/2017	
3	2	Sách tham khảo	63	5/5/2017	
4	3	Sách bồi dưỡng	65	14/05/2017	
5	4	Truyện trinh thám	70	10/6/2017	
6	5	Truyện tranh	55	17/06/2017	
7		Tổng	303		

Step 3:

To **black out the entire table**, after pressing **Shift + key to** blacken the row, press **Ctrl + spacebar** to black out the column. Thus the whole table will be blacked out, similar to Ctrl + A.

	A	B	C	D	E
1	STT	Sản phẩm	Tổng số	Ngày nhập	Thành tiền
2	1	Sách giáo khoa	50	15/05/2017	
3	2	Sách tham khảo	63	5/5/2017	
4	3	Sách bồi dưỡng	65	14/05/2017	
5	4	Truyện trinh thám	70	10/6/2017	
6	5	Truyện tranh	55	17/06/2017	
7		Tổng	303		

Note in case the user wants to black out some lines in the whole table, click on the first line (click the line number to select the starting line), then hold down Shift and drag down to the line with number of things you want to blacken.

Here I will click on number 1 and hold down Shift and drag down the scroll bar to blacken, for example line 4 will add 4R order as shown. If the first line is not 1 then you must add it yourself.

	A	B	C	D	E
1	STT	Sản phẩm	Tổng số	Ngày nhập	Thành tiền
2	1	Sách giáo khoa	50	15/05/2017	
3	2	Sách tham khảo	63	5/5/2017	
4	3	Sách bồi dưỡng	65	14/05/2017	
4R		Truyện tranh	70	10/6/2017	
6	5	Truyện tranh	55	17/06/2017	
7		Tổng	303		
8					

A very simple trick, but it helps you a lot when you have to handle multiple files, or various Excel data tables. We only need to perform keystrokes to quickly blacken rows or columns in Excel. Save shortcuts for quick blackening of rows or columns to shortcuts on Excel to make it easier to work.

See more:

1. These are the most basic functions in Excel that you need to understand
2. Forgot password protected Excel file, what should you do?
3. How to reopen Word, Excel or PowerPoint files when closed but not saved yet?

Hope this article is useful to you!

You finished reading the article "**How to black out rows or columns in Excel with keyboard shortcuts**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.