

How to hide and hide any text in Word

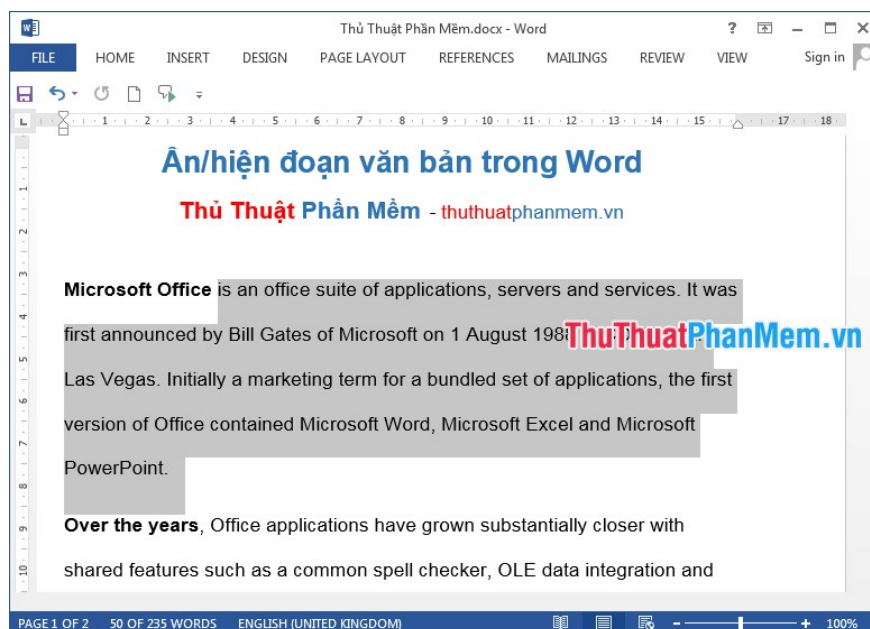
Often use Word to draft documents, documents .. sometimes for some reason you want to hide the text. The following article shows you how to hide and show any text in Word quickly.

Often use Word to draft documents, documents . sometimes for some reason you want to hide the text, but you do not know how to do it.

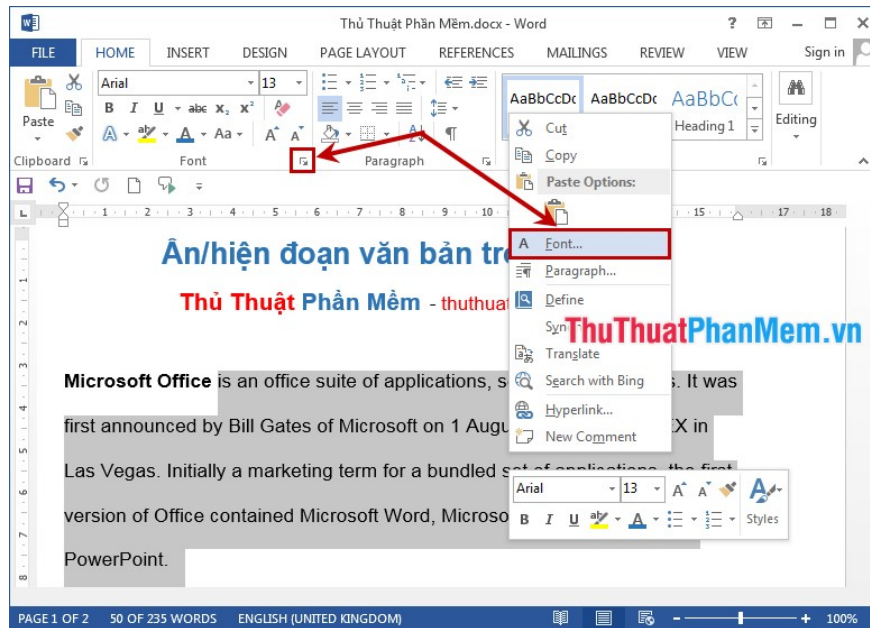
The following article shows you how to hide and show any text in Word quickly.

1. How to hide any text in Word

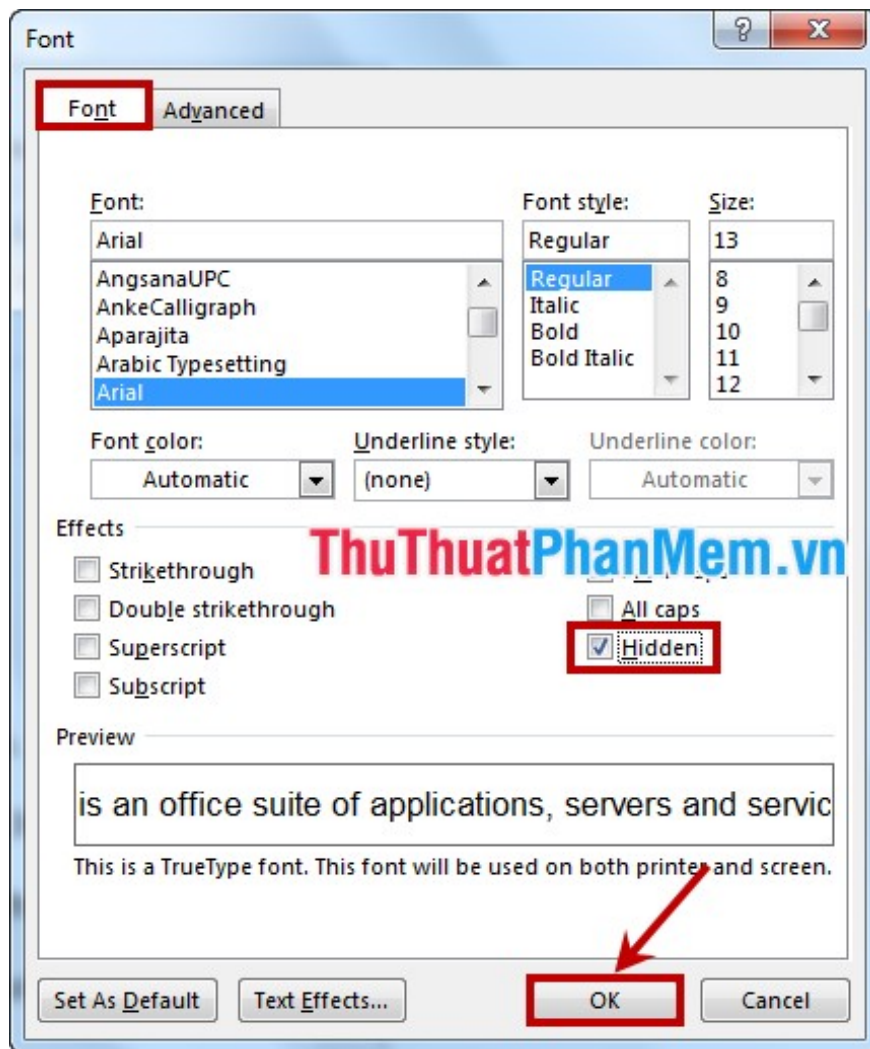
Step 1: First, you need to open the Word document to hide the text, then select (highlight) the text to be hidden.



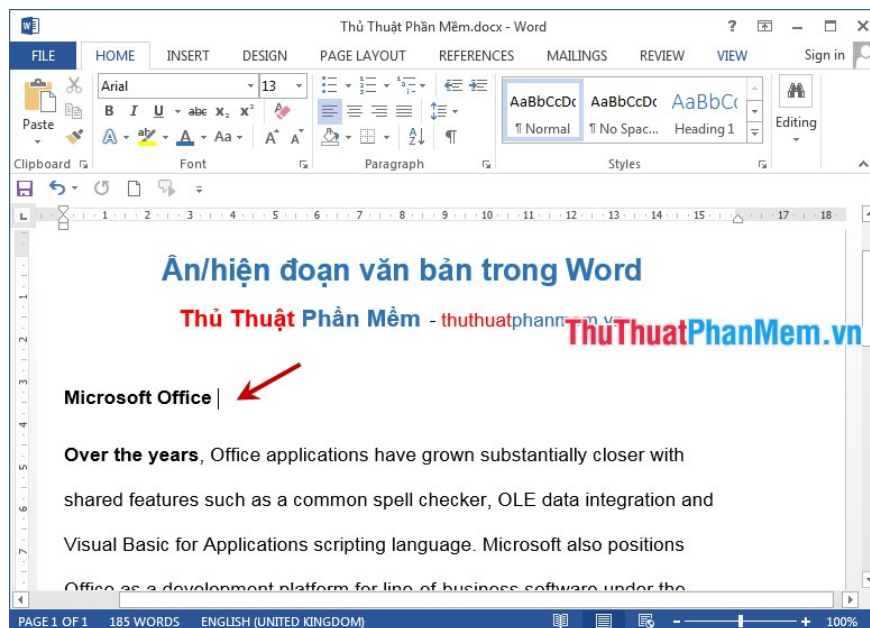
Step 2: Right-click and select **Font** , or select the extended icon on the **Font** section of the **Home** tab . You can also press **Ctrl + D** to open the **Font** dialog box .



Step 3: In the **Font** dialog box , tick the box before **Hidden** in the **Effects** section . Then you select **OK** to hide the selected text.

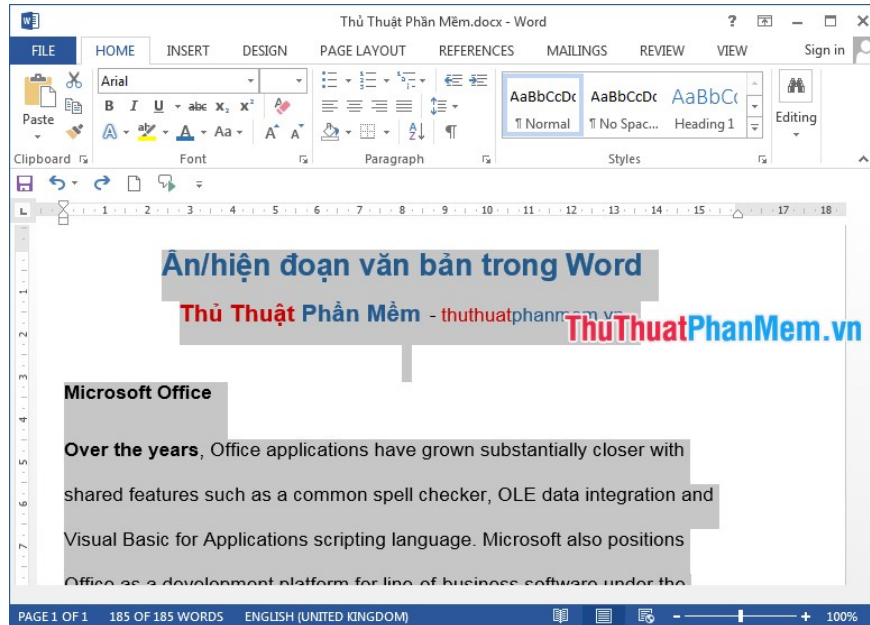


The text you have selected will be hidden immediately:

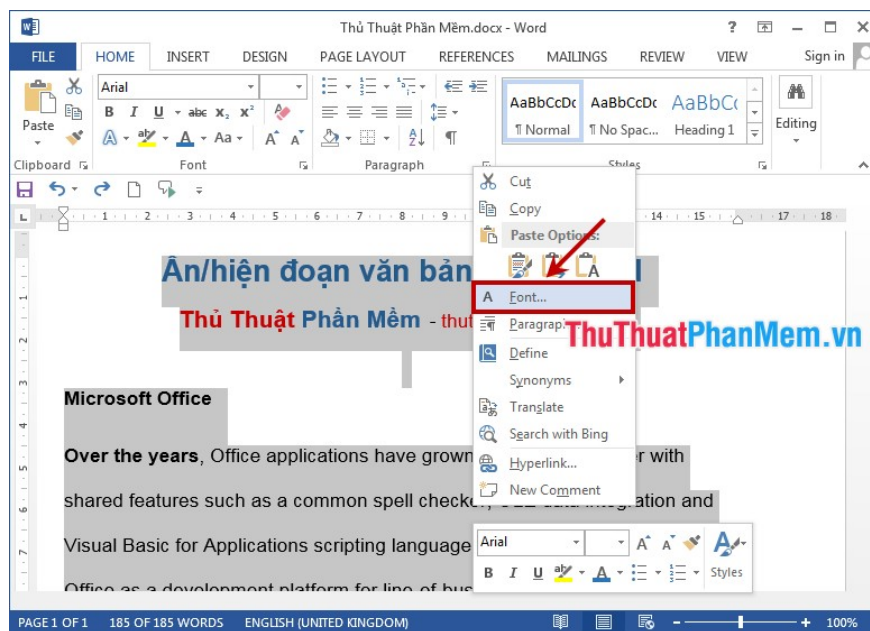


2. How to display hidden text

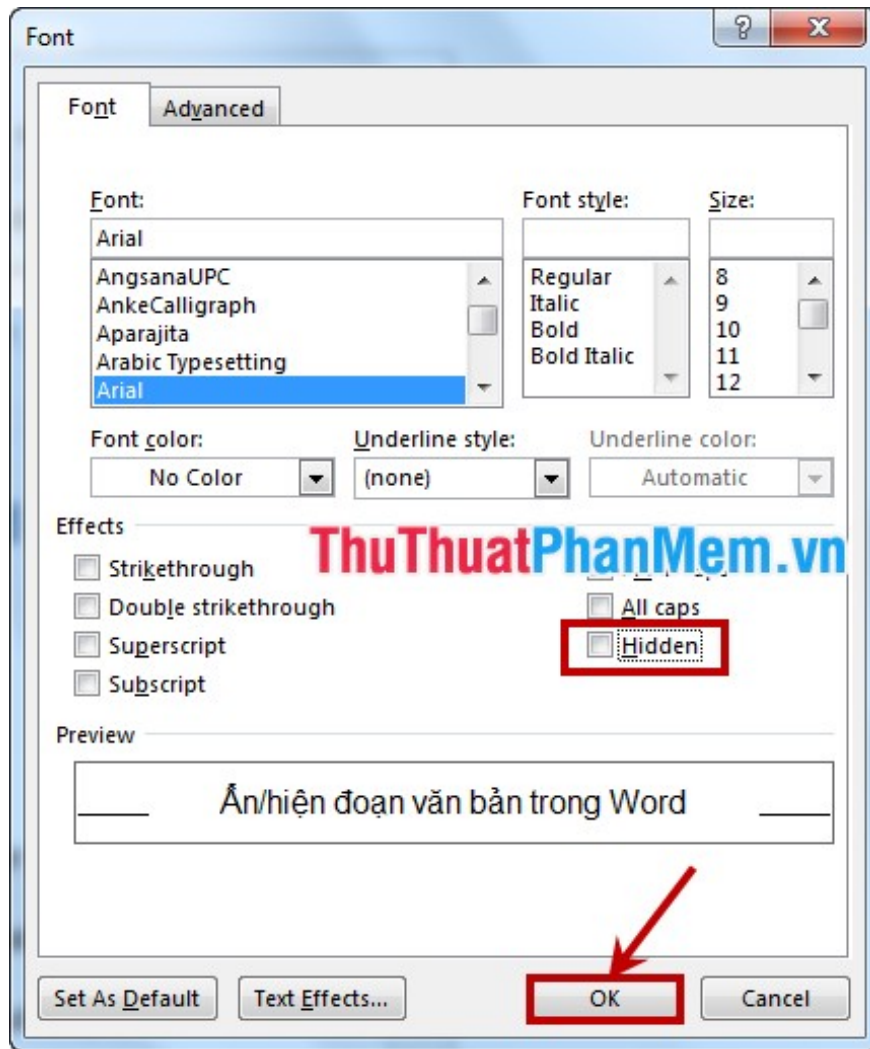
Step 1: You select (highlight) the text area around the hidden text if you want to display the content of a hidden text, or if you want to display all the hidden text in the document. Word then you select (highlight) all documents by the key combination **Ctrl + A** .



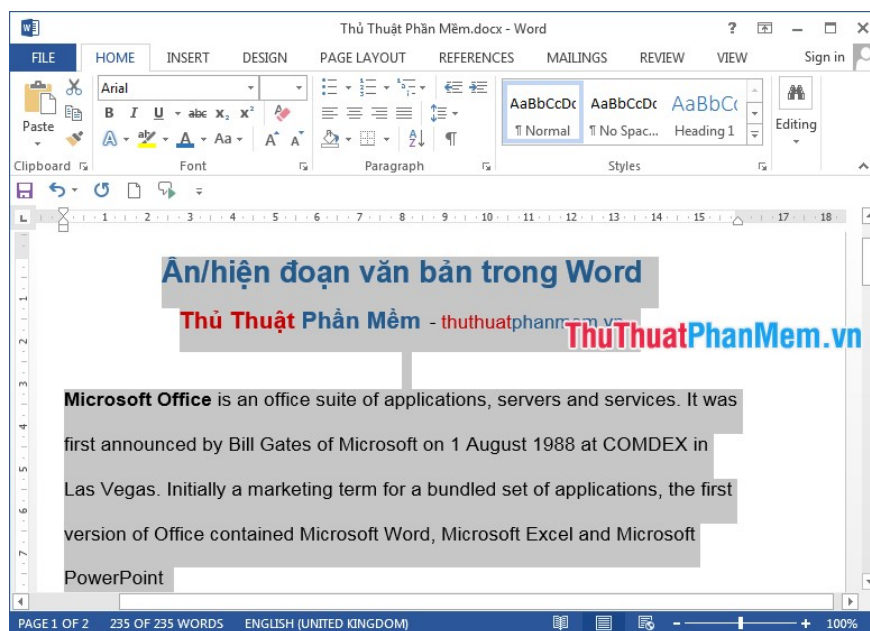
Step 2: Then right-click and select **Font** , or you select the extended icon on the Font section of the **Home** tab . You can also press **Ctrl + D** to open the **Font** dialog box .



Step 3: In the **Effects** section of the **Font** dialog box, double-click the square in front of the **Hidden** section to leave that square blank and click **OK** as shown below.



This will result in the text being displayed again.



So after this article you know how to hide any text in Word quickly and effectively. In addition, you can select multiple paragraphs to hide by holding down Ctrl and doing the same as above to hide multiple paragraphs. Good luck!

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