

Part 4: Hide Sheet, Sheet tab, Scroll Bar, Workbook

Types of data hiding in Excel - Part 4: Hide Sheet, Sheet tab, Scroll Bar, Workbook

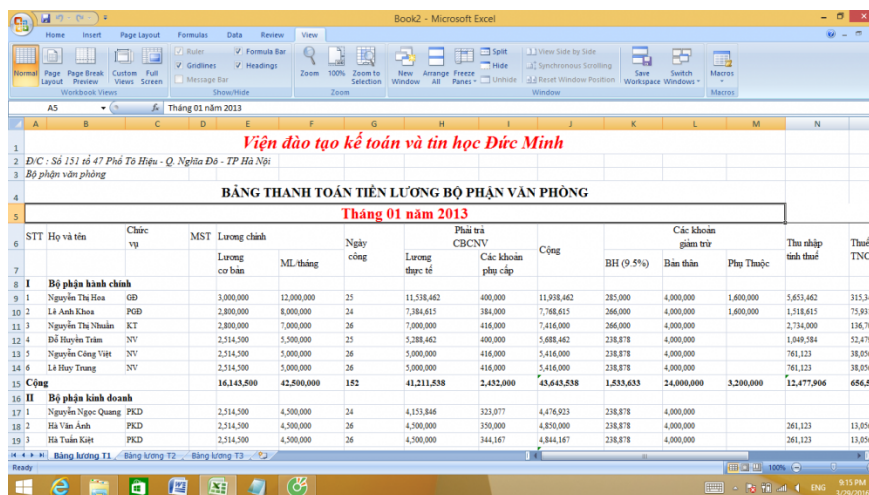
Continuing the " **Very** comprehensive guide to all types of data hiding in Excel", **TipsMake** introduces you to Part 4: Hide Sheet, Sheet tab, Scroll Bar, Workbook

In life and work, there are always secrets that we want to keep a secret, want it to be hidden, and so is in Excel.To continue part 1, part 2, part 3:

TipsMake will show you how to hide Sheet, Sheet tab, Scroll bar, Excel Workbook in Part 4.

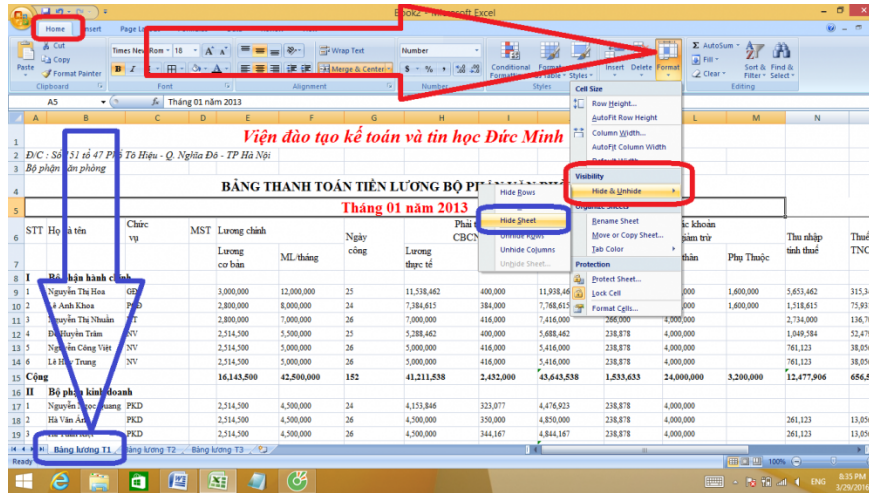
1. Hide Sheet (spreadsheet) in Excel

TipsMake, for example, you want to hide a sheet in Excel like the 'Payroll T1 sheet' in the image below:

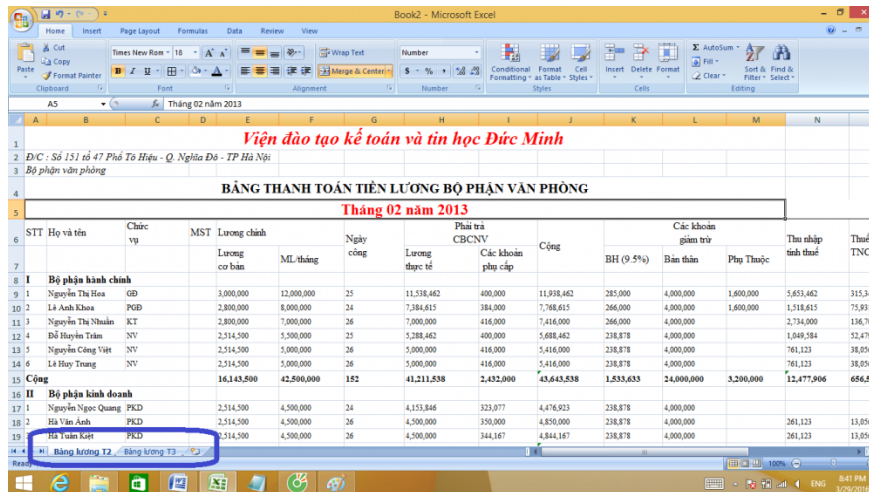


Follow these steps:

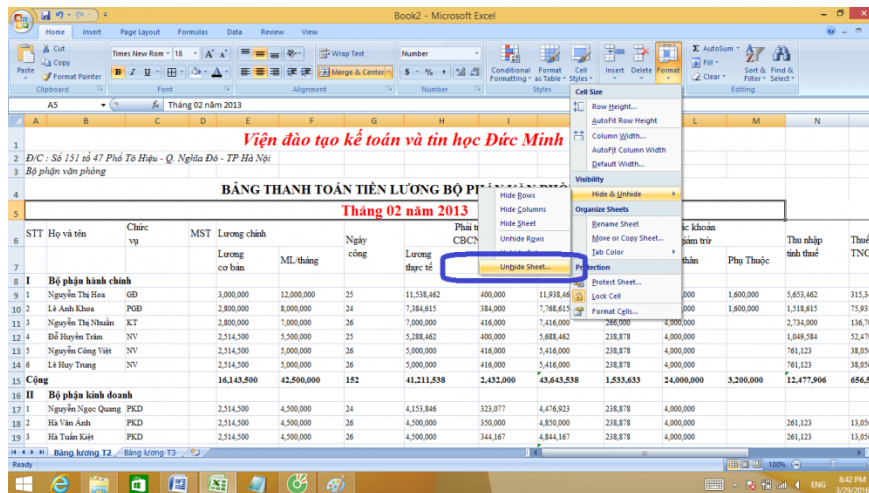
- Step 1: Go to Format in Cells group of Home tab.
- Step 2: Select Hide Sheet in 'Hide & Unhide'.



And here is the result, as you can see, Sheet 'Payroll T1' is gone, leaving only 'Payroll T2' and 'Payroll T3'.



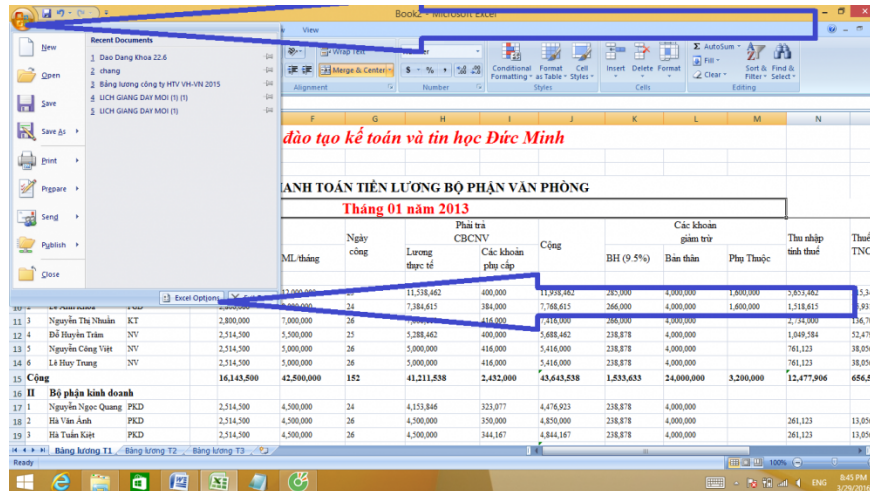
To show the hidden sheets again, just repeat the hidden sheet steps, then select 'Unhide Sheet'.



2. Hide Sheet tabs, Scroll bar horizontally and vertically in Excel

To hide Sheet Tab and Scroll bar according to the above example, follow these steps:

- Step 1: Go to Microsoft Office Button in Office 2007 version or go to File in other Office versions, then select 'Excel Options'

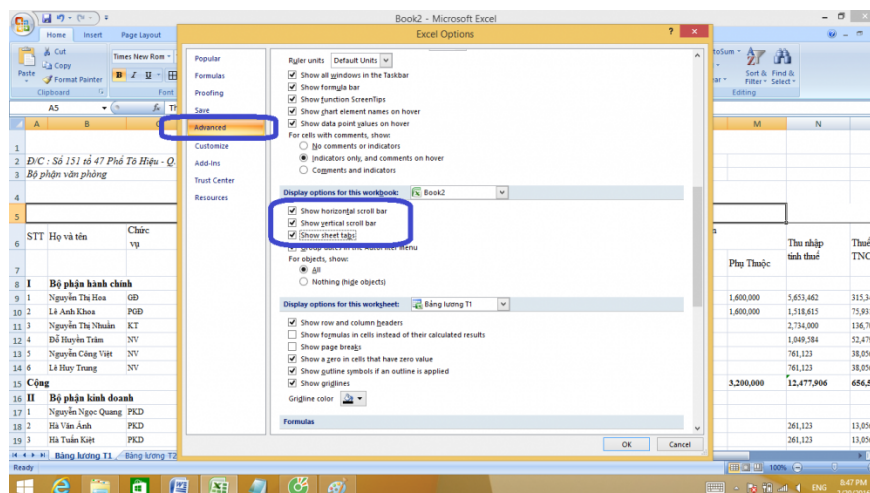


- Step 2: Go to the following address: Advanced - Display Options for This Workbook (remember to select the Workbook name) then uncheck the following items:

+ Show horizontal scroll bar: display the horizontal scroll bar

+ Show vertical scroll bar: display vertical scroll bar.

+ Show sheet tabs: hide tabs containing spreadsheets.



And here is the result, as you can see, there is no tab to select the sheet anymore, even the vertical and horizontal scroll bars disappear.

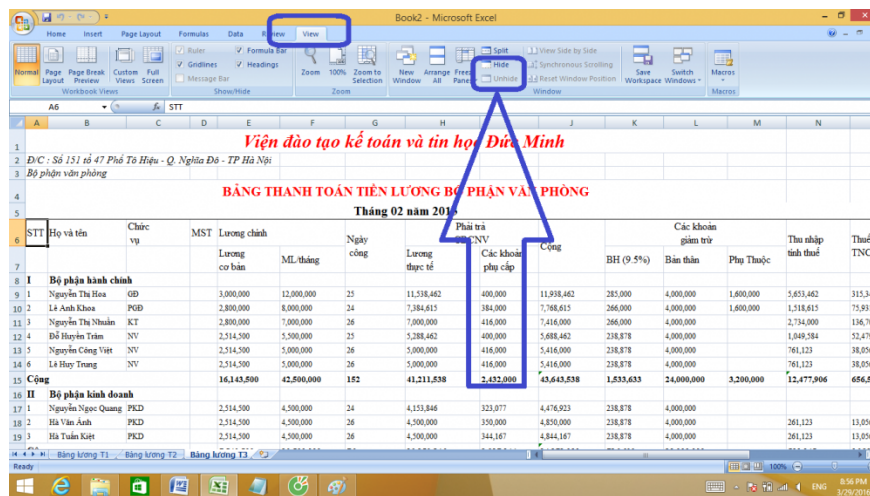
Viện đào tạo kế toán và tin học Đức Minh
 Đ/C : Số 151 số 47 Phố Tô Hiệu - Q. Nghĩa Đô - TP Hà Nội
 Bộ phận văn phòng

BẢNG THANH TOÁN TIỀN LƯƠNG BỘ PHẬN VĂN PHÒNG
Tháng 01 năm 2013

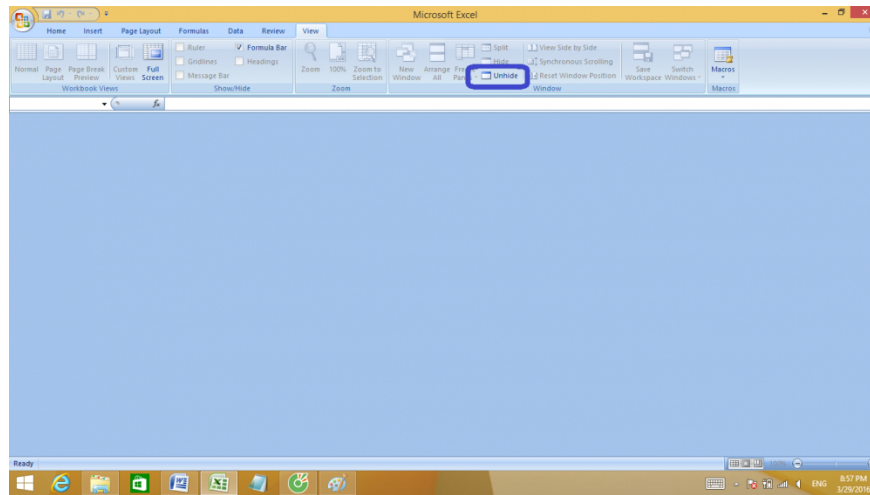
STT	Họ và tên	Chức vụ	MST	Lương chính		Ngày công	Lương thực tế	Phải trả CBCNV	Các khoản phụ cấp	Cộng	Các khoản giảm trừ			Thu nhập tính thuế	Thuế TNCN
				Lương cơ bản	ML tháng						BH (9.5%)	Bản thân	Phụ Thuộc		
I Bộ phận hành chính															
9	Nguyễn Thị Hoa	GD		3,000,000	12,000,000	25	11,538,462	400,000	11,938,462	285,000	4,000,000	1,600,000	5,635,462	315,3	
10	Li Anh Khoa	PGD		2,800,000	8,000,000	24	7,384,615	384,000	7,768,615	266,000	4,000,000	1,600,000	1,518,615	75,93	
11	Nguyễn Thị Nhuận	KT		2,800,000	7,000,000	26	7,000,000	416,000	7,416,000	266,000	4,000,000	1,600,000	2,734,000	136,7	
12	Đỗ Huyền Trân	NV		2,514,500	5,500,000	25	5,288,462	400,000	5,688,462	238,878	4,000,000	1,049,584	52,47		
13	Nguyễn Công Việt	NV		2,514,500	5,000,000	26	5,000,000	416,000	5,416,000	238,878	4,000,000	761,123	38,05		
14	Li Huy Trung	NV		2,514,500	5,000,000	26	5,000,000	416,000	5,416,000	238,878	4,000,000	761,123	38,05		
15	Cộng			16,143,500	42,500,000	152	41,211,538	2,432,000	43,643,538	1,533,633	24,000,000	3,200,000	12,477,906	656,50	
II Bộ phận kinh doanh															
17	Nguyễn Ngọc Quang	PKD		2,514,500	4,500,000	24	4,153,846	323,077	4,476,923	238,878	4,000,000				
18	Hà Văn Anh	PKD		2,514,500	4,500,000	26	4,500,000	350,000	4,850,000	238,878	4,000,000				
19	Hà Tuấn Kiệt	PKD		2,514,500	4,500,000	26	4,500,000	344,167	4,844,167	238,878	4,000,000				
20	Cộng			7,543,500	13,500,000	76	13,153,846	1,017,244	14,171,090	716,633	12,000,000		822,248	26,112	

3. Hide Workbook in Excel

To hide Workbook in Excel, go to the View tab on the Ribbon, then select Hide as shown below:



And here is the result, to show you again select Unhide in the View tab



Part 4 - Hide Sheet, Sheet tab, Scroll Bar, Workbook in the 'Extremely useful guide to all types of data hiding in Excel' series is over. If you have any questions or suggestions please **leave us a comment** . *TipsMake* wish you success and see you in the following sections, promising many interesting things!

You finished reading the article "**Part 4: Hide Sheet, Sheet tab, Scroll Bar, Workbook**" 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.
