

Ways to hide data on Excel

Hiding or showing data on Excel will help you hide the data you don't want to see. And users can use the function on the hidden data.

In the Excel data sheet, there will be times when you need to hide some data to prevent others from seeing it. How to hide data on Excel is very simple and there are many different ways. We can easily hide or show Excel data again. Besides, users can still apply basic functions, calculation formulas in Excel to hidden data, without affecting the results or the whole data table.

The following article will summarize the ways to hide data on Excel to users, so that you can choose to match the Excel table being processed.

1. MS Excel - Lesson 4: Working with lines, columns, sheets
2. How to temporarily hide rows and columns in Excel 2013
3. Change color between different lines in Microsoft Excel

Instructions for hiding data on Excel

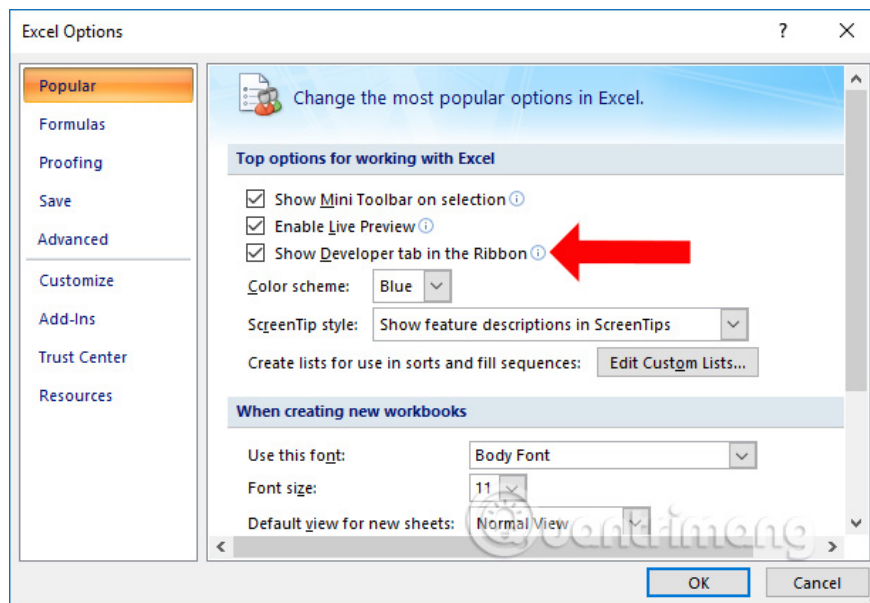
1. Method 1: Hide and show data by Checkbox
2. Method 2: Hide Excel data with Format Cells
3. Method 3: Hide Excel data by color
4. Method 4: Hide Excel data in the traditional way

Method 1: Hide and show data by Checkbox

To hide or show data in columns or rows in Excel we have many ways to do it. The simple and manual way to hide Excel data is to press Unhide or Hide. However, this method is relatively manual and lacks professionalism. In case the content of long Excel documents you have to find the content to hide then proceed to hide or show again, relatively time consuming. If so, we can create a Checkbox to hide or display Excel data if needed.

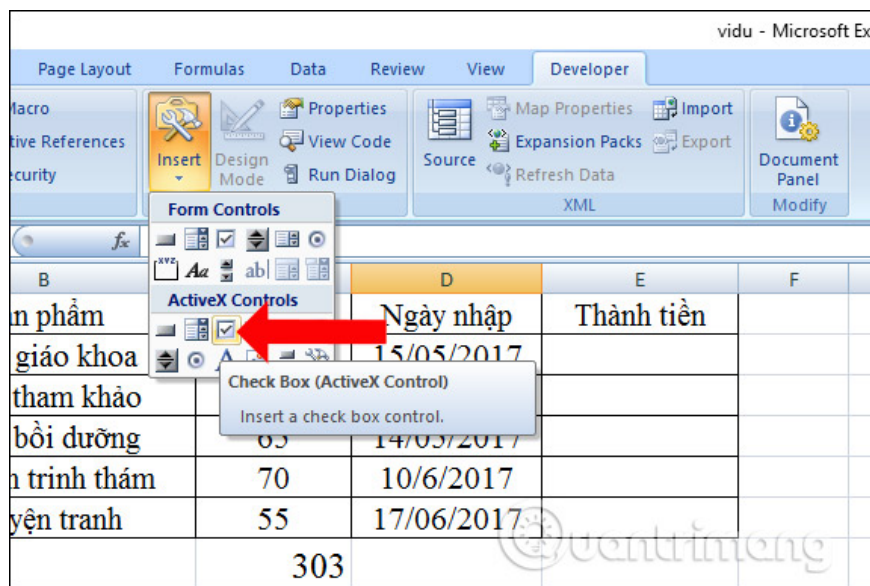
1. Set up Checkbox on Excel

First, you need to display Developer mode on Excel to be able to use Checkbok. In Excel interface click on Office icon and select Excel Options. Display the new interface click on **the Popular item** and then look to the right to select **Show Developer tab in the Ribbon** .



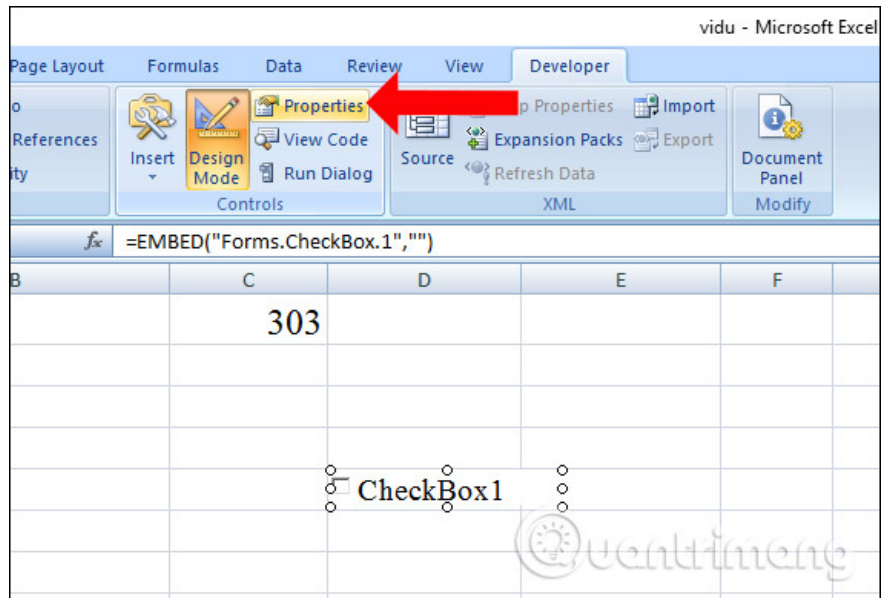
Step 1:

At the data interface in Excel, click on the **Developer tab** and then click **Insert** and select **Checkbox**. Select the location of the Checkbox box in Excel to make it easy to do. You draw the Checkbox in the position on the selected Excel.



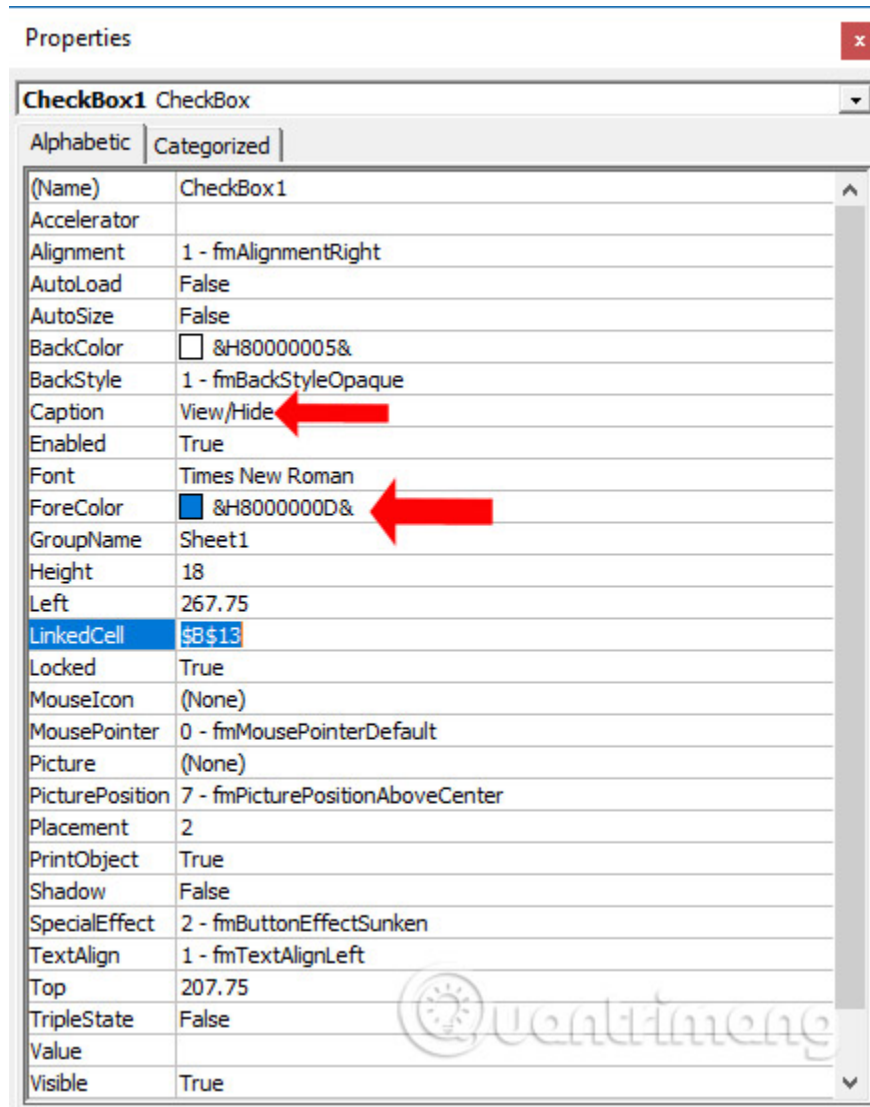
Step 2:

Next, click on **Design Mode** and select **Checkbox** on the content and click **Properties** in the interface. Or we can right-click on Checkbox and select Properties.



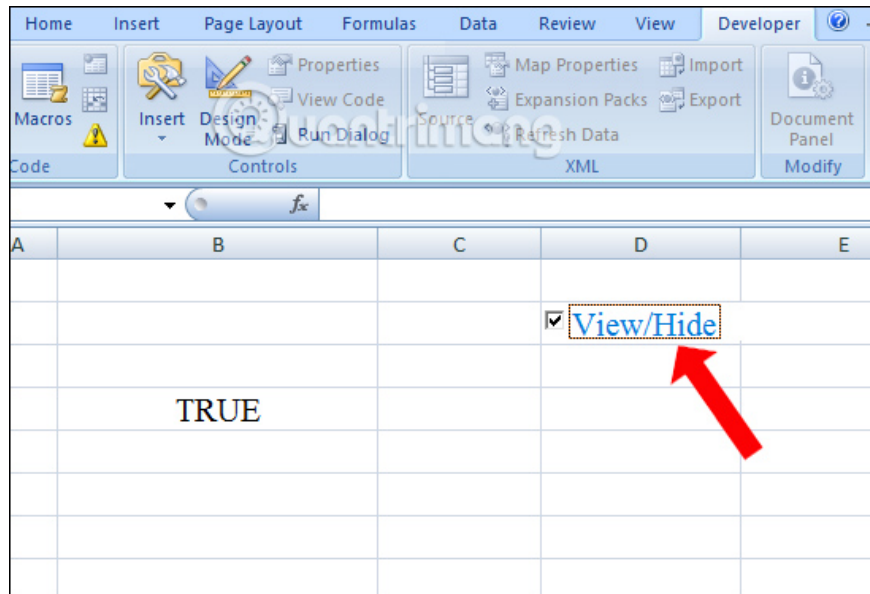
This will display the new table interface for users to proceed to edit the content below.

1. Caption: Change the name Checkbox1 to View / Hide or whatever name you want.
2. LinkedCell: Enter any cell address like \$ B \$ 13. This box cannot be in the content content area to be hidden.
3. ForeColor: Change the font color on Checkbox.

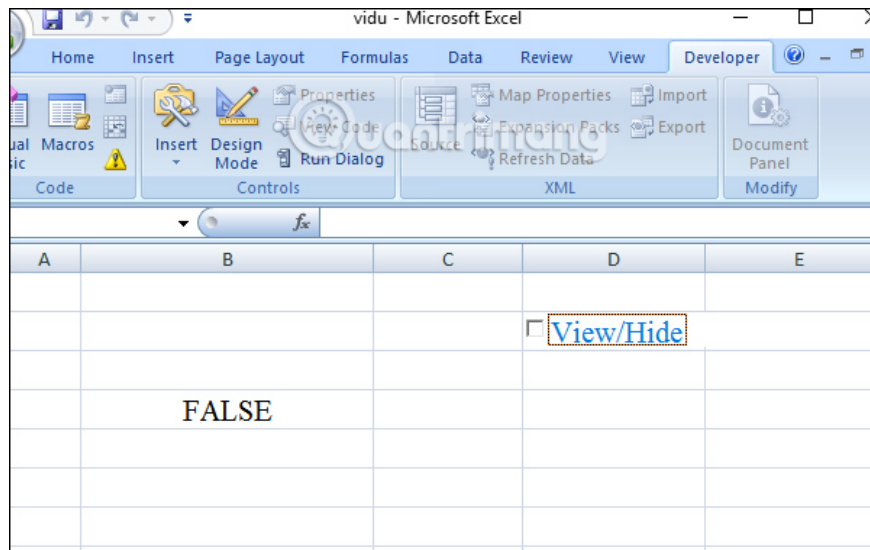


Turn off the Properties panel interface and **click Design Mode again** to remove the mode, which will show the value of the Checkbox box shown below. When you click on the Checkbox box, the value in cell B13 will change to TRUE.

Note that you must remove Design Mode to display TRUE and FALSE values ??for Checkbox.



If you remove the check box in the Checkbox box, the value in cell B13 will become FALSE.



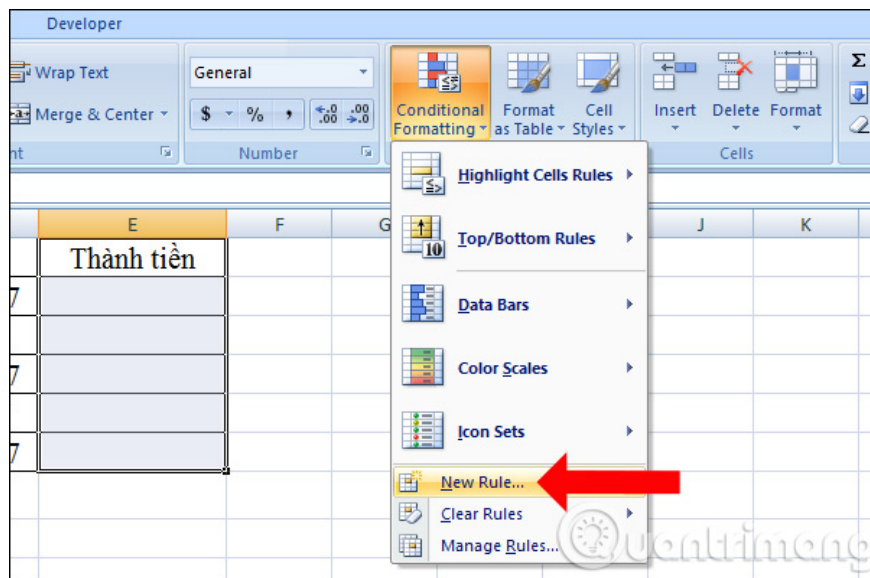
2. Hide / show data by Checkbox

We will proceed to hide the Amount column in the data table below.

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

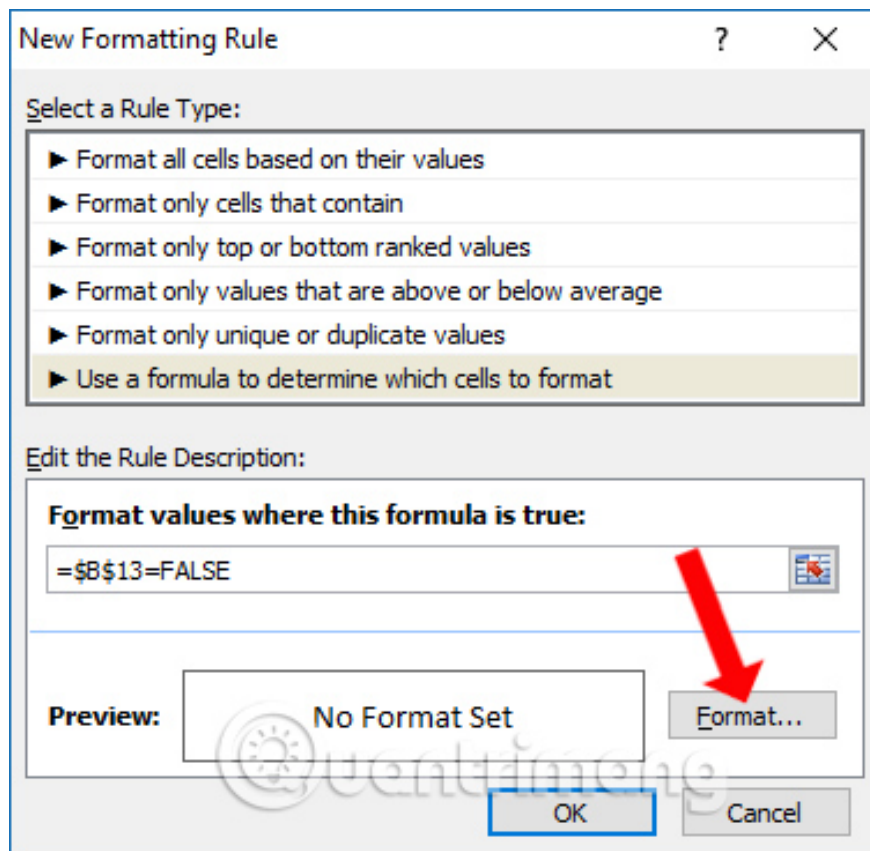
Step 1:

First you need to **highlight the entire column of data you want to hide** in Excel content, then click on the **Home tab** , select **Conditional Formatting** and click **New Rule** .

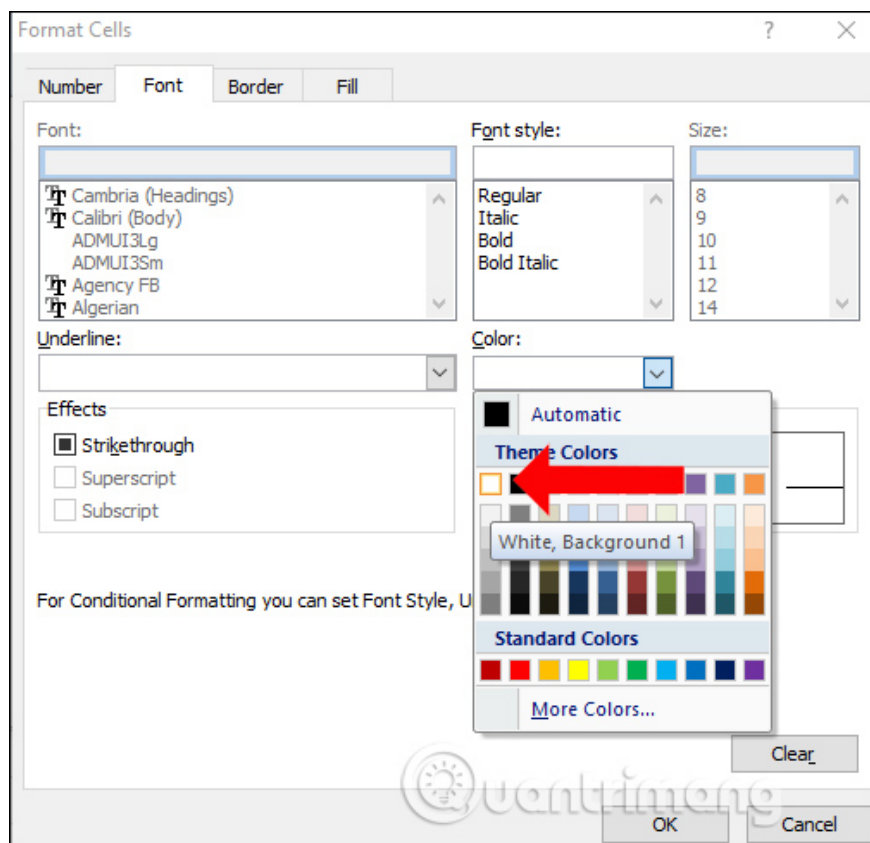


Step 2:

Displays the New Formatting Rule dialog box. Here you find and click on the condition type to **Use a formula to determine which cells to format** in the list below. At the **Format values where this formula is true** enter the formula = \$ B \$ 13 = FALSE. Then click on **the Format button** next to it.



In the Format Cells dialog box click on the **Font** tab and then select the white for the font.



The result will be as shown below. When removing the check box in the View / Hide box, the value will change to FALSE, meaning that the data in the selected column will completely disappear.

TT	Sản phẩm	Tổng số	Ngày nhập		
1	Sách giáo khoa	50	15/05/2017		
2	Sách tham khảo	63	5/5/2017		
3	Sách bồi dưỡng	65	14/05/2017		
4	Truyện trình thám	70	10/6/2017		
5	Truyện tranh	55	17/06/2017		
	Tổng	303			
			<input type="checkbox"/> View/Hide		
	FALSE				

If the selected item is in the View / Hide box, the value will be converted to TRUE which means that the above column will automatically display the original content.

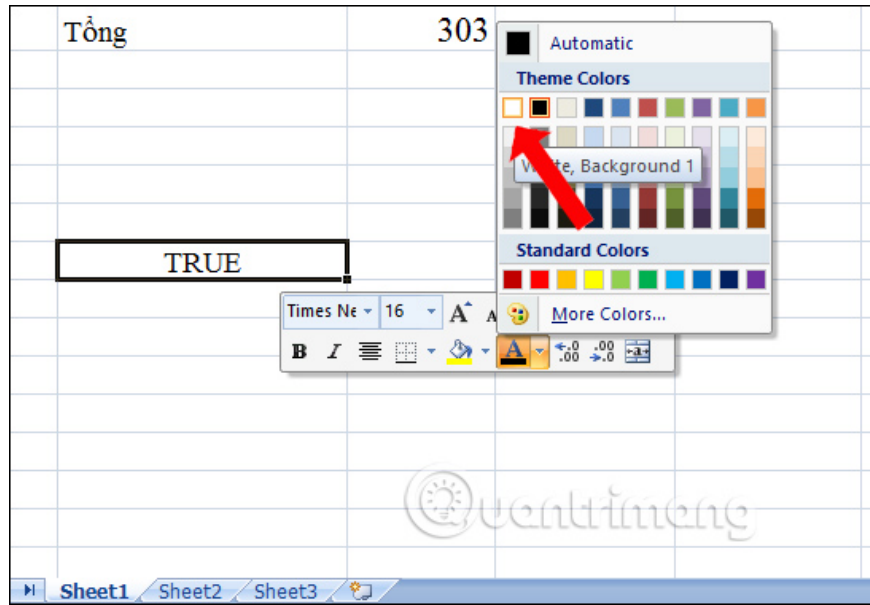
So if we want to hide the column or certain data area in Excel, we just need to tick, or leave the check box in the Checkbox box that has set the value to complete.

	B	C	D	E	F
	Sản phẩm	Tổng số	Ngày nhập	Thành tiền	
	Sách giáo khoa	50	15/05/2017		
	Sách tham khảo	63	5/5/2017		
	Sách bồi dưỡng	65	14/05/2017		
	Truyện trình thám	70	10/6/2017		
	Truyện tranh	55	17/06/2017		
	Tổng	303			
			<input checked="" type="checkbox"/> View/Hide		
	TRUE				

Step 3:

If you do not want to display TRUE or FALSE values ??on Excel content, click on the value then switch to white text.

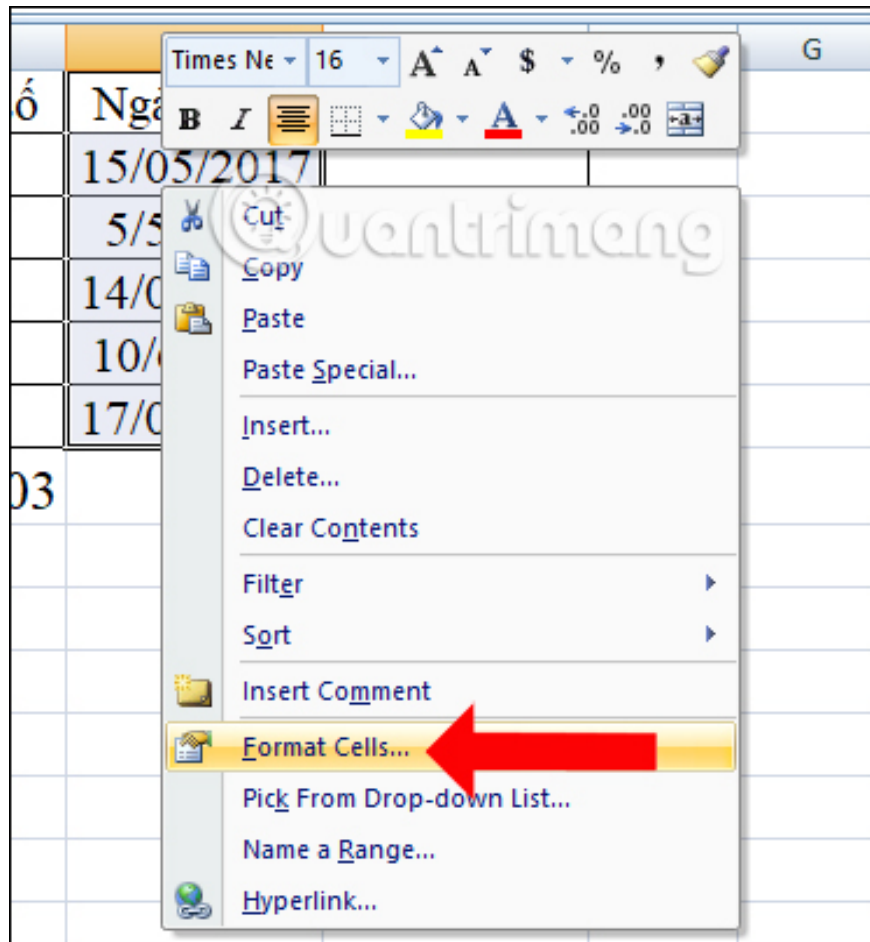
To remove the Checkbox in the content click on Design mode and then press the Delete key to delete.



Method 2: Hide Excel data with Format Cells

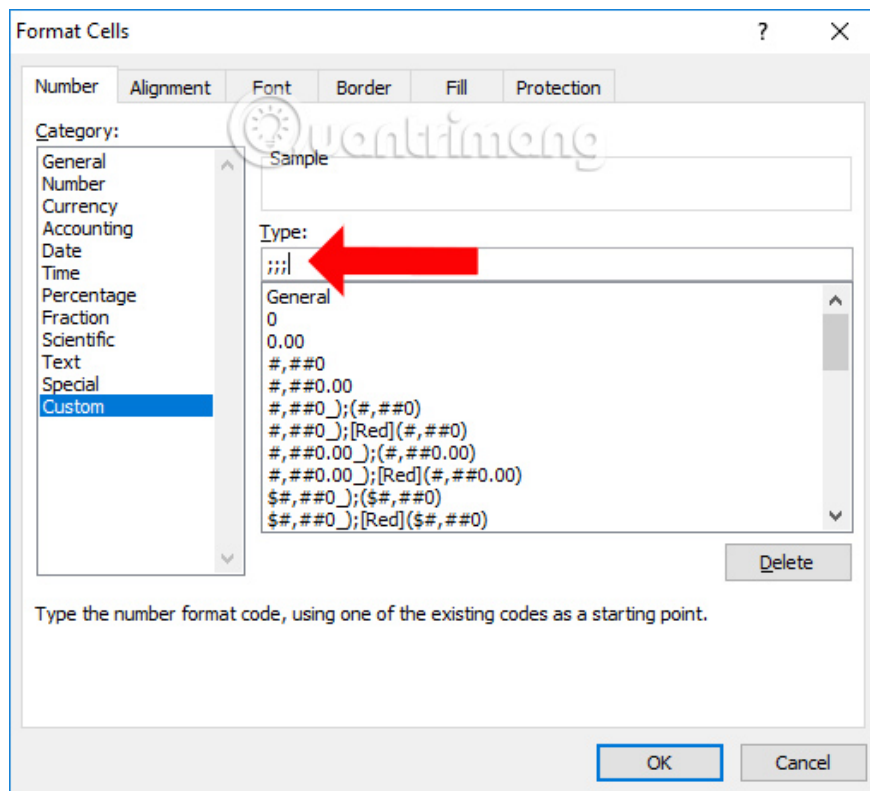
Step 1:

Black out the column to hide or the value to hide and right-click and choose **Format Cells** .



Step 2:

Switch to the new table interface, at **the Number section**, find the **Custom** option and look to the right in **the Type section** , enter **3 semicolons** and click the OK button.



Back to Excel data table will see the value column has been hidden.

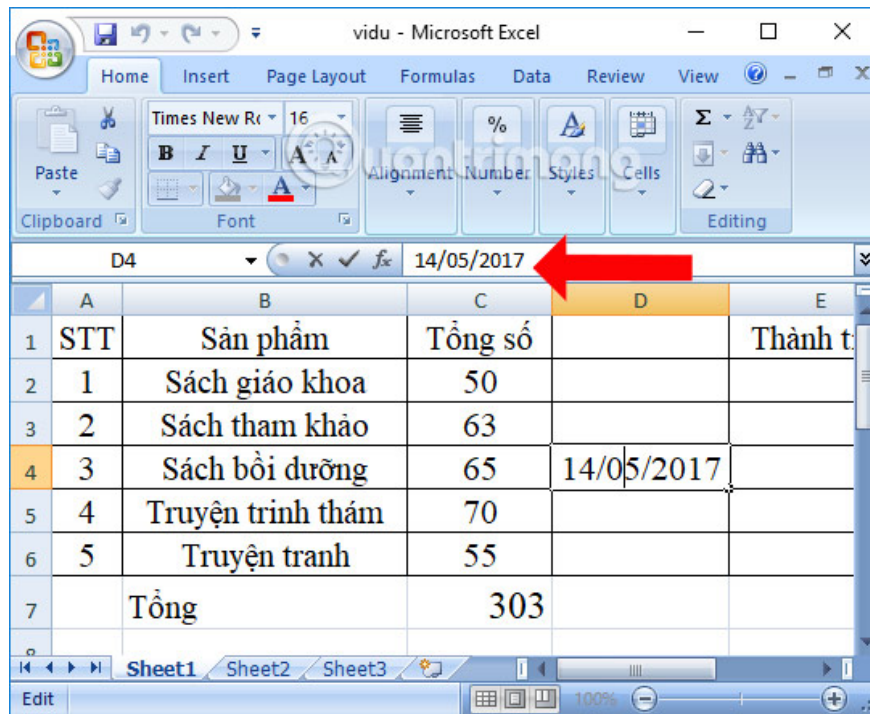
	A	B	C	D	E
1	STT	Sản phẩm	Tổng số		Thành tiền
2	1	Sách giáo khoa	50		
3	2	Sách tham khảo	63		
4	3	Sách bồi dưỡng	65		
5	4	Truyện trinh thám	70		
6	5	Truyện tranh	55		
7		Tổng	303		

Step 3:

To re-display the data in the column hidden in the data table, users can simply click on the hidden column is okay. If you click once, you will see the value in the top bar, and clicking twice will bring the data back to the

table. Disabling the data will also disappear.

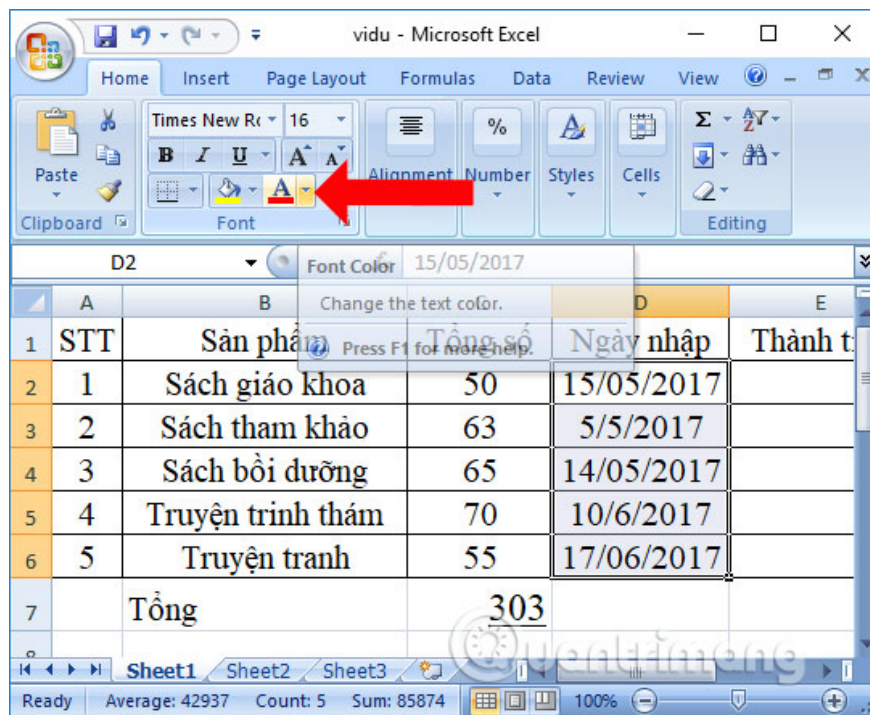
To show the data again, just remove 3 commas in the Format Cells table.



Method 3: Hide Excel data by color

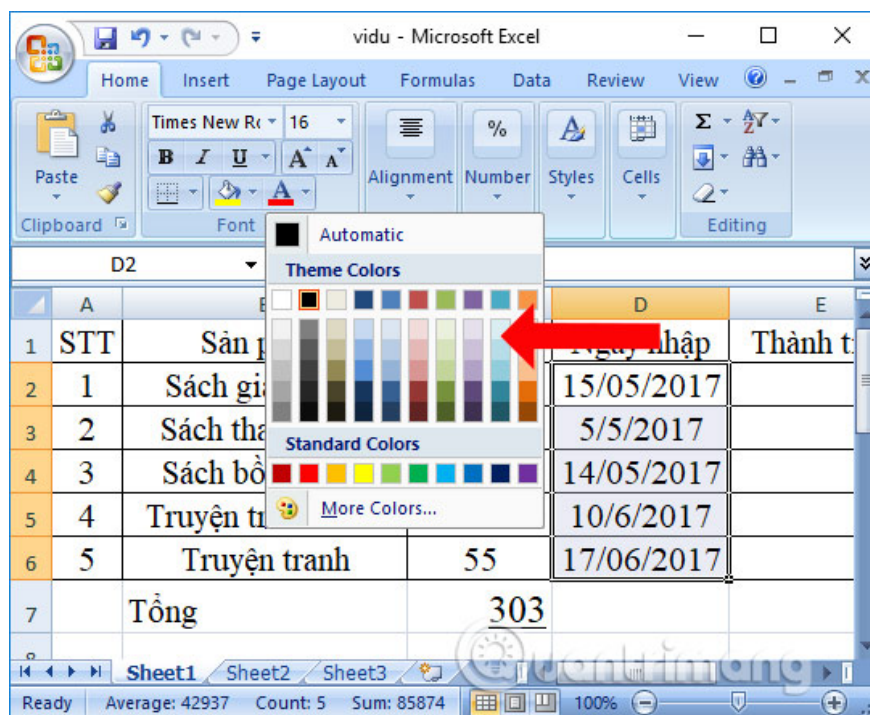
Step 1:

First, the user blackens the data area to be hidden and then clicks **the letter A** at the Home tab.



Step 2:

The user then just needs to **switch the text to white** to sync with the background color, or depending on which color depends on the data table background color.



You will immediately see the data in the column completely hidden. If you want to show the data again, just change the text to black. However, this way of data is easy to see if blacked out. You only need to use this method temporarily.

	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		
8					
9					

Method 4: Hide Excel data in the traditional way

We can immediately use the Hide / Unhide option for Excel columns to hide data. However, if you do this, the reader is very aware of which column is hidden, because the result will lose 1 column in the table.

Step 1:

You highlight the column to hide the data, then right-click and **choose Hide** to hide the data.

3				95	1.99	189.05
4	2/9/10 Ontario	Jardine	Pencil	36	4.99	179.64
5		Gill	Pen	27	19.99	539.73
6		Sorvino	Pencil	56	2.99	167.44
7		Jones	Binder	60	4.99	299.40
8		Andrews	Pencil	75	1.99	149.25
9		Jardine	Pencil	90	4.99	449.10
10		Thompson	Pencil	32	1.99	63.68
11		Jones	Binder	60	8.99	539.40
12		Morgan	Pencil	90	4.99	449.10
13		Howard	Binder	29	1.99	57.71
14		Parent	Binder	81	19.99	1,619.19
15		Jones	Pencil	35	4.99	174.65
16		Smith	Desk	2	125.00	250.00
17		Jones	Pen Set	16	15.99	255.84
18		Morgan	Binder	28	8.99	251.72
19	10/22/10 Quebec	Jones	Pen	64	8.99	575.36

Immediately data in columns or rows in Excel will disappear.

	A	B	C	D	E	F	G	H	I
1	OrderDate	Region	Rep	Item	Units	Unit Cost	Total		
2	1/6/10	Quebec	Jones	Pencil	95	1.99	189.05		
5	2/26/10	Ontario	Gill	Pen	27	19.99	539.73		
6	3/15/10	Alberta	Sorvino	Pencil	56	2.99	167.44		
7	4/1/10	Quebec	Jones	Binder	60	4.99	299.40		

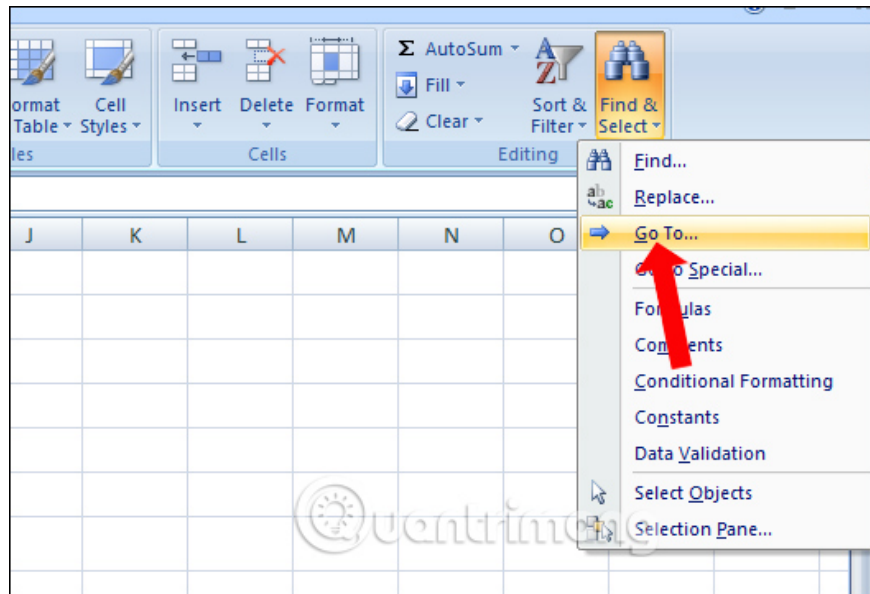
Step 2:

To display the hidden content in Excel, highlight the line, the column before or after the hidden content and press **Unhide** .

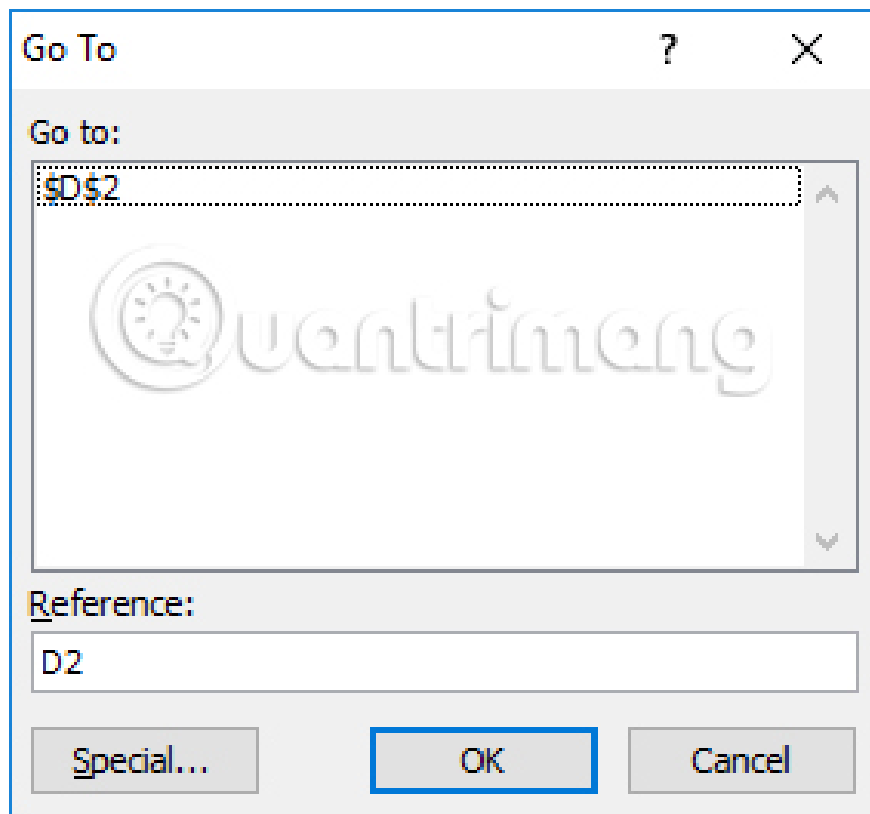
	A	B	C	D	E	F	G	H	I
1					Units	Unit Cost	Total		
2					95	1.99	189.05		
5	2/26/10	Ontario	Gill	Pen	27	19.99	539.73		
6			Sorvino	Pencil	56	2.99	167.44		
7			Jones	Binder	60	4.99	299.40		
8			Andrews	Pencil	75	1.99	149.25		
9			Lardine	Pencil	90	4.99	449.10		
10			Thompson	Pencil	32	1.99	63.68		
11			Jones	Binder	60	8.99	539.40		
12			Morgan	Pencil	90	4.99	449.10		
13			Howard	Binder	29	1.99	57.71		
14			Parent	Binder	81	19.99	1,619.19		
15			Jones	Pencil	35	4.99	174.65		
16			Smith	Desk	2	125.00	250.00		
17			Jones	Pen Set	16	15.99	255.84		
18			Morgan	Binder	28	8.99	251.72		
19			Jones	Pen	64	8.99	575.36		

Note to readers , the Hide and Unhide options will only display in the right-click menu list with Excel 2010 or later. With the 2007 version, you have to pull it out.

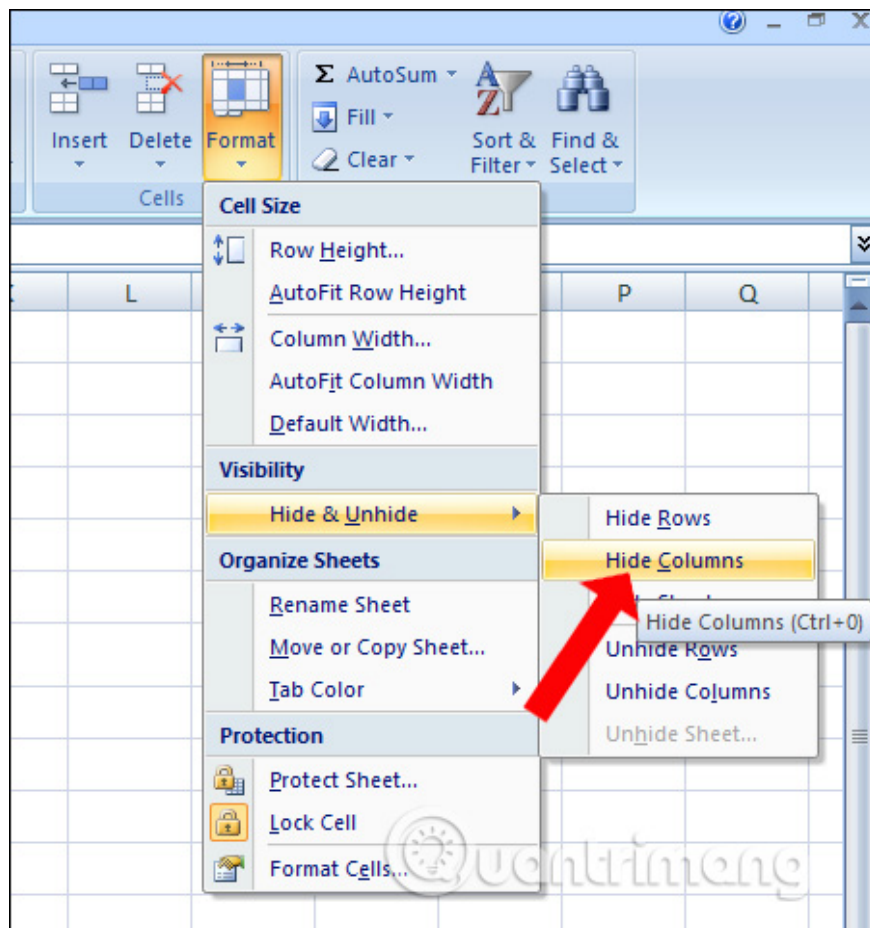
First, highlight the data column you want to hide and then click on **the binoculars icon** above to **select Go to** .



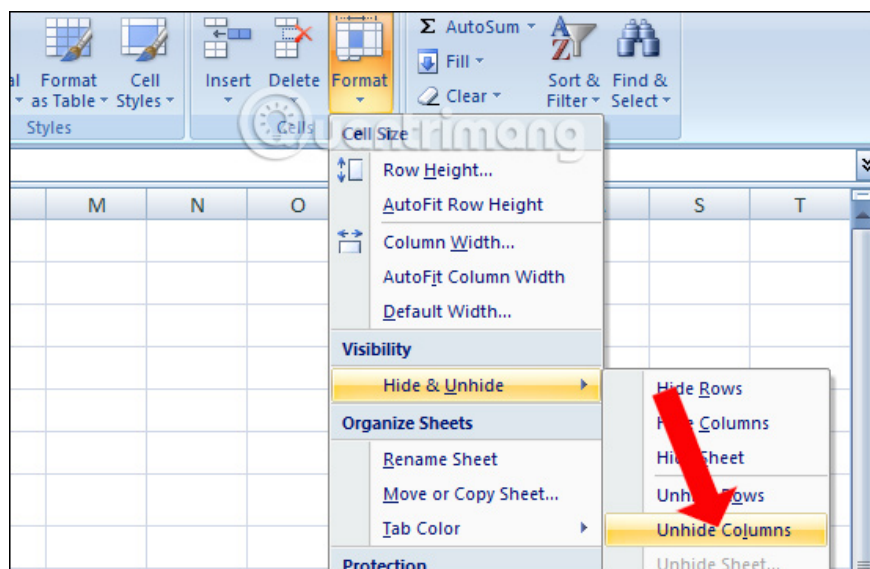
The table interface appears, here enter the column you want to hide data in **Preferences** then click OK.



Back to the interface that still blackens the column you want to hide, click **Format** and then select **Hide & Unhide and** choose **Hide Columns** .



To display the hidden content again, just highlight the table and click **Format** , select **Hide & Unhide** and select **Unhide Columns** .



So you have 4 different ways to hide data, columns or rows in Excel tables. Each has different advantages and disadvantages. With the second way, changing the color for the data to hide in Excel is only applied temporarily.

See more:

1. How to hide files, show hidden files, view hidden folders and file extensions on Windows 7/8/10?
2. How to convert numbers into words in Excel?
3. How to change the default save file format in Word, Excel and Powerpoint 2016?

I wish you all success!

You finished reading the article "**Ways to hide data on Excel**" 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.