

Preventing Specific Information from Being Printed

When it's time to print your Excel worksheet, you may prefer that some information is left unprinted. For example, you may have some confidential information (such as employee salaries) in a column, or your sheet may have some intermediate calculations that readers aren't interested in seeing.

To avoid printing specific rows or columns, just hide them before printing.

To Hide Rows:

- Select the rows you want to hide by clicking the corresponding number.

Note: You can click and drag to select a block of rows.

Note: Hold down Ctrl while clicking to select multiple rows that aren't next to each other.

- Then right-click one of the highlighted row's identifying number.
- Click *Hide*.
- Use the same procedure to hide columns (but right-click a highlighted column letter to choose *Hide*).

Print your document as normal by clicking on the Office button in the upper left-hand corner and selecting "Print." When you're finished, you can quickly unhide all rows or columns by selecting the entire worksheet (click the blank blue box formed by the intersection of the row and column borders at the top left corner of your spreadsheet). Then right-click a row or column border and choose *Unhide*.