



Quick way of hiding columns in a spreadsheet

Do you frequently hide the same columns in a spreadsheet so that data entry is quicker?

Why not try **grouping** the columns, it is much quicker and easier than constantly hiding the same columns and then displaying them again. For example, in the spreadsheet below I might be inserting the number of holidays taken by staff (column Q) every day, and so I may hide columns E:P each time so that column Q is beside column D.

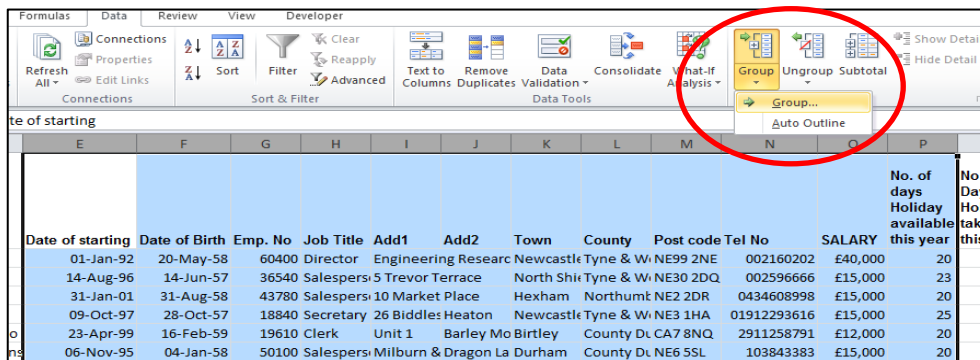
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	Title	Initial	First	last	Date of starting	Date of Birth	Emp. No	Job Title	Add1	Add2	Town	County	Post code	Tel No	SALARY	No. of days Holiday available this year	No of Days Holiday taken this year	Remaini ng Holidays	recent dates
1	Mr	F	Frederic	Bell	01-Jan-92	20-May-58	60400	Director	Engineering Researc		Newcastle Tyne & W	NE99 2NE	002160202	£40,000	20	20.00	0.00	01/08/2016	
2	Mr	J	Jim	Borrell	14-Aug-96	14-Jun-57	36540	Salespers	5 Trevor Terrace		North Shi Tyne & W	NE30 2DQ	002596666	£15,000	23	10.00	13.00	02/07/2016	
3	Mr	B	Biff	Davis	31-Jan-01	31-Aug-58	43780	Salespers	10 Market Place		Hexham	Northumt NE2 2DR	0434608998	£15,000	20	12.00	8.00	16/08/2016	
4	Mrs	K	Kathy	Forbes	09-Oct-97	28-Oct-57	18840	Secretary	26 Biddles Heaton		Newcastle Tyne & W	NE3 1HA	01912293616	£15,000	25	3.00	22.00	11/08/2016	
5	Mr	B	Bill	Guillardo	23-Apr-99	16-Feb-59	19610	Clerk	Unit 1 Barley Mo	Birtley	County Dc CA7 8NQ	2911258791	£12,000	20	12.00	8.00	02/07/2016		
6	Mr	G	Garth	Hammons	06-Nov-95	04-Jan-58	50100	Salespers	Milburn & Dragon La	Durham	County Dc NE6 5SL	103843383	£15,000	20	15.50	4.50	02/07/2016		
7	Mr	D	Dennis	Hanson	24-Apr-96	01-Jan-39	40520	Manager	12 William William St	Gateshead Tyne & Wear		0495006621	£19,000	25	15.00	10.00	16/08/2016		
8	Miss	N	Nancy	Heizer	11-Sep-01	21-Aug-71	26270	Clerk	10 Bridsto Jesmond	Newcastle Tyne & W	NE30 2DQ	2302293616	£12,000	23	20.00	3.00	06/08/2016		
9	Mr	A	Alan	hudd	29-Jan-02	27-Jul-58	41460	Supervisio	Bryon Hou Bryon Strc	Newcastle Tyne & W	NE99 1LH	154233 1001	£18,000	20	13.00	7.00	06/08/2016		
10	Mr	J	John	Johnson	18-Jun-98	02-Jul-82	18250	Clerk	10 Ashfield Terrace	Chester-Ic County Dc CA5 6AG		1243882796	£12,000	20	14.00	6.00	06/07/2016		

To **group** the columns:

Highlight columns E:P

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Title	Initial	First	last	Date of starting	Date of Birth	Emp. No	Job Title	Add1	Add2	Town	County	Post code	Tel No	SALARY	No. of days Holiday available this year	No of Days Holiday taken this year	Remaini ng Holidays
1	Mr	F	Frederic	Bell	01-Jan-92	20-May-58	60400	Director	Engineering Researc		Newcastle Tyne & W	NE99 2NE	002160202	£40,000	20	20.00	0.00	
2	Mr	J	Jim	Borrell	14-Aug-96	14-Jun-57	36540	Salespers	5 Trevor Terrace		North Shi Tyne & W	NE30 2DQ	002596666	£15,000	23	10.00	13.00	
3	Mr	B	Biff	Davis	31-Jan-01	31-Aug-58	43780	Salespers	10 Market Place		Hexham	Northumt NE2 2DR	0434608998	£15,000	20	12.00	8.00	
4	Mrs	K	Kathy	Forbes	09-Oct-97	28-Oct-57	18840	Secretary	26 Biddles Heaton		Newcastle Tyne & W	NE3 1HA	01912293616	£15,000	25	3.00	22.00	
5	Mr	B	Bill	Guillardo	23-Apr-99	16-Feb-59	19610	Clerk	Unit 1 Barley Mo	Birtley	County Dc CA7 8NQ	2911258791	£12,000	20	12.00	8.00		
6	Mr	G	Garth	Hammons	06-Nov-95	04-Jan-58	50100	Salespers	Milburn & Dragon La	Durham	County Dc NE6 5SL	103843383	£15,000	20	15.50	4.50		
7	Mr	D	Dennis	Hanson	24-Apr-96	01-Jan-39	40520	Manager	12 William William St	Gateshead Tyne & Wear		0495006621	£19,000	25	15.00	10.00		
8	Miss	N	Nancy	Heizer	11-Sep-01	21-Aug-71	26270	Clerk	10 Bridsto Jesmond	Newcastle Tyne & W	NE30 2DQ	2302293616	£12,000	23	20.00	3.00		
9	Mr	A	Alan	hudd	29-Jan-02	27-Jul-58	41460	Supervisio	Bryon Hou Bryon Strc	Newcastle Tyne & W	NE99 1LH	154233 1001	£18,000	20	13.00	7.00		
10	Mr	J	John	Johnson	18-Jun-98	02-Jul-82	18250	Clerk	10 Ashfield Terrace	Chester-Ic County Dc CA5 6AG		1243882796	£12,000	20	14.00	6.00		
11	Mr	M	Mike	Krause	21-May-00	25-Apr-82	33340	Designer	Dykesfield House	Burgh by Cumbria		0228 76631	£18,000	20	5.00	15.00		
12	Mr	G	Garth	Lyle	26-Mar-99	10-Dec-85	47900	Salespers	Keepers C Westward	Wigton	Cumbria	NE99 1LH	0697342915	£15,000	20	16.00	4.00	
13	Mr	J	Jan	Perez	26-Feb-00	03-Oct-74	22560	Technicial	5th Floor I Melbourn	Newcastle Tyne & W	NE99 1LH	091 2610996	£15,000	20	14.00	6.00		
14	Mr	B	Bryan	Pfaff	17-Jul-99	04-May-78	26440	Secretary	3 Walker Terrace	Gateshead Tyne & W	NE2 2DR	091 4772277	£15,000	20	15.00	5.00		
15	Miss	S	Shirley	Ransome	28-Feb-00	11-Oct-58	36040	Salespers	Oaklands South Vie	Fatfield	Washington	0264164003	£15,000	20	13.00	7.00		
16	Ms	M	Mary	Smith	04-Dec-97	13-Mar-58	55000	Engineer	Barrack Road	Newcastle Tyne & W	DH1 2XQ	0122321313	£19,000	20	17.00	3.00		
17	Mr	A	Andy	Venable	19-Jun-96	24-Mar-59	43520	Engineer	25 Sander Jesmond	Newcastle Tyne & W	NE2 2DR	0452814466	£23,000	20	14.00	6.00		
18	Ms	L	Lydia	Vernon	22-May-99	11-Feb-49	36870	Supervisio	19 William William St	Gateshead Tyne & W	NE2 2DR	0144950066	£18,000	20	15.00	5.00		
19	Mr	L	Lance	Wolfram	27-Mar-00	21-Nov-48	27300	Technicial	276 High Street Wes	Sunderlan Tyne & W	NE2 2KI	1245141636	£15,000	20	12.00	8.00		
20	Mr	Wilson			19-Jun-97	22-Jul-81	12457	Receptor	23 Station Forest Gat	Durham Tyne & Wear		0191 2457895	£12,000	20	12.00	8.00		

Select the **Data** tab and choose the **group** tool



A “-” (minus) symbol will appear at the top of the Excel window - **click on it to hide the columns**

	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	Date of starting	Date of Birth	Emp. No	Job Title	Add1	Add2	Town	County	Post code	Tel No	SALARY	No. of days Holiday available this year	No of Days Holiday taken this year	Remaini ng Holidays	recent dates
	01-Jan-92	20-May-58	60400	Director	Engineering Researc		Newcastle Tyne & W	NE99 2NE	002160202	£40,000	20	20.00	0.00	01/08/2016	
11	14-Aug-96	14-Jun-57	36540	Salespers	5 Trevor Terrace		North Shi Tyne & W	NE30 2DQ	002596666	£15,000	23	10.00	13.00	02/07/2016	

It will change to a “+” (plus) sign – click on the plus sign to display the columns again.

