

# User Guide: Expanding Hidden Columns in Excel

This guide provides step-by-step instructions on how to expand hidden columns in an Excel spreadsheet, using actual screenshots from the provided file with real data.

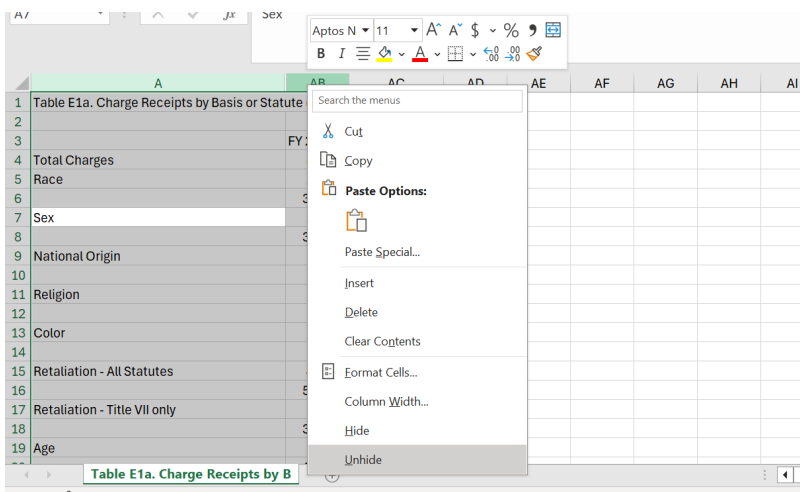
## Before: Hidden Columns in Excel (with Data)

	A	AB	AC
7	Sex	25,473	26,872
8		31.40%	30.4%
9	National Origin	6,963	8,266
10		8.60%	9.3%
11	Religion	4,341	3,640
12		5.40%	4.1%
13	Color	5,819	6,684
14		7.20%	7.5%
15	Retaliation - All Statutes	46,047	42,301
16		56.80%	47.8%
17	Retaliation - Title VII only	31,972	29,207
18		39.40%	33.0%
19	Age	14,144	16,223
20		17.40%	18.3%
21	Disability	29,160	33,668
22		36.00%	38.0%
23	Equal Pay Act	1,012	1,116
24		1.20%	1.3%
25	Genetic Information Nondiscrimination Act	361	393

## Step 1: Identify Hidden Columns

	A	AB	AC
7	Sex	25,473	26,872
8		31.40%	30.4%
9	National Origin	6,963	8,266
10		8.60%	9.3%
11	Religion	4,341	3,640
12		5.40%	4.1%
13	Color	5,819	6,684
14		7.20%	7.5%
15	Retaliation - All Statutes	46,047	42,301
16		56.80%	47.8%
17	Retaliation - Title VII only	31,972	29,207
18		39.40%	33.0%
19	Age	14,144	16,223
20		17.40%	18.3%
21	Disability	29,160	33,668
22		36.00%	38.0%
23	Equal Pay Act	1,012	1,116
24		1.20%	1.3%
25	Genetic Information Nondiscrimination Act	361	393

## Step 2: Right-Click to Unhide



Right-click on selected columns  
and choose 'Unhide'

**Step 3: Use the Ribbon Menu**

Step 3: Go to Home > Format > Visibility > Unhide Columns.

**Step 4: Use a Keyboard Shortcut**

Step 4: Use Ctrl + Shift + 0 to unhide columns.

**After: Columns Unhidden in Excel (with Data)**

	A	B	C	D	E	F	G	H
1	Table E1a. Charge Receipts by Basis or Statute (All Statutes) FY 1997 - FY 2024							
2								
3		FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003
4	Total Charges	80,680	79,591	77,444	79,896	80,840	84,442	81,293
5	Race	29,199	28,820	28,819	28,945	28,912	29,910	28,526
6		36.20%	36.20%	37.30%	36.20%	35.80%	35.40%	35.10%
7	Sex	24,728	24,454	23,907	25,194	25,140	25,536	24,362
8		30.70%	30.70%	30.90%	31.50%	31.10%	30.20%	30.00%
9	National Origin	6,712	6,778	7,108	7,792	8,025	9,046	8,450
10		8.30%	8.50%	9.20%	9.80%	9.90%	10.70%	10.40%
11	Religion	1,709	1,786	1,811	1,939	2,127	2,572	2,532
12		2.10%	2.20%	2.30%	2.40%	2.60%	3.00%	3.10%
13	Color	762	965	1,303	1,290	1,135	1,381	1,550
14		0.90%	1.20%	1.70%	1.60%	1.40%	1.60%	1.90%
15	Retaliation - All Statutes	18,198	19,114	19,694	21,613	22,257	22,768	22,690
16		22.60%	24.00%	25.40%	27.10%	27.50%	27.00%	27.90%
17	Retaliation - Title VII only	16,394	17,246	17,883	19,753	20,407	20,814	20,615
18		20.30%	21.70%	23.10%	24.70%	25.20%	24.60%	25.40%
19	Age	15,785	15,191	14,141	16,008	17,405	19,921	19,124

By following these steps, you can quickly unhide any hidden columns in Excel and access your data.