

Microsoft Excel 2003 — Removing Hidden data

Remove your name from spreadsheets

1. On the **Tools** menu, click **Options**. Click the **General** tab. You see the **User name** edit box.
2. If you do not want this information to appear in your workbooks, type non-identifying information or spaces in the edit box, and then click **OK** to accept the changes.

Remove Personal Summary Information

You can clear summary information from an existing document. To do so, follow these steps:

On the **File** menu, click **Properties**.

On the **Summary** tab, clear the **Author**, **Manager**, **Company**, and any other edit boxes that you do not want to distribute.

On the **Custom** tab, delete any properties that contain information you do not want to distribute.

When you are done, click **OK**. Click **Save** on the **File** menu. Then click **Close** on the **File** menu.

After you have completed these steps, the spreadsheet should not contain summary properties.

Remove Comments in Spreadsheets

Microsoft Excel offers the ability to add comments to workbooks. Typically, comments contain the name of the person who created them.

In Microsoft Excel, comments appear as a small red triangle in the upper-right corner of a cell. To view comments, right-click the cell, and then click **Delete Comment** on the shortcut menu.

How to Display Hidden Cells, Rows, and Columns in Spreadsheets

In Microsoft Excel, it is possible to hide entire rows and columns of cells within a worksheet. To unhide all of the cells in a worksheet, follow these steps:

1. Click the **Select All** button, in the upper-left corner of the worksheet. Or, press CTRL+SHIFT+SPACE.
2. On the **Format** menu, point to **Row**, and then click **Unhide**.
3. On the **Format** menu, point to **Column**, and then click **Unhide**.

All cells are now visible.

How to Unhide Hidden Worksheets in Spreadsheets

Workbooks in Microsoft Excel may contain hidden sheets that contain information. To unhide sheets, point to **Sheet** on the **Format** menu, and then click **Unhide**. If a sheet is hidden, you can select the sheet and click **OK**.

How to Remove Tracked Changes from Shared Spreadsheets

Microsoft Excel includes a Track Changes feature that allows you to track changes made to a

shared workbook by a user. To remove tracked changes from a workbook, follow these steps:

1. On the **Tools** menu, point to **Track Changes**, and then click **Highlight Changes**.
2. Click to clear (uncheck) the **Track changes while editing** check box. Click **OK**.
3. Click **Yes** to return the workbook to exclusive use mode (the workbook is no longer shared)

[Back to Removing Hidden Data Home](#)