

# Excel Recovery & Unhide Checklist

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## Step 1: Identify Hidden Columns and Rows

- Look for double lines between column headers.
- Use **Select All** → **Home** → **Format** → **Hide & Unhide** to check for hidden data.

## Step 2: Restore Using the Ribbon

- Select the columns/rows around the hidden area.
- Go to **Home** → **Format** → **Hide & Unhide** → **Unhide Columns/Rows**.

## Step 3: Restore Using Right-Click

- Select adjacent columns/rows.
- Right-click → **Unhide**.

## Step 4: Use Keyboard Shortcuts

- Ctrl+Shift+0** → unhide columns (Windows).
- Ctrl+Shift+9** → unhide rows (Windows).

## Step 5: Check the First Column or Row

- Use the **Name Box** → **A1** (or first row).
- Go to **Home** → **Format** → **Unhide**.

## Step 6: Check for Sheet Protection

- Go to **Review** → **Unprotect Sheet** if protection is enabled.

## Step 7: Check for File Corruption

- If unhiding fails or formatting behaves strangely, check if the file is corrupted.
- Use **Open and Repair** or restore a previous version.

