

Inserting & deleting row and column

Microsoft Excel

Inserting a new row

	A	B	C
1	ROW 1	ROW 1	ROW 1
2	ROW 2	ROW 2	ROW 2
3	ROW 3	ROW 3	ROW 3
4	ROW 4	ROW 4	ROW 4
5	ROW 5	ROW 5	ROW 5
6	ROW 6	ROW 6	ROW 6
7	ROW 7	ROW 7	ROW 7

Tip

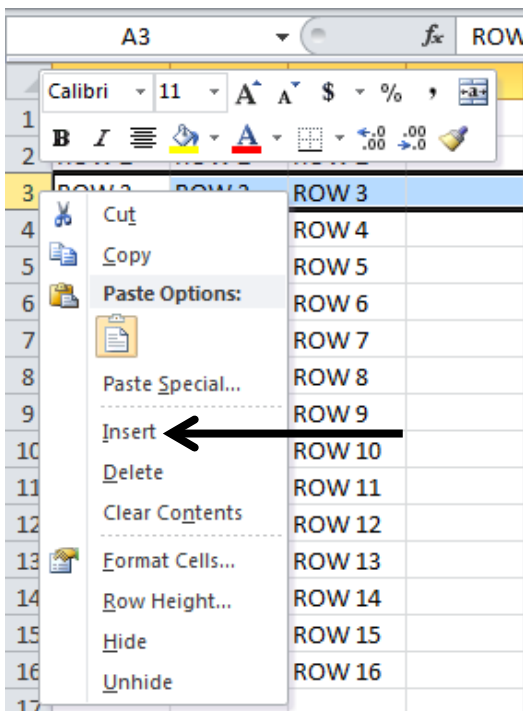
Don't click on the cell. You need to click on the row number on the left side. Your mouse cursor changes to a thick black arrow.

1. Click on the row number below where you wish to insert a new row

2. **RIGHT** click > Insert

Tip

RIGHT click on the shadow part, not on empty cells.



3. Done

	A	B	C
1	ROW 1	ROW 1	ROW 1
2	ROW 2	ROW 2	ROW 2
3			
4	ROW 3	ROW 3	ROW 3
5	ROW 4	ROW 4	ROW 4
6	ROW 5	ROW 5	ROW 5

Deleting a row

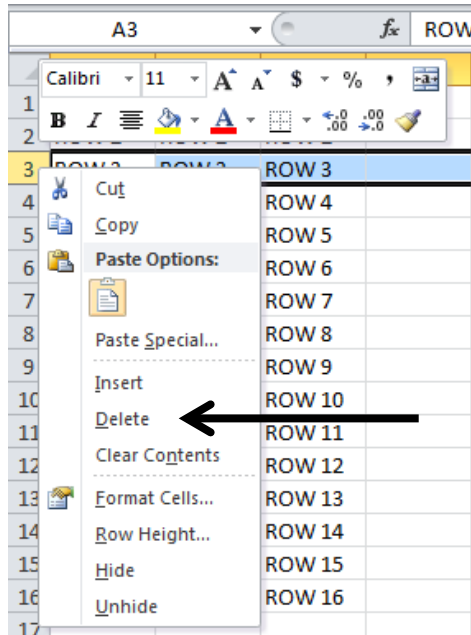
1. Click on the row number that you wish to delete

	A	B	C
1	ROW 1	ROW 1	ROW 1
2	ROW 2	ROW 2	ROW 2
3	ROW 3	ROW 3	ROW 3
4	ROW 4	ROW 4	ROW 4
5	ROW 5	ROW 5	ROW 5
6	ROW 6	ROW 6	ROW 6
7	ROW 7	ROW 7	ROW 7

Tip

Don't click on the cell. You need to click on the row number on the left side. Your mouse cursor changes to a thick black arrow.

2. **RIGHT** click > **Delete**



Tip

RIGHT click on the selected area, not on empty cells.

3. Done

	A	B	C
1	ROW 1	ROW 1	ROW 1
2	ROW 2	ROW 2	ROW 2
3	ROW 4	ROW 4	ROW 4
4	ROW 5	ROW 5	ROW 5
5	ROW 6	ROW 6	ROW 6

Inserting and deleting a column

Perform exactly the same as you do for row but click on the column heading. Your mouse cursor changes to a thick black arrow.

	A	B
1	ROW 1	ROW 1
2	ROW 2	ROW 2
3	ROW 4	ROW 4
4	ROW 5	ROW 5
5	ROW 6	ROW 6
6	ROW 7	ROW 7

Tip: Inserting / Deleting multiple rows or columns at once – QUICKER & EASIER!!

1. Select multiple rows / columns
2. Insert

e.g. If you wish to insert 5 new rows at once, first select 5 rows and then insert rows.

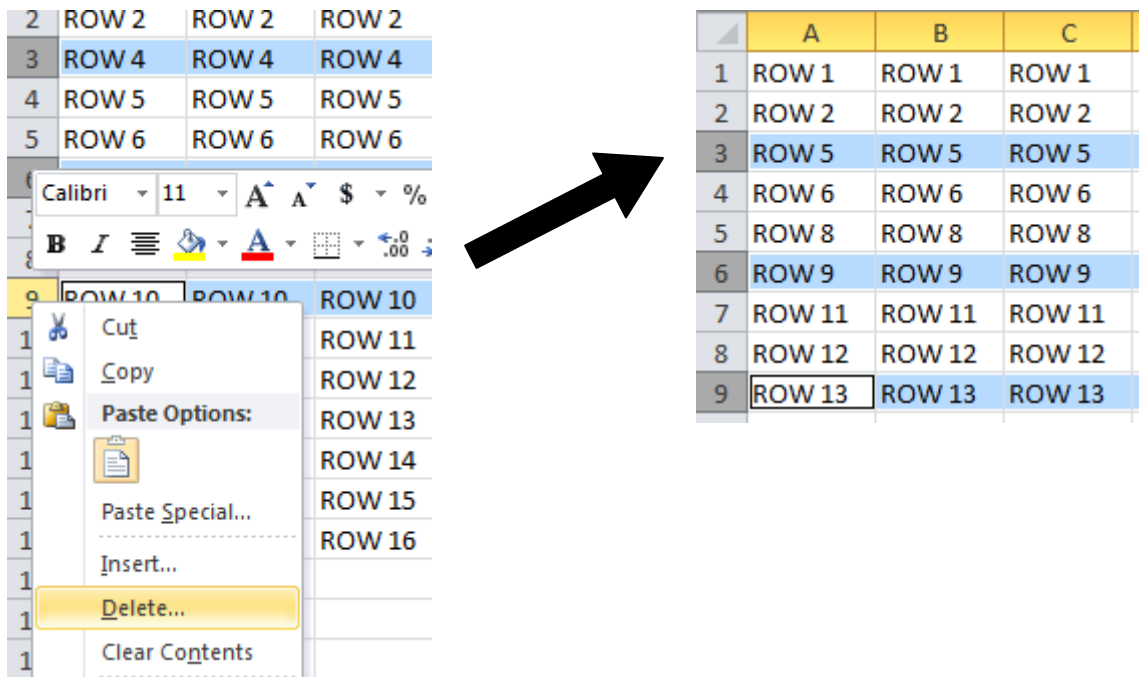


Tip: Deleting multiple non-sequential rows or columns at once

1. Select multiple non-sequential rows / columns
2. Hold **CTRL** key and select rows/columns to be deleted

Ctrl

e.g.) If you wish to delete row 2-3,5-6, and 8 at once, first hold **CTRL** key and click those 5 rows and then delete them.



2	ROW 2	ROW 2	ROW 2
3	ROW 4	ROW 4	ROW 4
4	ROW 5	ROW 5	ROW 5
5	ROW 6	ROW 6	ROW 6
6	ROW 7	ROW 7	ROW 7
7	ROW 8	ROW 8	ROW 8
8	ROW 9	ROW 9	ROW 9
9	ROW 10	ROW 10	ROW 10
10	ROW 11	ROW 11	ROW 11
11	ROW 12	ROW 12	ROW 12
12	ROW 13	ROW 13	ROW 13
13	ROW 14	ROW 14	ROW 14
14	ROW 15	ROW 15	ROW 15
15	ROW 16	ROW 16	ROW 16

	A	B	C
1	ROW 1	ROW 1	ROW 1
2	ROW 2	ROW 2	ROW 2
3	ROW 5	ROW 5	ROW 5
4	ROW 6	ROW 6	ROW 6
5	ROW 8	ROW 8	ROW 8
6	ROW 9	ROW 9	ROW 9
7	ROW 11	ROW 11	ROW 11
8	ROW 12	ROW 12	ROW 12
9	ROW 13	ROW 13	ROW 13