Inserting & deleting row and column
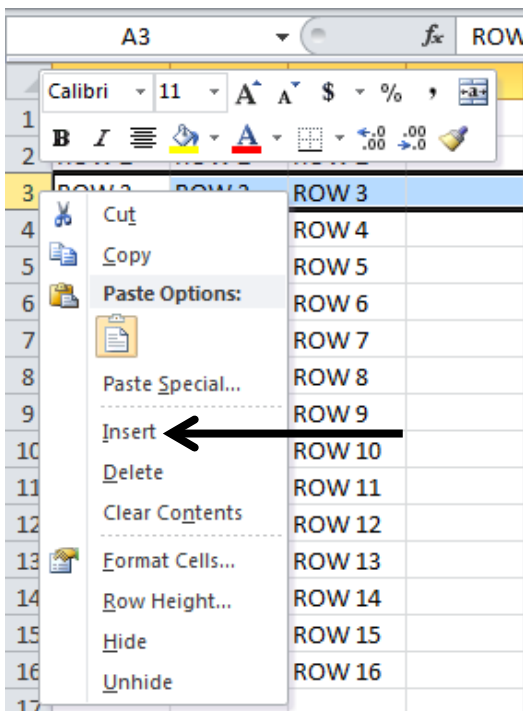
Microsoft Excel

Inserting a new row

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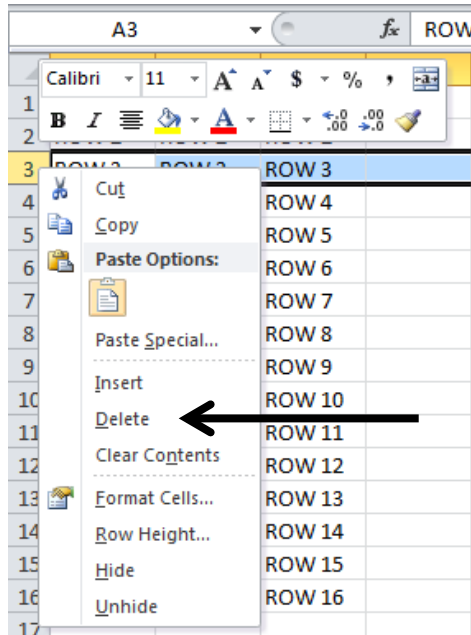
Tip
RIGHT click on the shadow part, not on empty cells.

3. Done

Deleting a row

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

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

3. Done

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.

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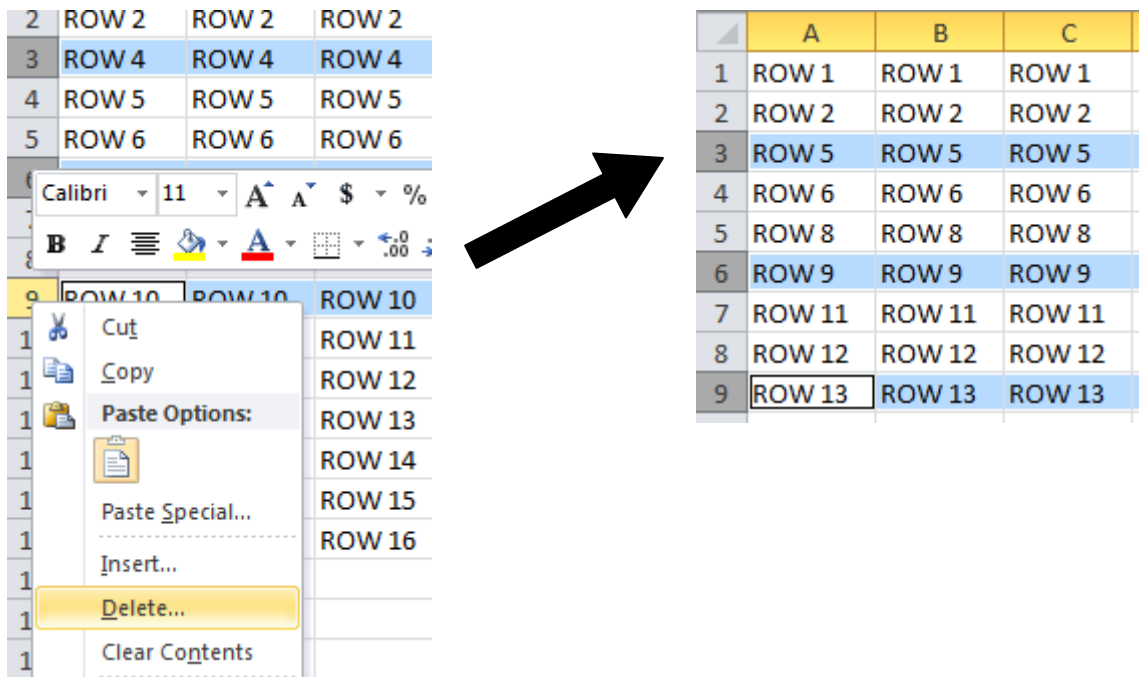
Tip: Deleting multiple non-sequential rows or columns at once

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

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.