

Inserting and deleting rows and columns

Microsoft Excel 2003

Inserting a new row

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

	A	B
1	Row 1	Row 1
2	Row 2	Row 2
3	Row 3	Row 3
4	Row 4	Row 4
5	Row 5	Row 5

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 > **Insert**

	A	B
1	Row 1	Row 1
2	Row 2	Row 2
3	Row 3	Row 3
4	Row 3	Row 3
5	Row 3	Row 3
6	Row 3	Row 3
7	Row 3	Row 3
8	Row 3	Row 3
9	Row 3	Row 3
10	Row 3	Row 3
11	Row 3	Row 3

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

3. Done

	A	B
1	Row 1	Row 1
2	Row 2	Row 2
3		
4	Row 3	Row 3
5	Row 4	Row 4
6	Row 5	Row 5

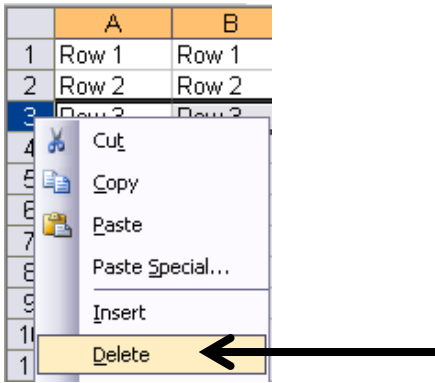
Deleting a row

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

	A	B
1	Row 1	Row 1
2	Row 2	Row 2
3	Row 3	Row 3
4	Row 4	Row 4
5	Row 5	Row 5

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**



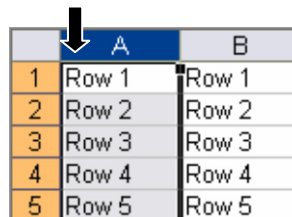
Tip
RIGHT click on the shadow part, not on empty cells.

3. Done

	A	B
1	Row 1	Row 1
2	Row 2	Row 2
3	Row 4	Row 4
4	Row 5	Row 5
5		

Inserting and deleting a column

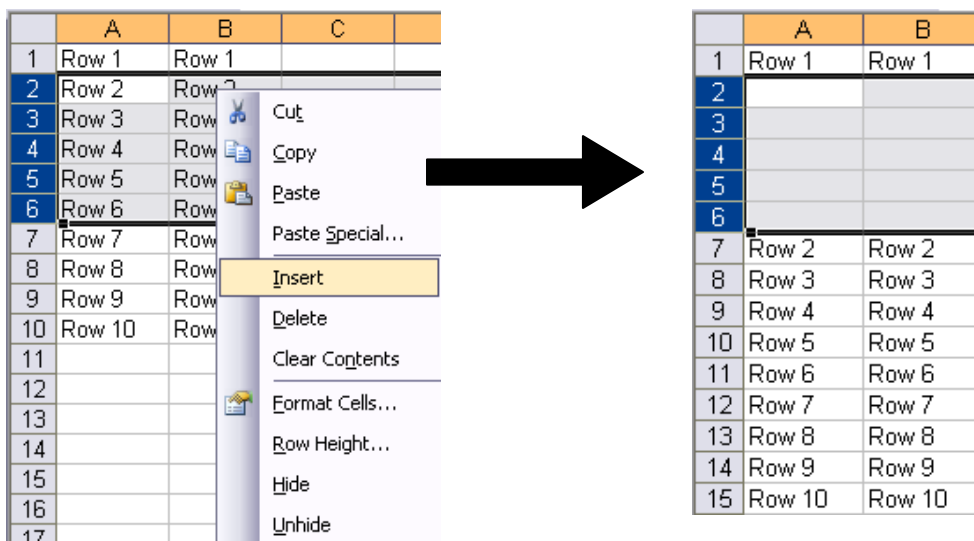
Perform exactly the same as you do for row but click on the column heading. Your mouse cursor changes to a thick black arrow.



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.



Note: For deleting rows or columns, it is the same idea. Select multiple rows/columns and then delete.

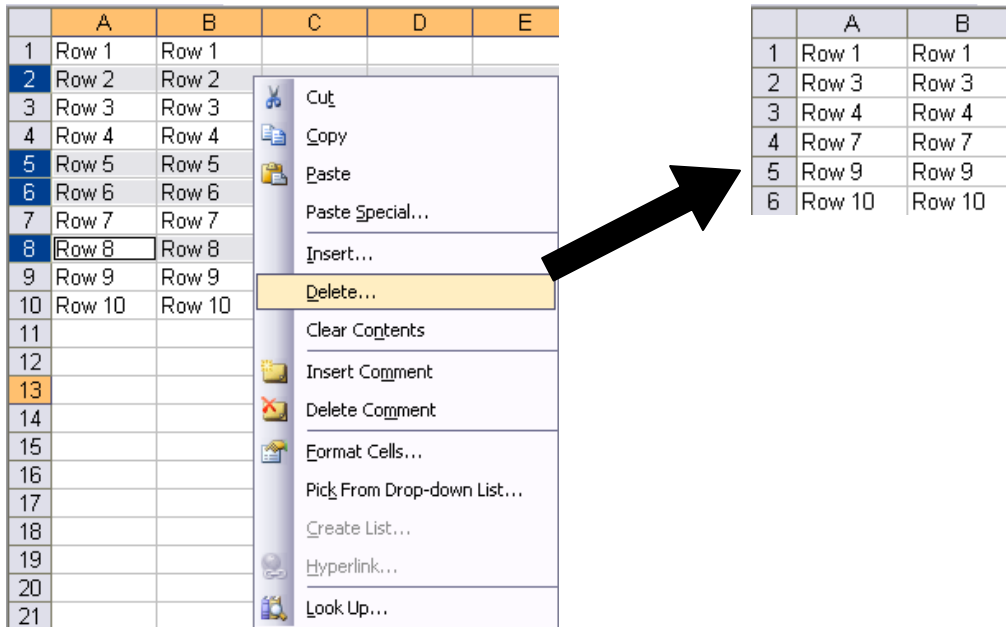


Tip: Deleting multiple non-sequential rows or columns at once



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 2,5-6, and 8 at once, first hold **CTRL** key and click those 5 rows and then delete them.



Note: For deleting columns non-sequentially, it is the same idea. Select multiple columns by pressing CTRL key down and then delete.