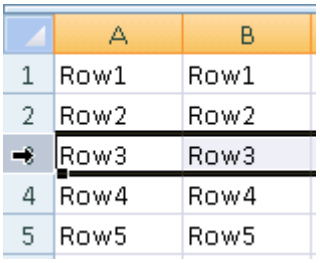
MASSEY UNIVERSITY

Inserting and deleting rows and columns

Microsoft Excel 2007

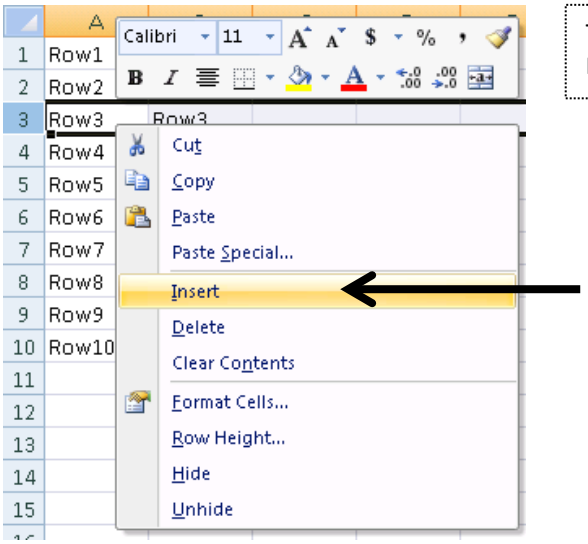
Inserting a new row

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



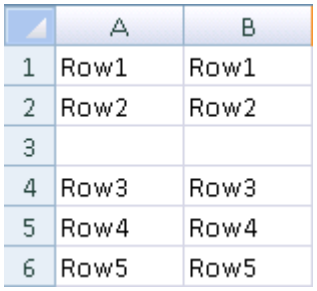
Tip
Don't click on the cell. You need to click on the row number on the left side. Your mouse cursor changes to a thick black arrow.

2. **RIGHT** click > **Insert**



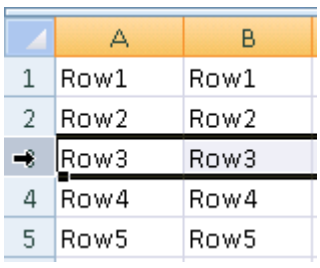
Tip
RIGHT click on the selected area not on empty cells.

3. Done



Deleting a row

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



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.

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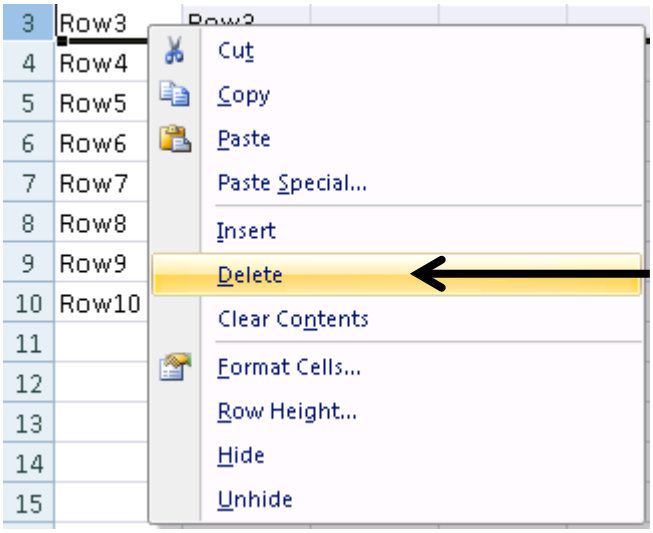
2. **RIGHT** click > **Delete**



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

3. Done

	A	B
1	Row1	Row1
2	Row2	Row2
3	Row4	Row4
4	Row5	Row5
5		

Inserting and deleting a column

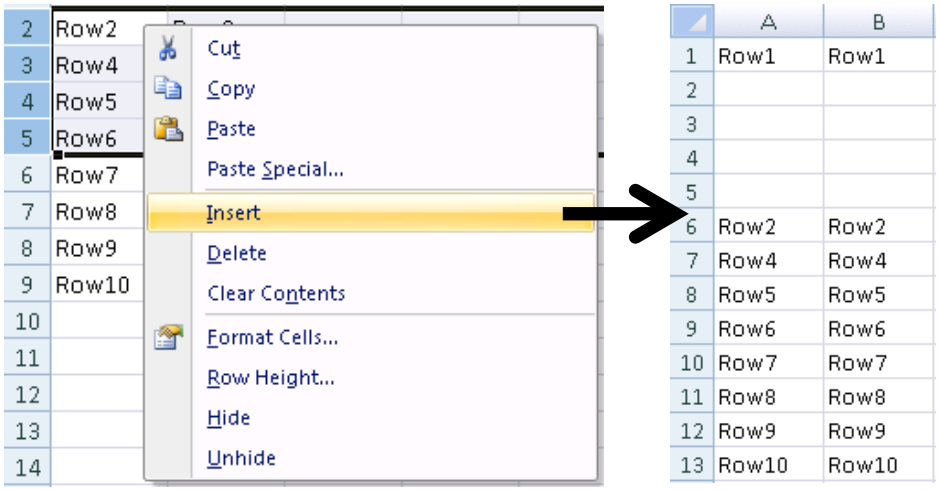
Perform exactly the same as you do for row but click on the column heading. Your mouse cursor changes to a thick black arrow.

	A	B
1	Row1	Row1
2	Row2	Row2
3	Row4	Row4
4	Row5	Row5
5	Row6	Row6
6	Row7	Row7
7	Row8	Row8
8	Row9	Row9
9	Row10	Row10

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.

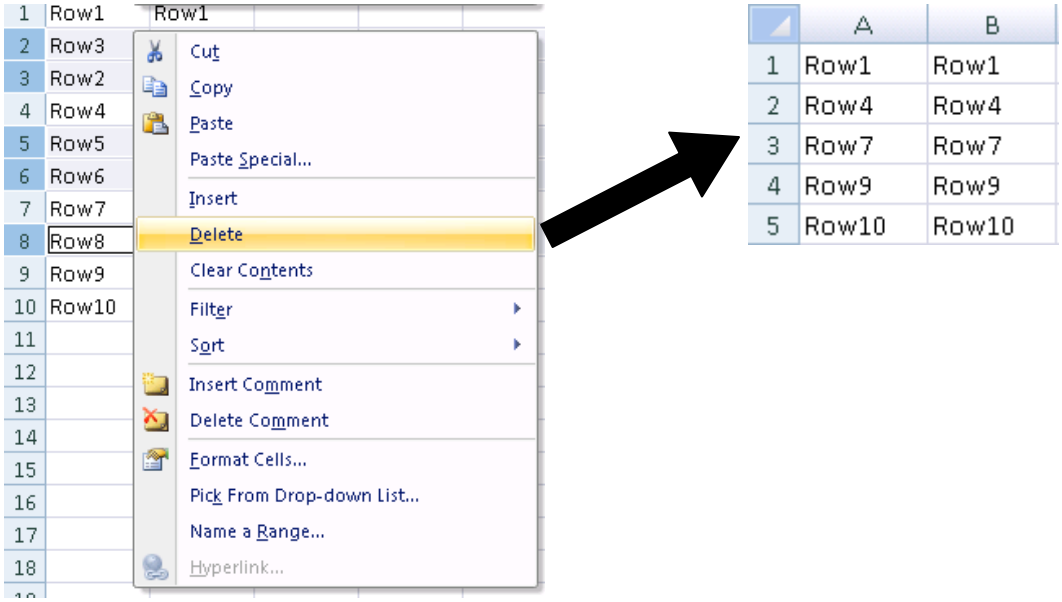


Note: For deleting rows or columns, it is the same idea. Select multiple rows/columns and then delete.

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 2-3,5-6, 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.

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