


Insert and Delete Rows and Columns

As you modify a worksheet, you might find it necessary to insert or delete rows and columns to keep your worksheet current. For example, you might need to insert rows to accommodate new inventory products or remove a column of yearly totals that are no longer necessary. When you insert a new row, the row is inserted above the cell pointer and the contents of the worksheet shift down from the newly inserted row. When you insert a new column, the column is inserted to the left of the cell pointer and the contents of the worksheet shift to the right of the new column. To insert multiple rows, select the same number of row headings as you want to insert before using the Insert command. **CASE** *You want to improve the overall appearance of the worksheet by inserting a row between the last row of data and the totals. Also, you have learned that row 27 and column J need to be deleted from the worksheet.*

1. Right-click cell A32, then click Insert on the shortcut menu

The Insert dialog box opens. See **FIGURE C-11**. You can choose to insert a column or a row; insert a single cell and shift the cells in the active column to the right; or insert a single cell and shift the cells in the active row down. An additional row between the last row of data and the totals will visually separate the totals.

2. Click the Entire row option button, then click OK

A blank row appears between the Billboard data and the totals, and the formula result in cell E33 has not changed. The Insert Options button  appears beside cell A33. Pointing to the button displays a list arrow, which you can click and then choose from the following options: Format Same As Above (the default setting, already selected), Format Same As Below, or Clear Formatting.

3. Click the row 27 heading

All of row 27 is selected, as shown in **FIGURE C-12**.

4. Click the Delete button in the Cells group; do not click the list arrow

Excel deletes row 27, and all rows below it shift up one row. You must use the Delete button or the Delete command on the shortcut menu to delete a row or column; pressing [Delete] on the keyboard removes only the *contents* of a selected row or column.

5. Click the column J heading

The percentage information is calculated elsewhere and is no longer necessary in this worksheet.

6. Click the Delete button in the Cells group

Excel deletes column J. The remaining columns to the right shift left one column.

7. Use AutoFit to resize columns F and H, then save your work

FIGURE C-11: Insert dialog box

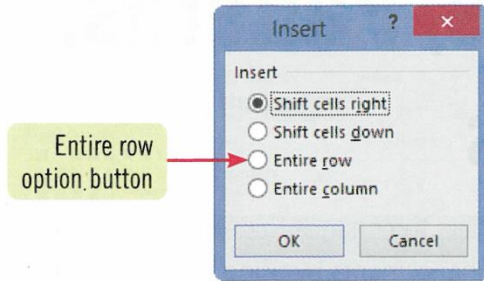


FIGURE C-12: Worksheet with row 27 selected

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
15	T-Shirts	3-Feb-16	4-Mar	\$ 5.67	200	1,134.00	99.23	1,233.23		2.1%				
16	TV commercials	1-Feb-16	2-Mar	\$ 1,054.42	4	4,217.68	369.05	4,586.73		7.7%				
17	Newspaper	1-Mar-16	31-Mar	\$ 23.91	2	47.82	4.18	52.00		0.1%				
18	Web page ads	28-Feb-16	29-Mar	\$ 0.17	275	47.30	4.14	51.44		0.1%				
19	Magazine	27-Feb-16	28-Mar	\$ 100.92	12	1,211.04	105.97	1,317.01		2.2%				
20	Podcasts	22-Feb-16	23-Mar	\$ 77.50	30	2,325.00	203.44	2,528.44		4.3%				
21	TV Sponsor	1-Feb-16	2-Mar	\$ 250.00	30	7,500.00	656.25	8,156.25		13.8%				
22	Newspaper	25-Feb-16	26-Mar	\$ 79.42	6	476.52	41.70	518.22		0.9%				
23	Web page ads	1-Mar-16	9-Apr	\$ 0.17	275	47.30	4.14	51.44		0.1%				
24	TV commercials	1-Mar-16	16-Mar	\$ 250.00	25	6,250.00	546.88	6,796.88		11.5%				
25	Pens	15-Mar-16	14-Apr	\$ 0.12	250	30.75	2.69	33.44		0.1%				
26	TV commercials	1-Mar-16	31-Mar	\$ 1,054.44	4	4,217.76	369.05	4,586.81		7.7%				
27	Hats	20-Mar-16	19-Apr	\$ 7.20	250	1,800.00	157.50	1,957.50		3.3%				
28	Podcasts	20-Mar-16	19-Apr	\$ 75.50	30	2,265.00	198.19	2,463.19		4.2%				
29	Newspaper	28-Mar-16	27-Apr	\$ 79.42	2	158.84	13.90	172.74		0.3%				
30	Podcasts	28-Mar-16	27-Apr	\$ 77.50	30	2,325.00	203.44	2,528.44		4.3%				
31	Billboard	28-Mar-16	27-Apr	\$ 101.87	20	2,037.40	178.27	2,215.67		3.7%				
32														
33					2034	#####	4,767.46	#####		100.0%				