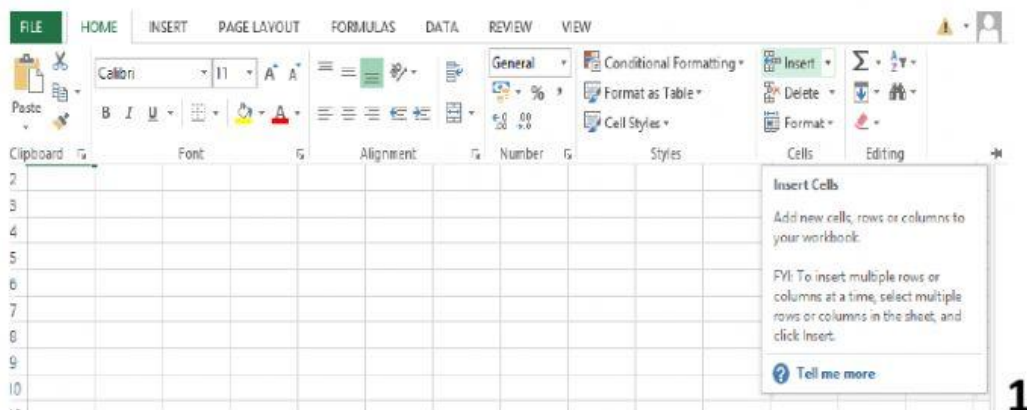


Lesson 8 –Inserting & Deleting Columns & Rows & Moving Data.

Using Excel workbooks that have been created by others is very efficient way to work because it eliminates the need to create data worksheets from the beginning.

You may feel that you would like to create a workbook to achieve your goal. You may need to add additional columns and rows, this is done by the following steps.

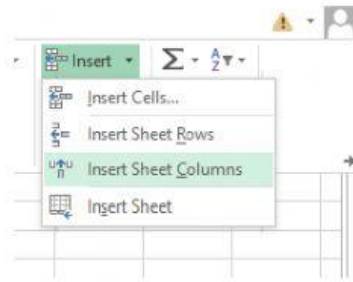
1. Click **C1**.
2. Click the *down arrow* on the **insert button 1** in the *Home tab*.



3. Click the **Insert Sheet Column** from the *drop-down menu*.
A blank column will be inserted to the left of **Column C**.

The *Column* that was previously in column C now appears in **column D**.

Note: *Columns that are inserted always appear to the left of the activated cell.*



Shortcut

Keyboard Shortcuts

Inserting Columns

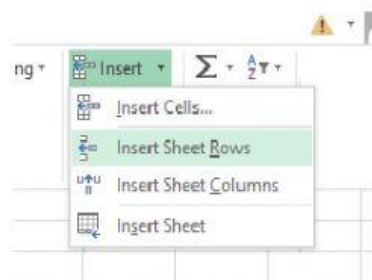
- Press the ALT key and then the letters H, I, and C one at a time. A column will be inserted to the left of the activated cell.

4. Click cell **A3**.

5. Click the *drop-down menu* on the **Insert button 2** on the Home tab.(This is a repeat of 2 above .)

6. Click the **Insert Rows** option from the *drop-down menu*. A **blank row** will appear above **Row 3**.

Note: *Rows are inserted always above the activated row.*



2

Shortcut

Keyboard Shortcuts

Inserting Rows

- Press the ALT key and then the letters H, I, and R one at a time. A row will be inserted above the activated cell.

Skill Refresher

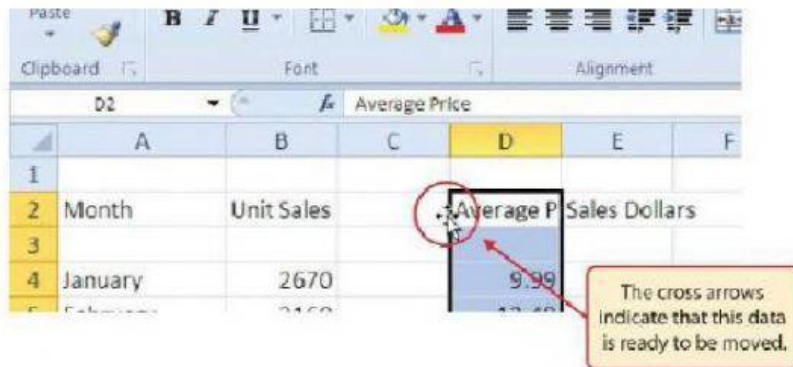
Inserting Columns and Rows

1. Activate the cell to the right of the desired blank column or below the desired blank row.
2. Click the Home tab of the Ribbon.
3. Click the down arrow on the Insert button in the Cells group.
4. Click either the Insert Sheet Columns or Insert Sheet Rows option.

Moving Data

Once data is entered into a worksheet, you can move data to another location.

1. *Select* the range **D2-D15**.
2. Bring **the mouse pointer** to the *left edge* of cell **D2**. You will see the *white block plus sign* changes to **cross arrows**. (This tells you that you can left click and drag the data to a new location.)



3. *Left Click* and drag the *mouse pointer* to **C2**.

4. Release **the left mouse button**. The data now appears in *Column C*.

5. **To Undo** . Click the **Undo button** in the **Quick Access Toolbar**. This sends the data back to **Column D**.

Integrity Check

Moving Data

Before moving data on a worksheet, make sure you identify all the components that belong with the series you are moving. For example, if you are moving a column of data, make sure the column heading is included. Also, make sure all values are highlighted in the column before moving it.

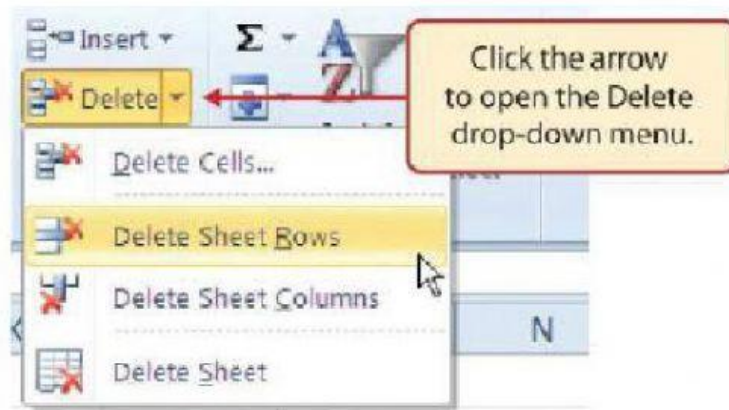
Deleting Column& Rows

You may in an instance need to delete columns and rows for one reason or another.

Doing this can make your worksheet more professional as well.

1. *Click* cell **A3**.
2. *Click the down arrow* on **Delete button** in the *Cell group* in the **Home tab**.

3. Click the **Delete Sheet Rows** option on the *drop-down menu*.³ This removes **Row 3** and shifts all the data (below Row 2) in the worksheet up one row.



3

Shortcut

Keyboard Shortcuts

Deleting Rows

- Press the ALT key and then the letters H, D, and R one at a time. The row with the activated cell will be deleted.

4. Click cell **C1**.
5. Click the *down arrow* on the **Delete** button in the *cell group* in the **Home** tab.
6. Click the **Delete Sheet Column 4** option from the *drop-down menu*. This removes **Column C** and shifts all the data in the worksheet to the **right of Column B**, over one *column to the left*.
7. **Save** the changes to your worksheet by clicking either the *Save button* on the *home ribbon*, or by using the **Save** option from the **File** menu.



4

Keyboard Shortcuts

Deleting Columns

- Press the ALT key and then the letters H, D, and C one at a time. The column with the activated cell will be deleted.

Skill Refresher

Deleting Columns and Rows

1. Activate any cell in the row or column that is to be deleted.
2. Click the Home tab of the Ribbon.
3. Click the down arrow on the Delete button in the Cells group.
4. Click either the Delete Sheet Columns or the Delete Sheet Rows option.

Key Takeaways

- Column headings should be used in a worksheet and should accurately describe the data contained in each column.
- Using symbols such as dollar signs when entering numbers into a worksheet can slow down the data entry process.
- Worksheets must be carefully proofread when data has been manually entered.
- The Undo command is a valuable tool for recovering data that was deleted from a worksheet.
- When using a worksheet that was developed by someone else, look carefully for hidden columns or rows.

Questions

1. Why can it be important to insert or delete columns and rows?

2. What is the short cut for inserting columns?

3. What is the shortcut for deleting rows?