Inserting and Deleting Cells, Rows, and Columns

Suppose you are building a worksheet and realize you forgot to include a row or column of important data. It could also be the case that a row or column of data is unnecessary and should be removed. In either case, it's easy to add or remove rows and columns from a worksheet.

To insert a column in a worksheet, right-click a column header and click Insert. This will add a new column in this location and push all existing information (including the column you right-clicked) one column to the right.

Here, we are going to add a new column between columns B and C:

	A	B	C	D	E
1	Quantity	Price	Sales		
2	8	93.6	$ 748.		
3	6	114	$ 684.		
4	73	57.6	$ 4,204.		
5	2	79.2	$ 158.		
6	67	30	$ 2,010.		
7	2	100.8	$ 201.		
8	4	42	$ 168.		
9	46	18	$ 828.		
10	7	39.6	$ 277.		
11					
12					
13					
14					

Right-click menu: Cut, Copy, Paste Options:, Paste Special..., Insert, Delete, Clear Contents, Format Cells..., Column Width..., Hide, Unhide

|	A	B	C	D
1	Quantity	Price		es
2	8	93.6		$ 748.80
3	6	114		$ 684.00
4	73	57.6		$ 4,204.80
5	2	79.2		$ 158.40
6	67	30		$ 2,010.00
7	2	100.8		$ 201.60
8	4	42		$ 168.00
9	46	18		$ 828.00
10	7	39.6		$ 277.20

You now have a new empty column to work with.

This procedure is the same for inserting rows. **To insert a row**, right-click a row header and click Insert. All of the data in the row you selected as your insertion point, and the data in the rows beneath it, will be shifted down one row. This will leave an empty row where you can enter new data:

	A	B	C	D
1	Quantity	Price		Sales
2				3.80
3				1.00
4				1.80
5	2	79.2		$ 158.40
6	Cut			$ 2,010.00
7	Copy			$ 201.60
8	Paste Options:			$ 168.00
9				$ 828.00
10	Paste Special...			$ 277.20
11				
12	Insert			
13	Delete			
14	Clear Contents			

	A	B	C	D
1	Quantity	Price		Sales
2	8	93.6		$ 748.80
3	6	114		$ 684.00
4	73	57.6		$ 4,204.80
5				
6	2	79.2		$ 158.40
7	67	30		$ 2,010.00
8	2	100.8		$ 201.60
9	4	42		$ 168.00
10	46	18		$ 828.00
11	7	39.6		$ 277.20

Deleting rows and columns works in the same way. **To delete a column**, right-click the column header you want to remove and click Delete. All of the data to the right of the column will be shifted one row to the left, and the old information will be replaced with the data that was in the column to the immediate right. **To delete a row**, right-click the row header and click Delete. All of the data below the column will be shifted up one row, and the old information will be replaced with the data that was in the row directly beneath.

To insert a cell, right-click a cell and click Insert. The Insert dialog box will appear:
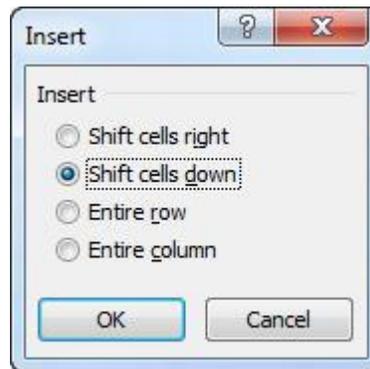
When you insert a cell, the existing data must be relocated. Selecting **Shift Cells Right** will move the item in the active cell, and all the items to the right of it, one cell further to the right, leaving a blank cell at the original location. For example, if you added a new cell at A1 the data in cell A1 would move to B1, and the data in B1 would move to C1 and so on, leaving cell A1 empty. Selecting **Shift Cells Down** will perform a similar operation, but a downward direction. For example, if you inserted a cell at location B1, the data in B1 would shift to B2, B2 would shift to B3, and so on, leaving B1 empty.

The **Entire Row** or **Entire Column** options allow you to insert a row or a column in the same manner we just discussed.

Let's look at an example. Here we are going to insert a cell at B5 and shift cells to the right:
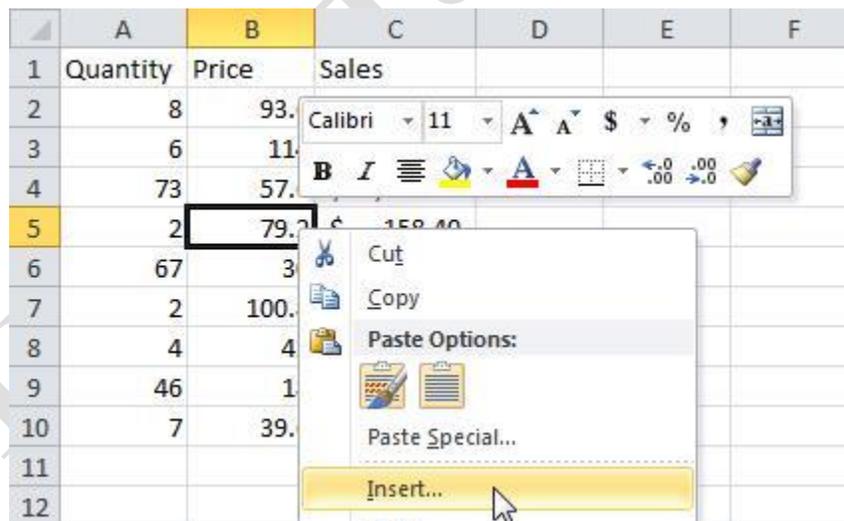
A new empty cell appears at B5:

	A	B	C	D
	D5		fx	=A5*C5
1	Quantity	Price	Sales	
2	8	93.6	$ 748.80	
3	6	114	$ 684.00	
4	73	57.6	$ 4,204.80	
5	2		79.2	$ 158.40
6	67	30	$ 2,010.00	
7	2	100.8	$ 201.60	
8	4	42	$ 168.00	
9	46	18	$ 828.00	
10	7	39.6	$ 277.20	

Notice that cell D5, the active cell, contains a formula. When you insert rows, columns, or cells, Excel is capable of adjusting **most** existing formulae in order to account for the new cell/row/column.

Using Undo, Redo, and Repeat

Anyone can make mistakes, especially when creating a complex worksheet. Excel provides a way of backtracking to revert unintended actions. **To undo an action**, click the Undo button on the Quick Access Toolbar or press Ctrl + Z:

This will undo the very last action you performed. If you continue to click the Undo button, the next most recent action will be undone, and so on.

You can also click the pull-down to show a list of recent actions. You can click any selected item to undo it and any other actions above it in the list.

To redo an action (or "undo the Undo"), you can click the Redo button on the Quick Access Toolbar:

Here, you can also use the pull-down arrow to select multiple actions to Redo, just as you could with Undo.

In certain cases, the Redo function will change to a **Repeat** command. This allows you to do repeat the actions on one cell or group of cells again. For example, if you applied Bold formatting to some cells, you could select another group of cells and click the Repeat command or press Ctrl + Y to repeat the last action