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Inserting and Deleting Rows, Column and Worksheet in MS Excel



Microsoft Excel

Module 5 - Inserting and Deleting Rows, Column and Worksheet in MS Excel

In Excel, managing rows and columns is essential for organizing data efficiently. You can **insert, delete, move, or hide** rows and columns as needed to better structure your worksheet. **Inserting** rows or columns adds new space for data, while **deleting** removes unnecessary ones.

Moving rows or columns allows you to rearrange data, and **hiding** rows or columns helps to temporarily conceal irrelevant information without removing it. These actions can be done easily through the **right-click menu** or **ribbon options**, making it simple to adjust the layout of your spreadsheet.

How to Insert a Row in Excel (3 Methods)

In Excel, you can insert a row using three methods: the **keyboard shortcut** for a fast insertion, the **right-click menu** by selecting a row and choosing "Insert," or the **ribbon (Home tab)** by clicking the "Insert" option. Each method provides a quick way to add a new row based on your preference.

Method 1: Using Keyboard Shortcuts (Fast Method)

To Insert a Row quickly this method is best for you:

Step 1: Select the Row

Click on the row number where you want the new row to appear. Here, we want to insert a new row above row 3, so we have selected row 3.

	A	B	C	D	E	F	G	H
1	Name	Salary	Age	Department	Hire Date			
2	John Smith	\$45,000	28	Marketing	15-03-2018			
3	Jane Doe	\$60,000	34	IT	21-06-2016			
4	Mark Lee	\$75,000	41	Finance	11-08-2015			
5	Susan Park	\$50,000	29	HR	09-02-2017			
6	Emily Clark	\$65,000	38	Operations	02-11-2014			
7	Alex Brown	\$55,000	45	Marketing Team	18-07-2012			
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Step 2: Press Ctrl + Shift + "+" and Preview Result

Press Ctrl + Shift + "+" on your keyboard for windows. A new row will be inserted above the selected row.

	A	B	C	D	E	F	G
1	Name	Salary	Age	Department	Hire Date		
2	John Smith	\$45,000	28	Marketing	15-03-2018		
3							
4	Jane Doe	\$60,000	34	IT	21-06-2016		
5	Mark Lee	\$75,000	41	Finance	11-08-2015		
6	Susan Park	\$50,000	29	HR	09-02-2017		
7	Emily Clark	\$65,000	38	Operations	02-11-2014		
8	Alex Brown	\$55,000	45	Marketing Team	18-07-2012		
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Method 2: Using the Right-Click Menu (Quick Method)

This is one of the quickest ways to insert a row when working with Excel.

Step 1: Select the Row

Click on the row number where you want the new row to appear. The row will be inserted above the selected row. Here we have selected row 5.

	A	B	C	D	E	F
1	Name	Salary	Age	Department	Hire Date	
2	John Smith	\$45,000	28	Marketing	15-03-2018	
3	Jane Doe	\$60,000	34	IT	21-06-2016	
4	Mark Lee	\$75,000	41	Finance	11-08-2015	
5	Susan Park	\$50,000	29	HR	09-02-2017	
6	Emily Clark	\$65,000	38	Operations	02-11-2014	
7	Alex Brown	\$55,000	45	Marketing Team	18-07-2012	
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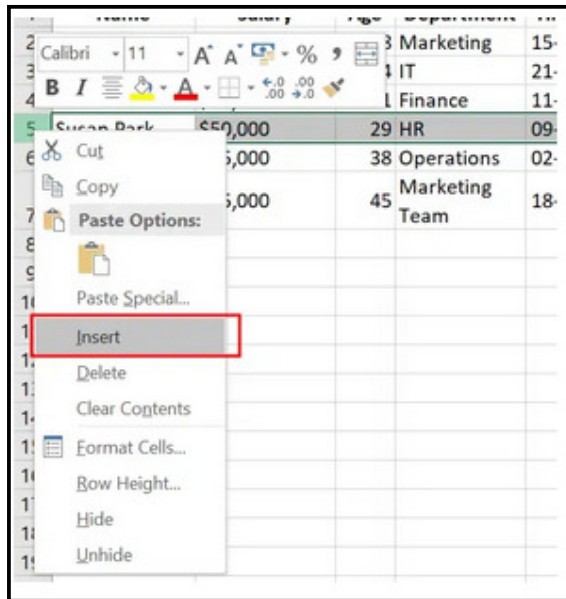
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Step 2: Right-Click and Choose Insert

Right-click on the selected row number. From the context menu that appears, click Insert. A new row will be inserted above the selected row.



Step 3: Preview Result

New row has been inserted now.

	A	B	C	D	E	F	G	H
1	Name	Salary	Age	Department	Hire Date			
2	John Smith	\$45,000	28	Marketing	15-03-2018			
3	Jane Doe	\$60,000	34	IT	21-06-2016			
4	Mark Lee	\$75,000	41	Finance	11-08-2015			
5								
6	Jian Park	\$50,000	29	HR	09-02-2017			
7	Emily Clark	\$65,000	38	Operations	02-11-2014			
8	Alex Brown	\$55,000	45	Marketing Team	18-07-2012			
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Method 3: Using the Ribbon (Home Tab)

If you prefer using the Excel Ribbon, you can insert a row directly through the Home tab.

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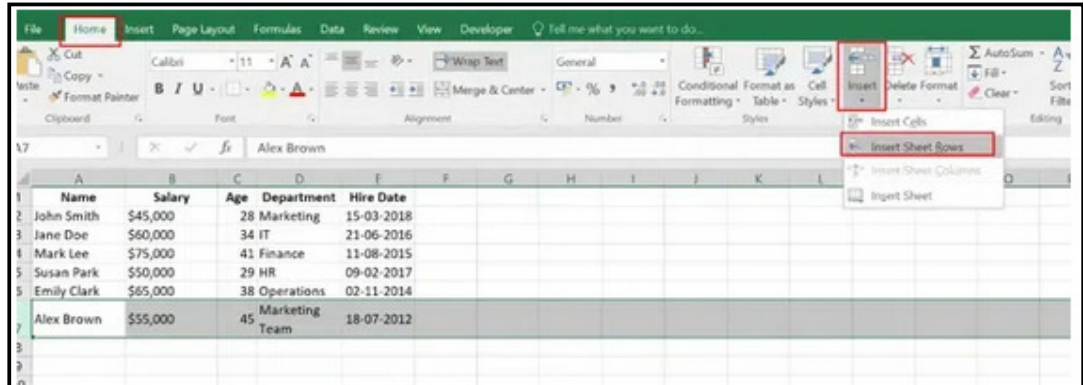
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Step 1: Select the Row

Click on the row number where you want the new row to appear. In the below example we have selected Row 7.

Step 2: Go to Home Tab, Click on Insert option and Select Insert Sheet Rows

On the top menu, go to the Home tab. In the Cells group, click Insert, then select Insert Sheet Rows.



Step 3: Preview Results

A new row will be inserted above the selected row.

	A	B	C	D	E	F	G	H
1	Name	Salary	Age	Department	Hire Date			
2	John Smith	\$45,000	28	Marketing	15-03-2018			
3	Jane Doe	\$60,000	34	IT	21-06-2016			
4	Mark Lee	\$75,000	41	Finance	11-08-2015			
5	Susan Park	\$50,000	29	HR	09-02-2017			
6	Emily Clark	\$65,000	38	Operations	02-11-2014			
7								
8	Alex Brown	\$55,000	45	Marketing Team	18-07-2012			
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How to Insert Columns in Excel (3 Methods)

To insert columns in Excel, you can use three methods: keyboard shortcuts for a quick insertion, the right-click method by selecting a column and choosing "Insert," or the ribbon (Insert command) by selecting the "Insert" option under

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the Home tab. These methods allow for efficient column insertion based on your preferred workflow.

Method 1: Using Keyboard Shortcuts

To Quickly Insert columns in Excel you can use Keyboard shortcuts, Follow the below steps to insert columns in Excel:

Step 1: Select the Column

Click on the column heading where you want to insert the new column. Here we have selected Column B.

	A	B	C	D	E	F	G
1	Name	Salary	Age	Department	Hire Date		
2	John Smith	\$45,000	28	Marketing	15-03-2018		
3	Jane Doe	\$60,000	34	IT	21-06-2016		
4	Mark Lee	\$75,000	41	Finance	11-08-2015		
5	Susan Park	\$50,000	29	HR	09-02-2017		
6	Emily Clark	\$65,000	38	Operations	02-11-2014		
7	Alex Brown	\$55,000	45	Marketing Team	18-07-2012		
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Step 2: Use the Shortcut (Press Ctrl + Shift + "+")

Press Ctrl + Shift + "+" (plus sign) to instantly insert a new column to the left of the selected column.

Step 3: Preview Results

Now you can see that the new blank column has been inserted to left of selected column.

	A	B	C	D	E	F	G
1	Name		Salary	Age	Department	Hire Date	
2	John Smith		\$45,000	28	Marketing	15-03-2018	
3	Jane Doe		\$60,000	34	IT	21-06-2016	
4	Mark Lee		\$75,000	41	Finance	11-08-2015	
5	Susan Park		\$50,000	29	HR	09-02-2017	
6	Emily Clark		\$65,000	38	Operations	02-11-2014	
7	Alex Brown		\$55,000	45	Marketing Team	18-07-2012	
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Method 2: Right-Click Method

Follow the below steps to Insert a new blank column in excel, using right click method:

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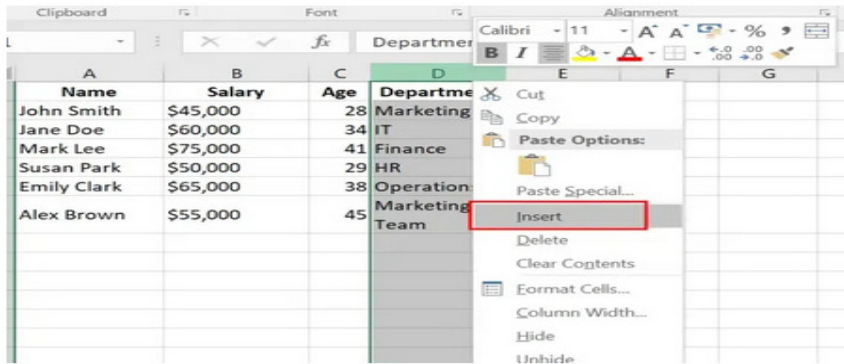
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Step 1: Select the Column

Click on the column heading to the right of where you want the new column. Here we have selected Column D.

Step 2: Right-Click on the Column and Select "Insert"

Right-click on the selected column heading. From the context menu that appears, select Insert. A new column will be inserted to the left of the selected column.



Step 3: Preview Results

New column has been inserted.



A	B	C	D	E	F	G	H
Name	Salary	Age	Department	Hire Date			
John Smith	\$45,000	28	Marketing	15-03-2018			
Jane Doe	\$60,000	34	IT	21-06-2016			
Mark Lee	\$75,000	41	Finance	11-08-2015			
Susan Park	\$50,000	29	HR	09-02-2017			
Emily Clark	\$65,000	38	Operations	02-11-2014			
Alex Brown	\$55,000	45	Marketing Team	18-07-2012			

Method 3: Using the Ribbon (Insert Command)

To insert a column using the Ribbon in Excel, follow these steps:

Step 1: Select the Column(s)

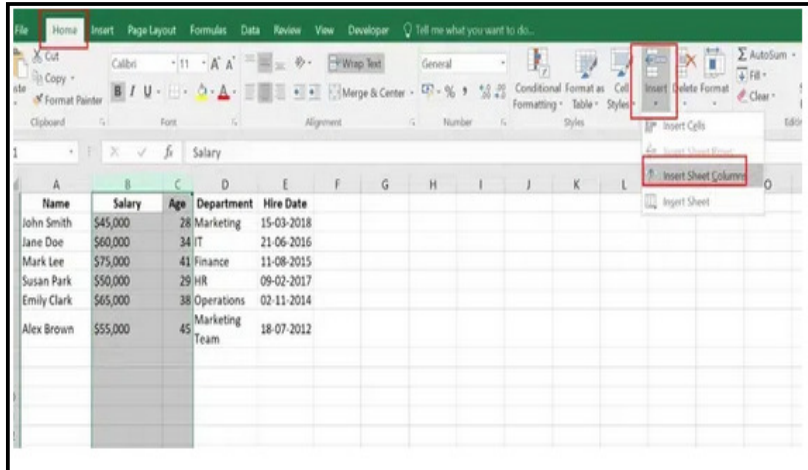
Click on the column heading (e.g., "B", "C", etc.) to the right of where you want the new column to be inserted. To select multiple columns, hold down the Shift key and click on the column numbers.

Step 2: Go to the "Home" Tab, Click the "Insert" Command and Select Insert Sheet Columns

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Navigate to the Home tab on the Excel ribbon. In the Cells group, click on the Insert dropdown, and then select Insert Sheet Columns. This will insert a new column to the left of the selected column.



Step 3: Preview Results
New columns has been inserted.

	A	B	C	D	E	F	G
1	Name			Salary	Age	Department	Hire Date
2	John Smith			\$45,000	28	Marketing	15-03-2018
3	Jane Doe			\$60,000	34	IT	21-06-2016
4	Mark Lee			\$75,000	41	Finance	11-08-2015
5	Susan Park			\$50,000	29	HR	09-02-2017
6	Emily Clark			\$65,000	38	Operations	02-11-2014
7	Alex Brown			\$55,000	45	Marketing Team	18-07-2012
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How to Delete a Column or Row (3 Methods)

To delete a column or row in Excel, you can use three methods: **keyboard shortcuts** for fast removal, the **right-click menu** by selecting the column or row and choosing "Delete," or the **ribbon** by clicking on "Delete" in the Home tab. Each method provides a quick and easy way to remove unwanted rows or columns.

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Method 1: Using Keyboard Shortcuts

This is the fastest way to delete a Column or Row in excel:

Step 1: Select the Column or Row

Click the column or row header to select it. Here we want to remove column A.

	A	B	C	D	E	F
1	Name	Salary	Age	Department	Hire Date	
2	John Smith	\$45,000	28	Marketing	15-03-2018	
3	Jane Doe	\$60,000	34	IT	21-06-2016	
4	Mark Lee	\$75,000	41	Finance	11-08-2015	
5	Susan Park	\$50,000	29	HR	09-02-2017	
6	Emily Clark	\$65,000	38	Operations	02-11-2014	
7	Alex Brown	\$55,000	45	Marketing Team	18-07-2012	
8						
9						
10						

Step 2: Press the Delete Shortcut and Preview Result

Use the keyboard shortcut Ctrl + "-" (minus). This will remove the Column. Column "Salary" has been removed.

Method 2: Using the Right-Click Menu

You can use the Right click menu to remove a column or row in Excel worksheet. Follow the below steps to delete a row or column in Excel:

Step 1: Select the Column or Row

Click on the column or row header (the letter for columns or number for rows) to select it. Here we have selected Row 5.

Step 2: Right-Click and Choose Delete

Right-click the selected column or row header. From the context menu, click Delete.

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	A	B	C	D	E
1	Name	Salary	Age	Department	Hire Date
2	John Smith	\$45,000	28	Marketing	15-03-2018
3	Jane Doe	\$60,000	34	IT	21-06-2016
4	Mark Lee	\$75,000	41	Finance	11-08-2015
5	Emily Clark	\$65,000	38	Operations	02-11-2014
6	Alex Brown	\$55,000	45	Marketing Team	18-07-2012

Step 3: Preview Result

Selected row or column has been removed from your worksheet.

	A	B	C	D	E	F
1	Name	Salary	Age	Department	Hire Date	
2	John Smith	\$45,000	28	Marketing	15-03-2018	
3	Jane Doe	\$60,000	34	IT	21-06-2016	
4	Mark Lee	\$75,000	41	Finance	11-08-2015	
5	Emily Clark	\$65,000	38	Operations	02-11-2014	
6	Alex Brown	\$55,000	45	Marketing Team	18-07-2012	

Method 3: Using the Ribbon

You can use this method to remove the column or row from the Excel Worksheet:

Step 1: Select the Column or Row

Click on the column or row header that you want to delete.

Step 2: Go to the Home Tab and Select Delete

on the Excel ribbon, go to the Home tab, In the Cells group, click on the Delete button to remove the selected row or column.

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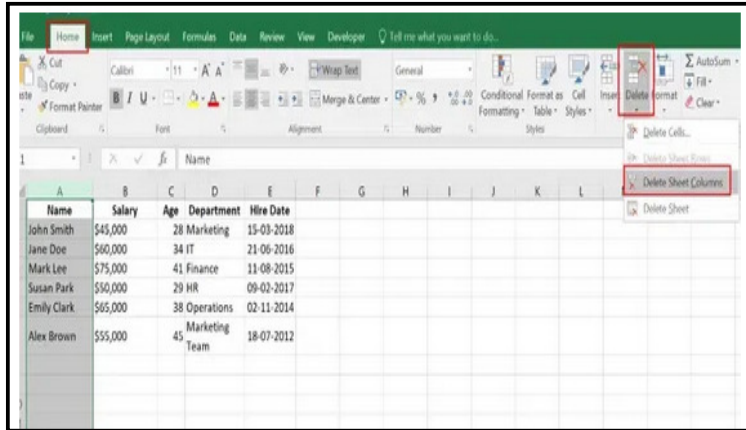
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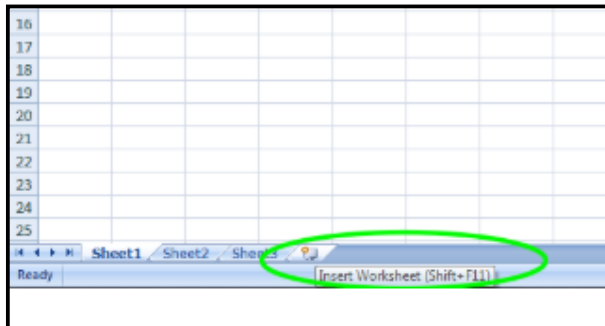
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Insert a Worksheet

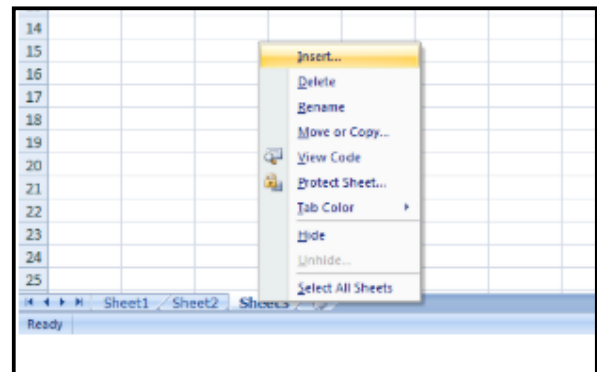
One of the fastest ways to insert a worksheet in a workbook is to click on the small tab to the right of the last worksheet tab. The worksheet can then be moved to a different position if necessary.



Alternative Method to insert a Worksheet

As an alternative, you can add a new worksheet left of an existing worksheet by using the following steps:

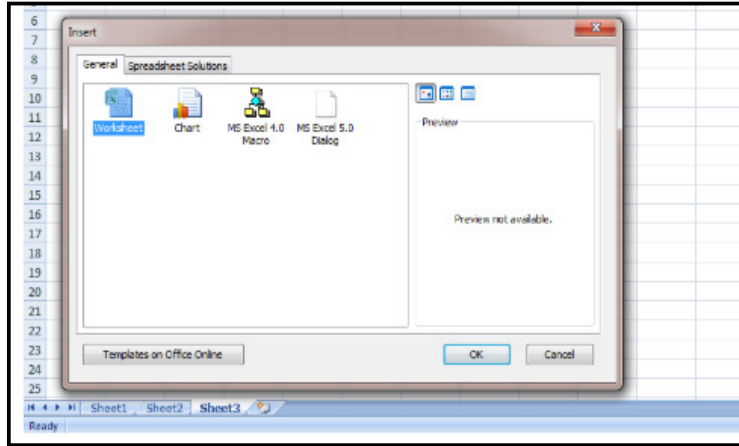
Step 1: Right-click on the tab of the existing worksheet that is just to the right of where you want the new worksheet to be placed. Whenever a spreadsheet is inserted into a worksheet, Excel inserts it to the left.



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Step 2: A dialogue box open, here select worksheet.

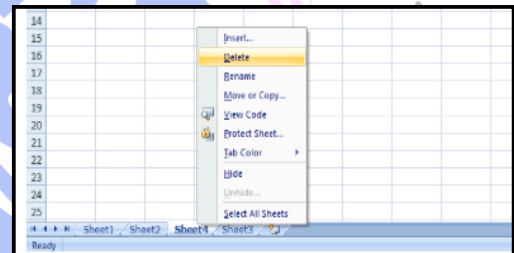


Step 3: Press OK and your new worksheet is add on the left of the current worksheet.

To delete a worksheet, follow the following steps:

Step 1: Right-click on the current tab (or the tab that you want to delete) you will get a list.

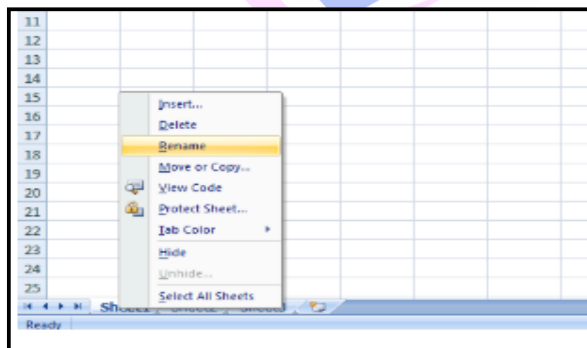
Step 2: Now in this list select the Delete option and your list will be deleted.



Rename a Worksheet

To rename a worksheet, follow the following steps:

Step 1: Right-click on the current tab you will get a list.



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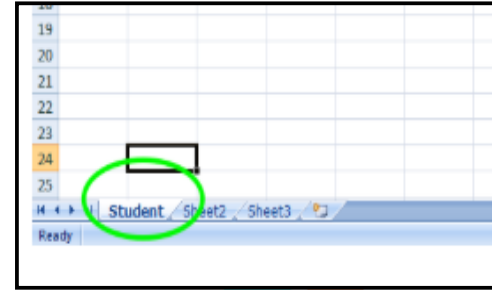
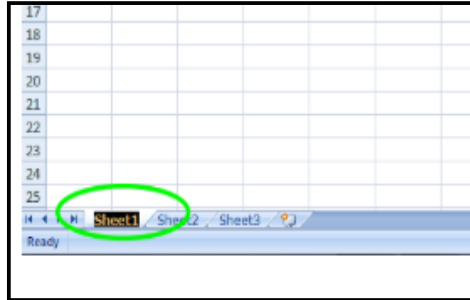
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Step 2: Now in this list select rename option and then typing a new name.



You can also rename the worksheet by double-clicking on the tab.

Assignment

Student ID	Name	Age	Gender	Grade
1001	Aarav	20	Male	B
1002	Priya	22	Female	A
1003	Rohan	21	Male	C
1004	Ayesha	19	Female	B
1005	Vikram	23	Male	A

Inserting and Deleting Rows

1. Insert a new row at the top of the dataset (row 1) and add the following data:

Student ID: 1006
Name: Emma
Age: 24
Gender: Female
Grade: B

2. Insert a new row at row 3 and update the following data:

Student ID: 1007
Name: James
Age: 20
Gender: Male
Grade: A

3. Delete the row that contains Student ID 1003 from the dataset.

4. Delete the last row of the dataset and remove all data related to Student ID 1005.

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Inserting and Deleting Columns

1. Insert a new column to the right of the "Grade" column and name it "Scholarship Status."

Add values "Yes" or "No" randomly in the new column based on whether the student has a scholarship.

2. Insert a new column between the "Name" and "Age" columns and name it "City."

Enter a random city for each student in this new column

3. Delete the "Age" column from the dataset.

4. Delete the column containing the "Scholarship Status" Part 3: Inserting and Deleting Worksheets

5. Create a new worksheet within the workbook and name it "Class Information."

6. Delete the worksheet named "Class Information" after creating it.

7. Rename the first worksheet from the default "Sheet1" to "Student Data."



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