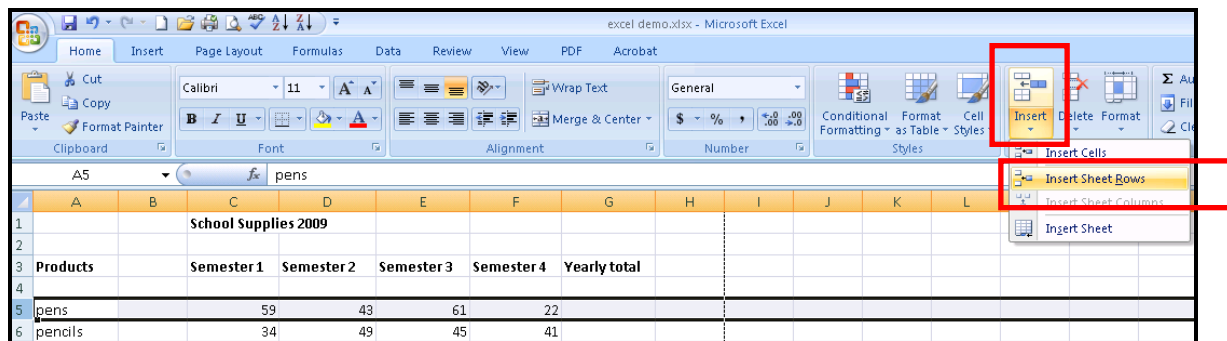


## Inserting Rows and Columns in Excel 2007

Once a list is created in a worksheet, there will be times when it is necessary to add a row or column to the list.

To insert a single row:

1. Select the row or a cell in the row above where a new row is to be inserted. For example, to insert a new row above row 5, select row 5.
2. Click on **Insert** from the Home tab.
3. Click on **Insert Sheet Rows**.



4. The new blank row will appear in row 5.

The screenshot shows the same Excel worksheet as before, but now row 5 is a blank row, highlighted with a red box. The data in row 6 remains the same.

	A	B	C	D	E	F	G	H	
1			School Supplies 2009						
2									
3	<b>Products</b>		<b>Semester 1</b>	<b>Semester 2</b>	<b>Semester 3</b>	<b>Semester 4</b>	<b>Yearly total</b>		
4									
5									
6	pens		59	43	61	22			

To insert multiple rows:

1. Select the rows above where new rows are to be inserted. Select the same number of rows to be inserted. For example, to insert three new rows, you need to select three rows.
2. Click on **Insert** from the Home tab.
3. Click on **Insert Sheet Rows**.

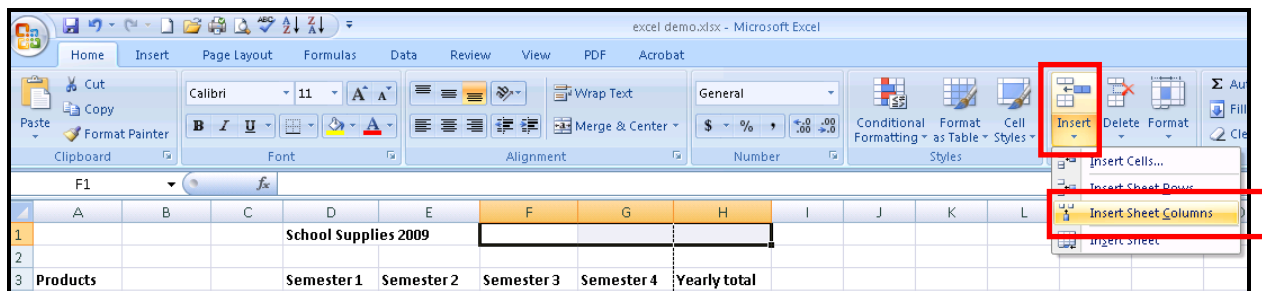


4. The new blank column will appear in column C.

	A	B	C	D	E	F	G
1				School Supplies 2009			
2							
3	Products			Semester 1	Semester 2	Semester 3	Semester 4
4							
5							
6	pens			59	43	61	22
7	pencils			34	49	45	41

### To insert multiple columns:

1. Select the columns immediately to the right of where the new columns need to be inserted. Select the same number of columns that need to be inserted. For example, to insert three new columns, select three columns.
2. Click on **Insert** from the Home tab.
3. Click on **Insert Sheet Columns**.



4. The new blank columns will appear between columns E and I.

	D	E	F	G	H	I	J	K
1	School Supplies 2009							
2								
3	Semester 1	Semester 2				Semester 3	Semester 4	Yearly total

Your feedback is important to me – what did you think of this LTA? Please take a minute and fill out a short survey at the following link:

<http://CTLSilhouette.wsu.edu/surveys/ZS36378>

Thank you!