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Volume 14

**Excel - Insert/Delete
Columns or Rows**

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Excel - Insert/Delete Columns or Rows

When working with Excel there are times when you need to add or delete rows or columns in your spreadsheet. Keep reading to find out how simple it is to add or delete rows/columns, and get some tips that will save you a lot of frustration.

Using the example below, let's say we want to insert a column next to Address (column D) for a second address column (it will become column E and all other columns will move over one to the right).

	A	B	C	D	E
1	Company	First	Last	Address	City
2	Beachwood Florist	Vinny	Lambiase	325 New Haven Ave	Macon
3	Citrus Restaurant	June	Benson	56 South Broad Street	Stafford
4	Cody White Funeral Home			107 Broad Street	Milford
5	Connecticut Distributors	Rob	Cass	333 Lordship Blvd	Stratford
6	COSTCO			1718 Boston Post Road	San Diego
7	Courtney Honda	Steve	Courtney	767 Bridgeport Avenue	Battlefield
8	Dan Perkins			734 Bridgeport Ave	Orinda
9	Dee's Deli	Dee		365 New Haven Ave	Milford
10	Fachello Distributors	Paul	Rosenberg	PO Box 562, 55 Marsh Hill	Orange
11	Fachello Distributors	Paul	Chisuk	PO Box 562, 55 Marsh Hill	Orange
12	Edens Brothers	Sam	DeBurra	11 Eder Road	West Ha
13	Fitness Edge			125 Old Gate Lane	Milford
14	G&G Beverage Distributors	Dan	Dionne	207 Church Street	Wallingfo
15	Groppers			304 Old Gate Lane	Milford
16	Globe Equipment	Jack	Mullins	300 Dewey Street	Bridgeport

Inserting:

Columns: Put your cursor in the header row (A, B, C, D, etc) at the column immediately to the right of where you want to add it (in the example shown, I have chosen column E). Click on the column to highlight it. Now using either right-click or Insert from the menu bar, choose Insert Column.

Rows: Put your cursor in the side row (1, 2, 3, 4, etc) in the row immediately below where you want it inserted. Click to highlight the row and use right-click or Insert from the menu and choose Insert Row.

Inserting multiple rows or columns: If you wanted to add three columns to our sample after Company – you'd highlight columns B, C, and D (the three columns to the right of where you want to add) and using right-click or Insert to Insert Columns. For rows – you highlight the three below where you want it added.

Deleting:

Columns or Rows: Highlight the column(s)/row(s) you want deleted. Right-click to choose Delete or using the menu bar pick Edit and then Delete. You will now see that all your data has moved to the left (if columns were deleted) or moved up (if rows were deleted).

Tips:

- If you have formulas for calculations set in your spreadsheet adding columns/rows will not be affect the formulas (as you add columns/rows Excel will adjust the formulas accordingly). But if you are deleting columns/rows you need be sure that these deleted items do not affect any formulas that relied on this data to create calculations.
- If you are trying to delete a row or column that has cells that are merged (see the [past Amy's Biz Tips](#) issue that discusses merging cells for centering) you will get an error. The way around this is to release the merge, delete the columns/rows and

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then recreate the merge. We will discuss merging cells in more detail in another issue.

AAPK can help you with almost any Excel project you have, [contact us](#) to find out more or ask us questions.

Another Way to Search the Web

Did you know there is another way to search the web without using Google or Bing that actually combines multiple search engines to give you better results? Click here to find out the site.

It's called [Dogpile.com](#)! Dogpile is powered by Metasearch technology and returns all the best results from leading search engines including Google, Yahoo! and Bing, so you find what you're looking for faster and without the interruption of ads or paid content.

Because each search engine has its own method of searching and each will return different results, Dogpile looks at all of them. Then determines which are most relevant to your search, eliminating duplicates and revealing them to you. In the end, you get a list of results more complete than anywhere else on the Web.

I have used this site on a daily basis for at least 12 years and always amaze my colleagues in what I could find using Dogpile that they can't find using Google! The home page is always changing with different scenes with their mascot Arfie that put a smile on your face each time you arrive there.



I encourage you to make Dogpile.com your home page on your browser, so it's easy to get access. I also challenge you to try a search term using both Dogpile.com and Google and see the difference in results – you'll never go back to using only one search engine again!

Happy surfing and let us know if you have any web related questions that we can assist you with. Contact us at info@aapk.com.

You Have To Laugh

Video: Dog happy listening to music - till it stops - <http://www.youtube.com/watch?v=KBluUZ4NnZg>

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