

Inserting multiple rows or columns

I'll show you how to quickly insert multiple rows. You can use a similar technique to insert columns.

- 1 Click the number of the row where you want to insert above, and drag down for as many rows as you want to insert. For the example here, I want to insert three rows above row 4.

| | A | B | C | D | E | F | G | H |
|---|---|-------------|-----|-----|-----|-----|-----|-----|
| 1 | | | | | | | | |
| 2 | | | Jan | Feb | Mar | Apr | May | Jun |
| 3 | | Tractors | 247 | 750 | 500 | 145 | 165 | 400 |
| 4 | | Diggers | 325 | 155 | 600 | 655 | 750 | 530 |
| 5 | | Dump trucks | 125 | 300 | 932 | 800 | 600 | 400 |
| 6 | | | | | | | | |

- 2 Click Insert in the Cells group of the Home tab. You could alternatively use Ctrl with the plus symbol (+). You can use the + key on your number keypad or add Shift to the key combination to use the key on the main keyboard.

| | A | B | C | D | E | F | G | H |
|---|---|-------------|-----|-----|-----|-----|-----|-----|
| 1 | | | | | | | | |
| 2 | | | Jan | Feb | Mar | Apr | May | Jun |
| 3 | | Tractors | 247 | 750 | 500 | 145 | 165 | 400 |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | Diggers | 325 | 155 | 600 | 655 | 750 | 530 |
| 8 | | Dump trucks | 125 | 300 | 932 | 800 | 600 | 400 |

- 3 If you're inserting a row to copy another row into it, you can save time by copying the row first. When you insert, your copied row will be pasted into the new row(s).