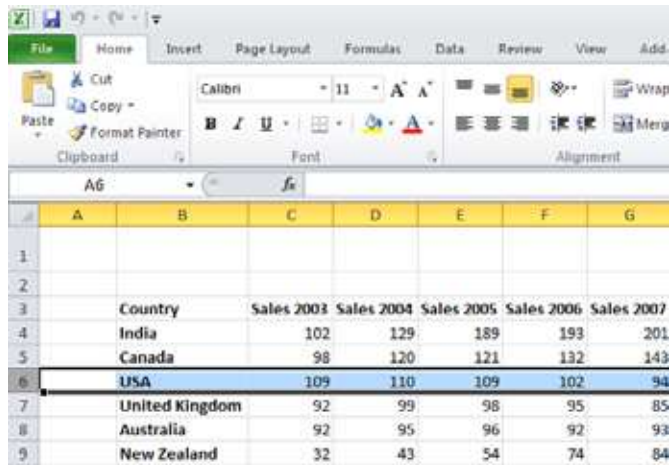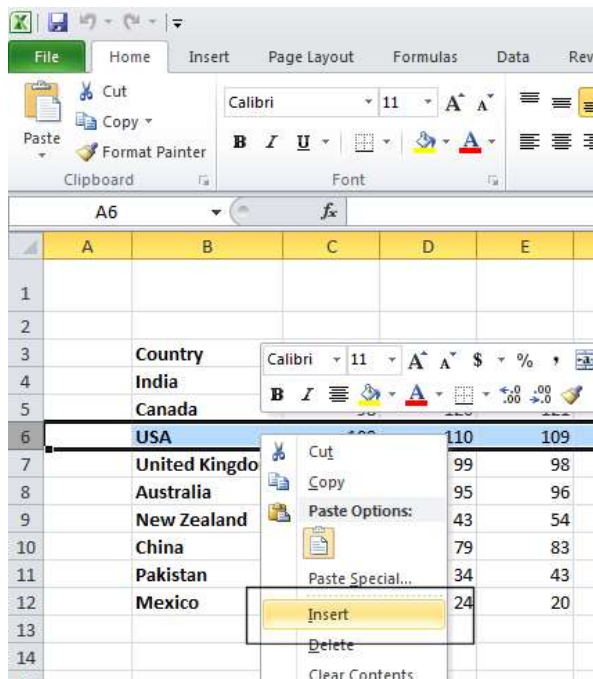# Manipulating rows and columns

Inserting rows into a worksheet

- Open a workbook called **Rows and columns**. We need to insert a row for **Japan** between the row for **Canada** and the row for the **USA**. Select the row for the **USA**, as illustrated.

- Right click over the selected row and from the popup menu displayed select the **Insert** command.

- The table will now look like this.

	A	B	C	D	E	F	G
1							
2							
3		Country	Sales 2003	Sales 2004	Sales 2005	Sales 2006	Sales 2007
4		India	102	129	189	193	201
5		Canada	98	120	121	132	143
6							
7		USA	109	110	109	102	94
8		United Kingdom	92	99	98	95	85
9		Australia	92	95	96	92	93
10		New Zealand	32	43	54	74	84
11		China	67	79	83	88	93

- Click on cell **B6** and type in the word '**Japan**'. Enter the following sales figures for **Japan**.

	A	B	C	D	E	F	G
1							
2							
3		Country	Sales 2003	Sales 2004	Sales 2005	Sales 2006	Sales 2007
4		India	102	129	189	193	201
5		Canada	98	120	121	132	143
6		Japan	89	93	102	109	120
7		USA	109	110	109	102	94
8		United Kingdom	92	99	98	95	85
9		Australia	92	95	96	92	93
10		New Zealand	32	43	54	74	84
11		China	67	79	83	88	93

Inserting columns into a worksheet

- We want to insert a column for sales figures in 2002, which needs to be inserted before the **2003** column. Select the column relating to **2003**, as illustrated.
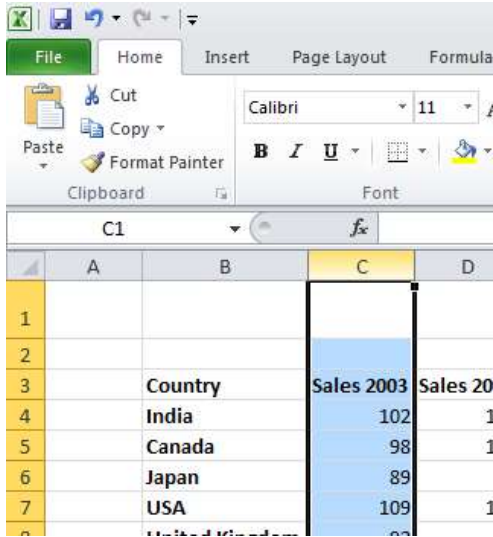
- Right click over the selected column and from the popup menu displayed select the **Insert** command.
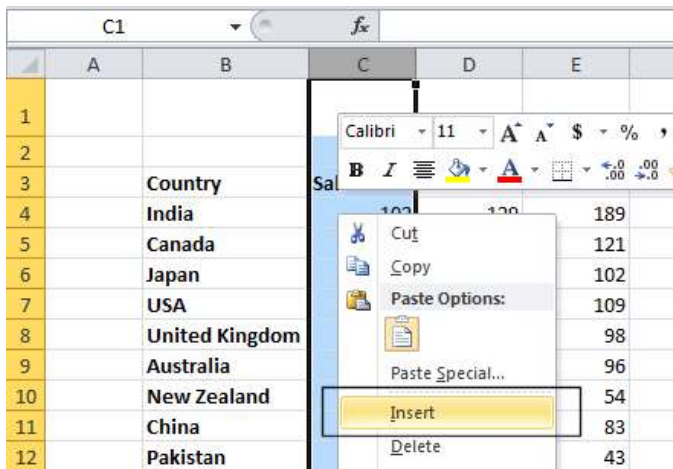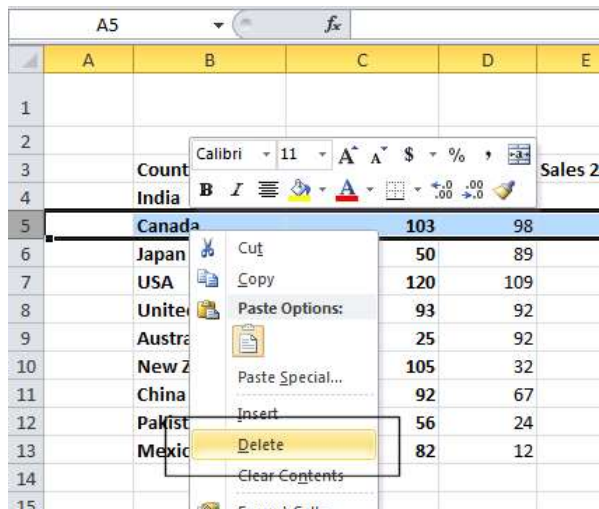

- The column will be inserted, as illustrated.

- Enter the following data into the column.

Deleting rows within a worksheet

- Select the row relating to **Canada**. Right click over the selected row and from the popup menu displayed select the **Delete** command.

- The row is deleted without any additional warning.

  TIP: To delete multiple connected rows, use the **Shift** key trick to select multiple rows and then right click to delete the rows. To delete multiple non-connected rows, use the **Ctrl** key trick to select the multiple rows and then right click to delete the rows.

Deleting columns within a worksheet

- Select the column relating to **Sales 2007**. Right click over the selected column and from the popup menu displayed select the **Delete** command.
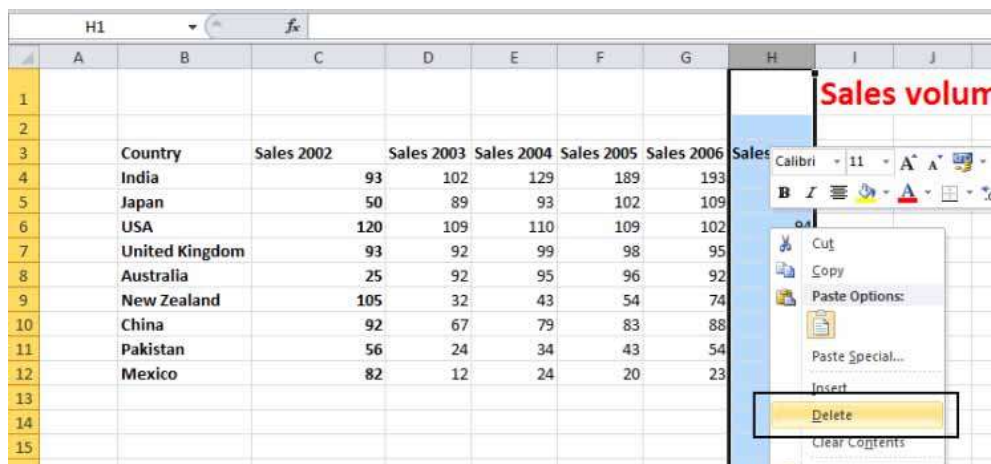
- The column is deleted without any additional warning.

  TIP: To delete multiple connected columns, use the **Shift** key trick to select multiple columns and then right click to delete the columns. To delete multiple non-connected columns, use the **Ctrl** key trick to select the multiple columns and then right click to delete the columns.

Modifying column widths

- Select a column, such as the **Sales 2004** column. Right click over the selected column and from the popup menu displayed select the **Column Width** command.
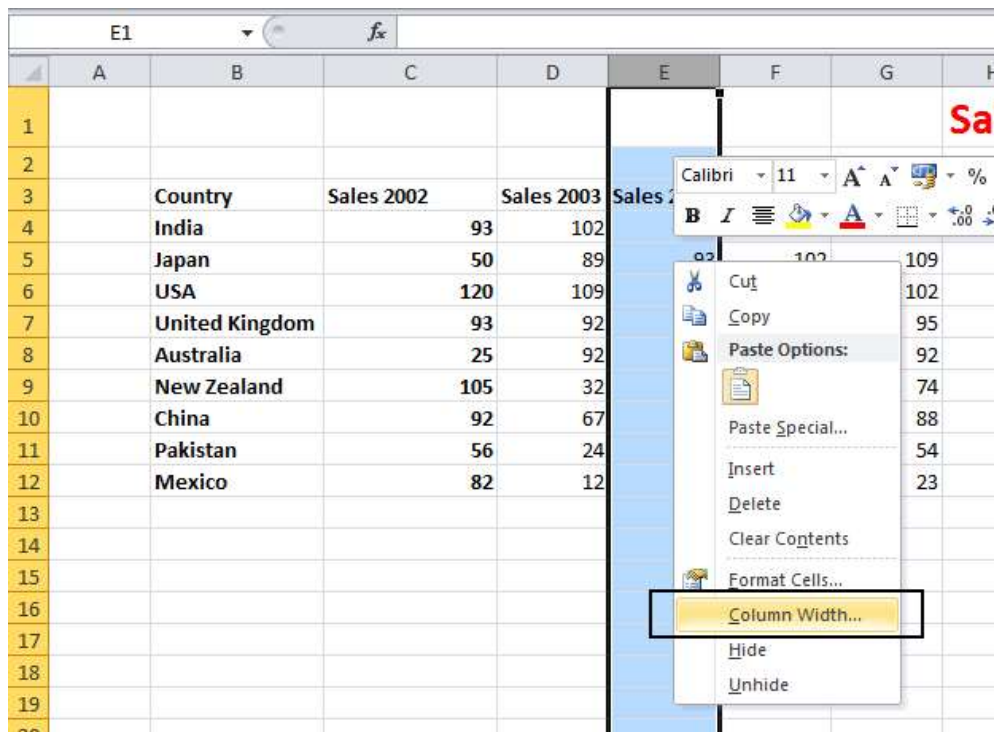
- The **Column Width** dialog box is displayed which allows you to set the column width. Click on the **Cancel** button to close the dialog box.

Modifying column widths using 'drag and drop'

- Move the mouse pointer to the line between the header for **column B** and **column C**, as illustrated below.

- Press the mouse button and keep it pressed.

  The pointer changes to a black cross with double arrows when placed on the line between two columns.

- Move the mouse pointer left or right to make the column narrower or wider. Release the mouse button and the column width will change as required.

Automatically resizing the column width to fit contents

- Resize all the columns so that they are too narrow to properly display the data contained within the columns. Your screen will look similar that the illustration below.

- To automatically resize each column width to fit the contents, select all the columns containing data.

	B1			f_x			
	A	B	C	D	E	F G	H
1							Sal
2							
3		Countr	Sales 20	Sale	Sales 2(	Sale	Sales 2006
4		India	93	102	129	##	193
5		Japan	50	89	93	##	109
6		USA	120	109	110	##	102
7		United	93	92	99	98	95
8		Austra	25	92	95	96	92
9		New Z(	105	32	43	54	74
10		China	92	67	79	83	88
11		Pakista	56	24	34	43	54
12		Mexic(	82	12	24	20	23
13							

- Double click on the junction between one of the column header headers within the selected columns.

	B1			f_x			
	A	B	C	D	E	F G	H
1							Sal
2							
3		Countr	Sales 20	Sale	Sales 2(	Sale	Sales 2006
4		India	93	102	129	##	193

- The columns will automatically resize to accommodate the data within each column.

	G1			f_x				
	A	B	C	D	E	F	G	H
1								Sales
2								
3		Country	Sales 2002	Sales 2003	Sales 2004	Sales 2005	Sales 2006	
4		India	93	102	129	189	193	
5		Japan	50	89	93	102	109	
6		USA	120	109	110	109	102	
7		United Kingdom	93	92	99	98	95	
8		Australia	25	92	95	96	92	
9		New Zealand	105	32	43	54	74	
10		China	92	67	79	83	88	
11		Pakistan	56	24	34	43	54	
12		Mexico	82	12	24	20	23	
13								

Modifying row heights

- Select one or more rows and then right click over the selected row(s). From the popup menu displayed select the **Row Height** command.
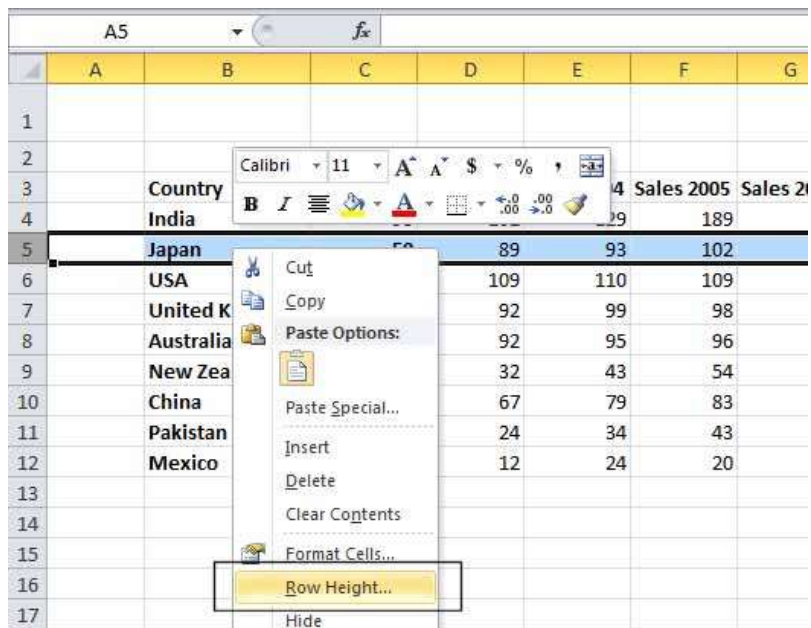
- The **Row Height** dialog is displayed allowing you to set the exact row height, as required.
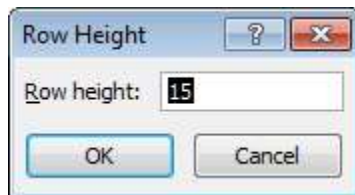
TIP: If you click between any two row headers, you can drag the row height up or down as required, to modify the row height.

- Save your changes and close the workbook.