



“Practical, down-to-earth, tips, tricks and advice for Excel users”

How to insert multiple rows or columns into your spreadsheet

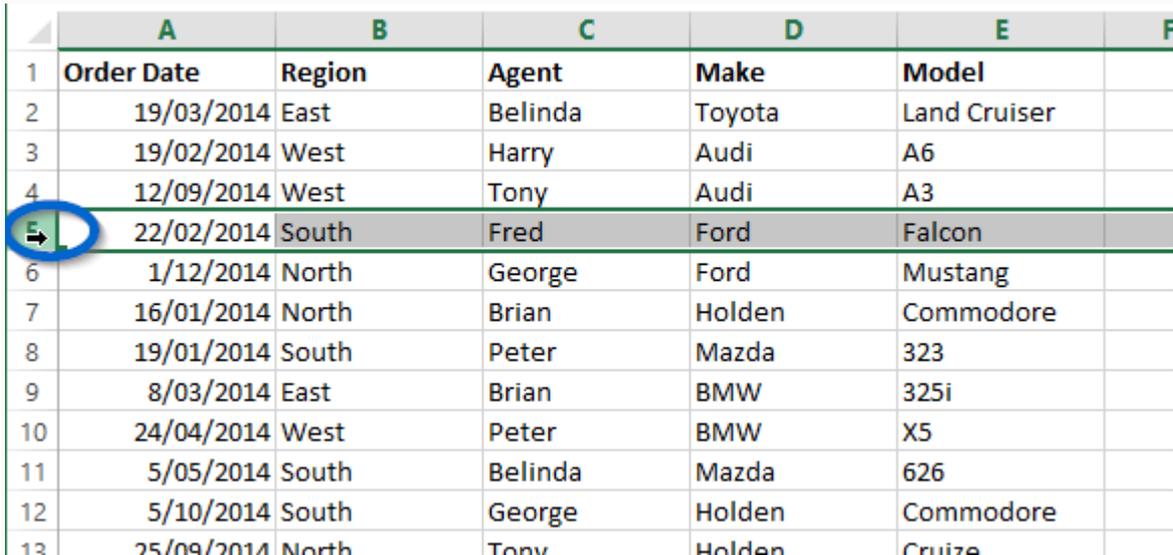
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There are going to be times when working with your spreadsheets you'll need to insert a new row or a new column into your data. But what happens if you need to insert more than one row or column. What would you do if you had to insert 50 or more new rows or new columns into your spreadsheet. Yes you could insert them one at a time, but that would be very tedious and not mention a waste of your precious time. **Luckily, there's an easy way to accomplish this task in Excel.**

Step by step instructions:

Insert a single row

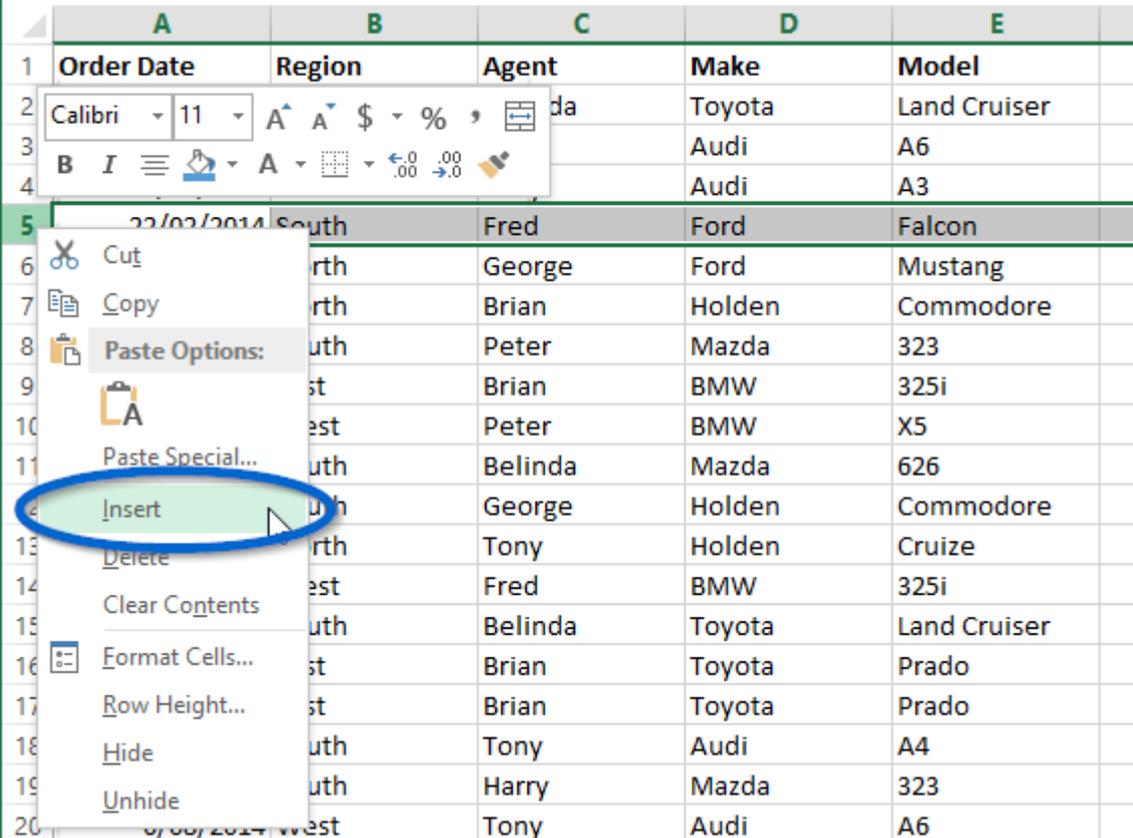
Step 1 Left click on the row number of the row immediately below where you want to insert the new row.



	A	B	C	D	E	F
1	Order Date	Region	Agent	Make	Model	
2	19/03/2014	East	Belinda	Toyota	Land Cruiser	
3	19/02/2014	West	Harry	Audi	A6	
4	12/09/2014	West	Tony	Audi	A3	
5	22/02/2014	South	Fred	Ford	Falcon	
6	1/12/2014	North	George	Ford	Mustang	
7	16/01/2014	North	Brian	Holden	Commodore	
8	19/01/2014	South	Peter	Mazda	323	
9	8/03/2014	East	Brian	BMW	325i	
10	24/04/2014	West	Peter	BMW	X5	
11	5/05/2014	South	Belinda	Mazda	626	
12	5/10/2014	South	George	Holden	Commodore	
13	25/09/2014	North	Tony	Holden	Cruze	

Select the row

Step 2 Right click on the selected row and then click “Insert”.



	A	B	C	D	E
1	Order Date	Region	Agent	Make	Model
2				Toyota	Land Cruiser
3				Audi	A6
4				Audi	A3
5	22/02/2014	South	Fred	Ford	Falcon
6		North	George	Ford	Mustang
7		North	Brian	Holden	Commodore
8		South	Peter	Mazda	323
9		West	Brian	BMW	325i
10		West	Peter	BMW	X5
11		South	Belinda	Mazda	626
12		North	George	Holden	Commodore
13		North	Tony	Holden	Cruize
14		West	Fred	BMW	325i
15		South	Belinda	Toyota	Land Cruiser
16		West	Brian	Toyota	Prado
17		West	Brian	Toyota	Prado
18		South	Tony	Audi	A4
19		South	Harry	Mazda	323
20	07/09/2014	West	Tony	Audi	A6

Right click then select “Insert”

A new row will now have been inserted above the row we selected – row 5 in our example.

	A	B	C	D	E
1	Order Date	Region	Agent	Make	Model
2	19/03/2014	East	Belinda	Toyota	Land Cruiser
3	19/02/2014	West	Harry	Audi	A6
4	12/09/2014	West	Tony	Audi	A3
5					
6	 22/02/2014	South	Fred	Ford	Falcon
7	1/12/2014	North	George	Ford	Mustang
8	16/01/2014	North	Brian	Holden	Commodore
9	19/01/2014	South	Peter	Mazda	323
10	8/03/2014	East	Brian	BMW	325i
11	24/04/2014	West	Peter	BMW	X5
12	5/05/2014	South	Belinda	Mazda	626
13	5/10/2014	South	George	Holden	Commodore
14	25/09/2014	North	Tony	Holden	Cruiser

New row inserted above your selected row

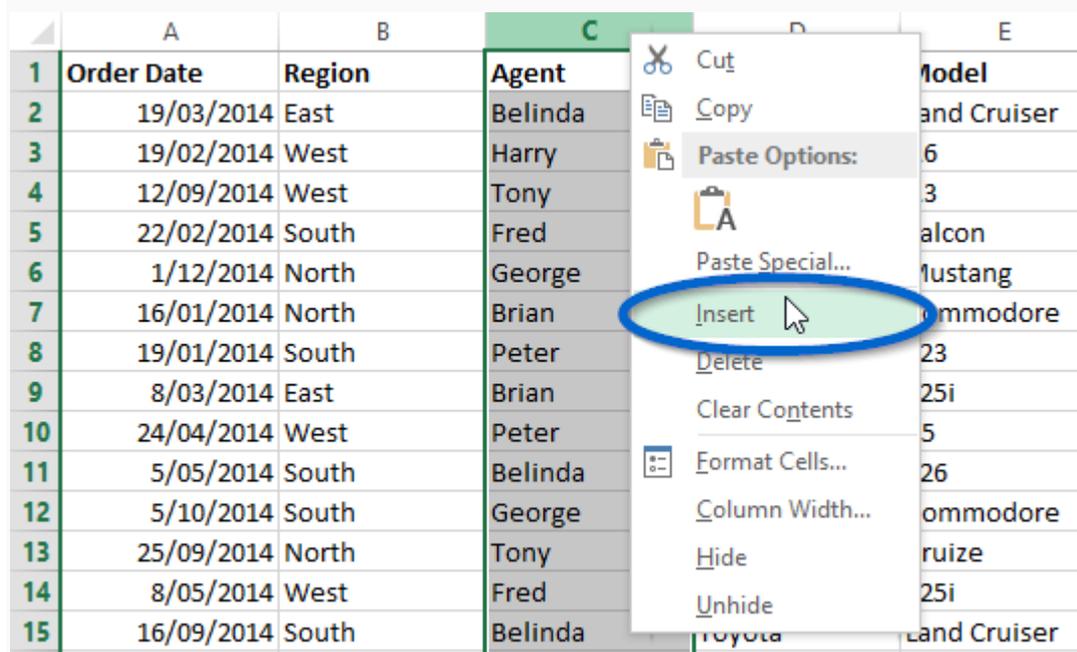
Insert a single column

Step 1 Left click on the column letter of the column immediately to the right of where you want to insert the new column.

	A	B	C	D	E	F
1	Order Date	Region	Agent	Make	Model	
2	19/03/2014	East	Belinda	Toyota	Land Cruiser	
3	19/02/2014	West	Harry	Audi	A6	
4	12/09/2014	West	Tony	Audi	A3	
5	22/02/2014	South	Fred	Ford	Falcon	
6	1/12/2014	North	George	Ford	Mustang	
7	16/01/2014	North	Brian	Holden	Commodore	
8	19/01/2014	South	Peter	Mazda	323	
9	8/03/2014	East	Brian	BMW	325i	
10	24/04/2014	West	Peter	BMW	X5	
11	5/05/2014	South	Belinda	Mazda	626	
12	5/10/2014	South	George	Holden	Commodore	
13	25/09/2014	North	Tony	Holden	Cruize	
14	8/05/2014	West	Fred	BMW	325i	
15	16/09/2014	South	Belinda	Toyota	Land Cruiser	

Select the column

Step 2 Right click on the selected column and then click “Insert”.



	A	B	C	D	E
1	Order Date	Region	Agent		Model
2	19/03/2014	East	Belinda		Land Cruiser
3	19/02/2014	West	Harry		6
4	12/09/2014	West	Tony		3
5	22/02/2014	South	Fred		Alcon
6	1/12/2014	North	George		Mustang
7	16/01/2014	North	Brian		Commodore
8	19/01/2014	South	Peter		23
9	8/03/2014	East	Brian		25i
10	24/04/2014	West	Peter		5
11	5/05/2014	South	Belinda		26
12	5/10/2014	South	George		Commodore
13	25/09/2014	North	Tony		Cruize
14	8/05/2014	West	Fred		25i
15	16/09/2014	South	Belinda		Land Cruiser

Right click then select “Insert”

A new column will now have been inserted to the left of the column we selected – column C in our example.

	A	B	C	D	E	F
1	Order Date	Region		Client	Make	Model
2	19/03/2014	East		Belinda	Toyota	Land Cruiser
3	19/02/2014	West		Harry	Audi	A6
4	12/09/2014	West		Tony	Audi	A3
5	22/02/2014	South		Fred	Ford	Falcon
6	1/12/2014	North		George	Ford	Mustang
7	16/01/2014	North		Brian	Holden	Commodore
8	19/01/2014	South		Peter	Mazda	323
9	8/03/2014	East		Brian	BMW	325i
10	24/04/2014	West		Peter	BMW	X5
11	5/05/2014	South		Belinda	Mazda	626
12	5/10/2014	South		George	Holden	Commodore
13	25/09/2014	North		Tony	Holden	Cruize
14	8/05/2014	West		Fred	BMW	325i
15	16/09/2014	South		Belinda	Toyota	Land Cruiser
16	7/11/2014	East		Brian	Toyota	Prado
17	30/07/2014	East		Brian	Toyota	Prado
18	4/11/2014	South		Tony	Audi	A4

New column inserted to the left of your selected column

Insert multiple rows

Step 1 Left click on the row number of the row immediately below where you want to insert the new rows **AND** drag down the number of rows you wish to insert. In our example below, I am wanting to insert 5 new rows, so I have clicked AND dragged from row 5 down to row 9 (5 rows in total).

	A	B	C	D	E
1	Order Date	Region	Agent	Make	Model
2	19/03/2014	East	Belinda	Toyota	Land Cruiser
3	19/02/2014	West	Harry	Audi	A6
4	12/09/2014	West	Tony	Audi	A3
5	22/02/2014	South	Fred	Ford	Falcon
6	1/12/2014	North	George	Ford	Mustang
7	16/01/2014	North	Brian	Holden	Commodore
8	19/01/2014	South	Peter	Mazda	323
9	8/03/2014	East	Brian	BMW	325i
10	24/04/2014	West	Peter	BMW	X5
11	5/05/2014	South	Belinda	Mazda	626
12	5/10/2014	South	George	Holden	Commodore
13	25/09/2014	North	Tony	Holden	Cruize
14	8/05/2014	West	Fred	BMW	325i

Select the number of rows you want to insert

Step 2 Right click on any the selected rows and then click “Insert”.

	A	B	C	D	E
1	Order Date	Region	Agent	Make	Model
2				Toyota	Land Cruiser
3				Audi	A6
4				Audi	A3
5	22/02/2014	South	Fred	Ford	Falcon
6			George	Ford	Mustang
7			Brian	Holden	Commodore
8			Peter	Mazda	323
9			Brian	BMW	325i
10			Peter	BMW	X5
11			Belinda	Mazda	626
12			George	Holden	Commodore
13			Tony	Holden	Cruize
14			Fred	BMW	325i
15			Belinda	Toyota	Land Cruiser
16			Brian	Toyota	Prado
17			Brian	Toyota	Prado
18			Tony	Audi	A4
19			Harry	Mazda	323
20			Tony	Audi	A6
21	28/10/2014	North	George	BMW	X5

Right click then select “Insert”

New rows will now have been inserted above the row we selected – 5 rows inserted above row 5 in our example.

	A	B	C	D	E
1	Order Date	Region	Agent	Make	Model
2	19/03/2014	East	Belinda	Toyota	Land Cruiser
3	19/02/2014	West	Harry	Audi	A6
4	12/09/2014	West	Tony	Audi	A3
5					
6					
7					
8					
9					
10	 22/02/2014	South	Fred	Ford	Falcon
11	1/12/2014	North	George	Ford	Mustang
12	16/01/2014	North	Brian	Holden	Commodore
13	19/01/2014	South	Peter	Mazda	323

New rows inserted immediately above your select row

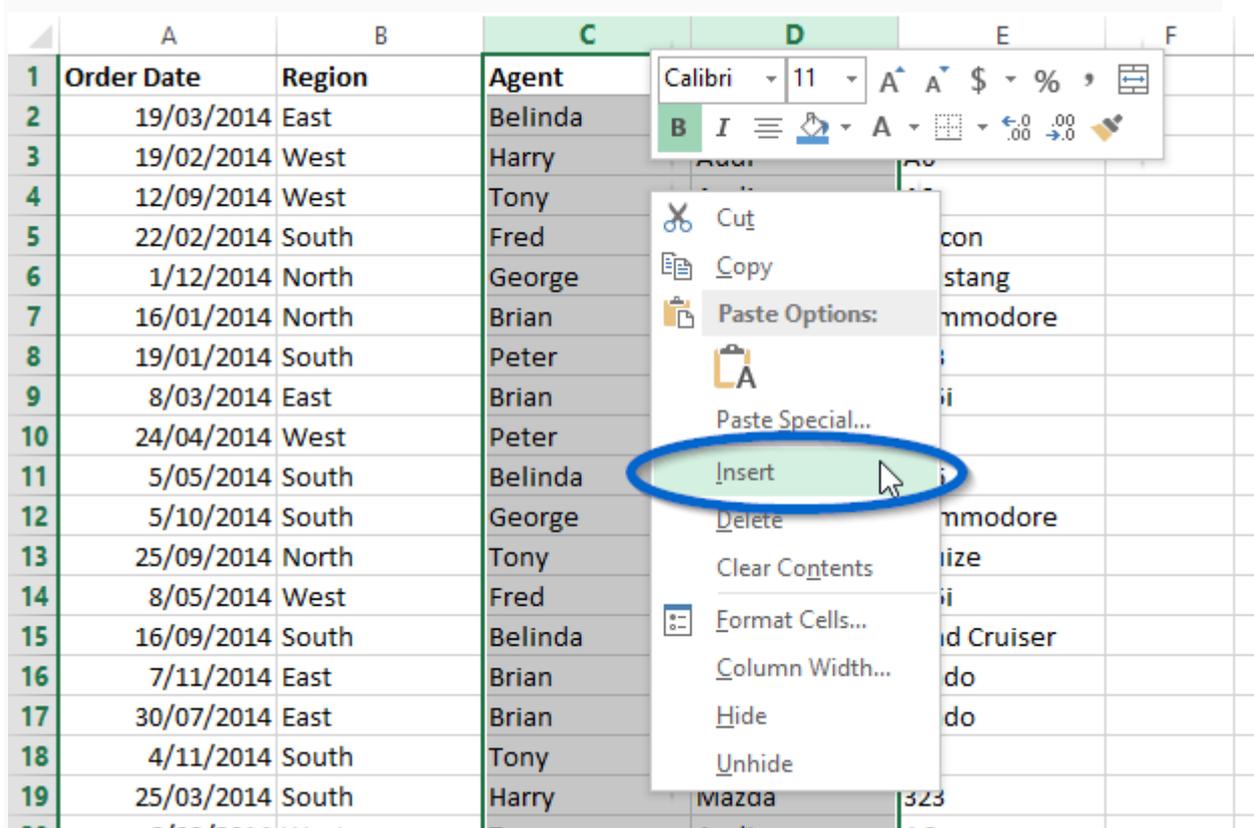
Insert multiple columns

Step 1 Left click on the column letter of the column immediately to the right of where you want to insert the new columns **AND** drag across to the right the number of columns you wish to insert. In our example below, I am wanting to insert 2 new columns, so I have clicked AND dragged from column C across to and including column D (2 columns in total).

	A	B	C	D	E	F
1	Order Date	Region	Agent	Make	Model	
2	19/03/2014	East	Belinda	Toyota	Land Cruiser	
3	19/02/2014	West	Harry	Audi	A6	
4	12/09/2014	West	Tony	Audi	A3	
5	22/02/2014	South	Fred	Ford	Falcon	
6	1/12/2014	North	George	Ford	Mustang	
7	16/01/2014	North	Brian	Holden	Commodore	
8	19/01/2014	South	Peter	Mazda	323	
9	8/03/2014	East	Brian	BMW	325i	
10	24/04/2014	West	Peter	BMW	X5	
11	5/05/2014	South	Belinda	Mazda	626	
12	5/10/2014	South	George	Holden	Commodore	
13	25/09/2014	North	Tony	Holden	Cruize	
14	8/05/2014	West	Fred	BMW	325i	
15	16/09/2014	South	Belinda	Toyota	Land Cruiser	
16	7/11/2014	East	Brian	Toyota	Prado	

Select the number of columns to be inserted

Step 2 Right click on any the selected rows and then click “Insert”.



Right click then select “Insert”

New columns will now have been inserted to the left of the column we selected – 2 columns inserted to the left of column C in our example.

	A	B	C	D	E	F
1	Order Date	Region			Agent	Make
2	19/03/2014	East			Belinda	Toyota
3	19/02/2014	West			Harry	Audi
4	12/09/2014	West			Tony	Audi
5	22/02/2014	South			Fred	Ford
6	1/12/2014	North			George	Ford
7	16/01/2014	North			Brian	Holden
8	19/01/2014	South			Peter	Mazda
9	8/03/2014	East			Brian	BMW
10	24/04/2014	West			Peter	BMW
11	5/05/2014	South			Belinda	Mazda
12	5/10/2014	South			George	Holden
13	25/09/2014	North			Tony	Holden
14	8/05/2014	West			Fred	BMW
15	16/09/2014	South			Belinda	Toyota
16	7/11/2014	East			Brian	Toyota
17	30/07/2014	East			Brian	Toyota
18	4/11/2014	South			Tony	Audi
19	25/03/2014	South			Harry	Mazda

New columns inserted immediately to the left of your selected column



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Please Share

If you liked this tip or know someone who could benefit from it, please feel free to share it.

Download

You can download a copy of the spreadsheet I used in this article so you can explore this tip further at: [How to insert multiple rows or columns into your Spreadsheet.](#)

Video

Lastly, if you prefer you can watch an explanation of this tip on www.excelsupersite.com - [How to insert multiple rows or columns into your Spreadsheet.](#)