Insert
Edit -> Insert

Use the Insert command to add one or more blank columns wherever you want on any worksheet. Highlight one or more columns where you want blanks to appear and click the Insert command. The number of columns you highlighted will be inserted and all other columns will be shifted to the right. You can then enter or paste information in the new columns you created.

To insert blank rows, highlight one or more rows wherever you need them and click the Insert command. The blank rows will be inserted and all data below the insertion point will shift down.

If you highlight one or more cells on your worksheet and click Insert, the data in the affected row(s) will shift to the right by however many cells you highlighted.

Parent Menu Edit¬