2.1.4 Insert and Delete Cells

Now that you've completed this lecture, you should be able to use insert and delete cells and use the available options to modify your worksheets appropriately.

Try the techniques on your own using the following steps

1. Open the workbook named 214 provided as a resource with this TIY. In the Customers worksheet delete cells C2 to D3 and shift the remaining cells up.

2. Delete cells C3 to D4 and remove the entire row.

3. Insert a new cell in D2 and shift cells right.