



2.1.3 Insert and Delete Multiple Rows and Columns

Now that you've completed this lecture, you should be able to insert and delete columns, rows and cells.

Try the techniques on your own using the following steps

1. Open the workbook named 213 provided as a resource with this TIY. Insert four additional rows after row 4.
2. Delete row 12 (which should be New Branch Launch Parties)
3. Delete Column E.
4. Delete cells E9, E10, F9 and F10. Shift the cells up.
5. Hide Column A. Now unhide Column A.