

Adding 1 or more blank lines in Excel is extremely fast

Adding one or more blank lines in Excel is a simple trick every Excel user should know to be able to use this office software better. Because of that, TipsMake.com we have written this tutorial for all interested readers.

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1. Insert a blank line into Excel

To insert a blank row into Excel data, you need to highlight the data line below the location where the blank line will be inserted.

Then there are two ways you can insert blank lines into that position.

The first way is that you right-click on the highlighted data line, then you will see an option display table, you select **Insert** to insert more rows at the selected position.

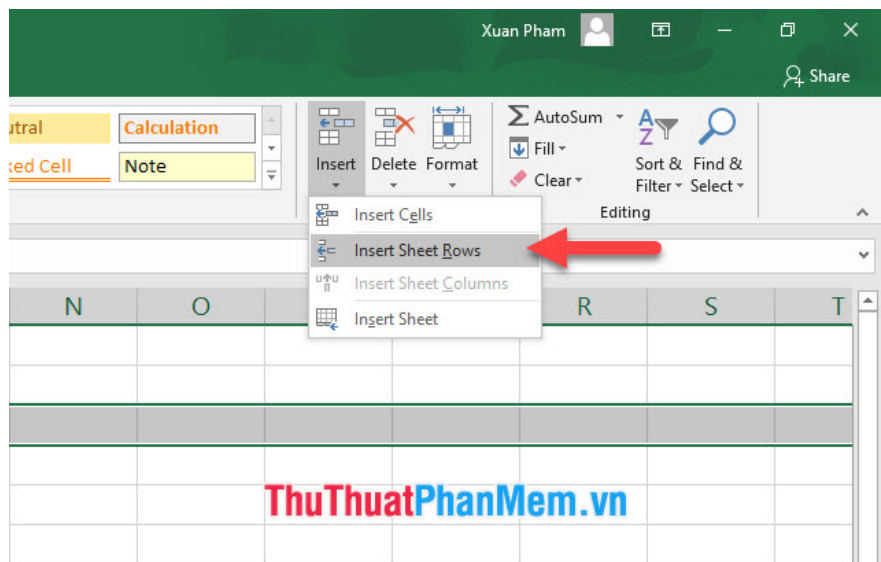
The screenshot shows the Microsoft Excel interface with a data table. The table has columns labeled 'STT', 'Họ và tên', and 'Hóa'. A context menu is open over cell C8, with the 'Insert' option highlighted by a red arrow. The table data is as follows:

STT	Họ và tên	Hóa
1	Phan Đức Hiếu	6
2	Nguyễn Thị Anh	4
3	Phạm Thu Hương	8
4	Vũ Thị Lan	8
5	Nguyễn Văn Đức	9
6	Nguyễn Huy Hoàng	8
7	Đào Thị Hương	8
8	Trần Thị Hồng	8
9	Triệu Thị Kim Dung	9
10	Nguyễn Thị Thu Hà	8
11	Trần Minh Đức	8
12	Nguyễn Hoàng	9
13	Nguyễn Thị Hồng	Nữ
14	Nguyễn Ngọc	8
15	Đào Thanh Hằng	Nữ
16		8

As for the second method, you can open the **Home** ribbon on the toolbar.

	A	B	C	D	E	F	G
1	STT	Họ và tên	Giới tính	Toán	Lý	Hóa	
2	1	Phan Đức Hiếu	Nam	8	6	9	
3	2	Nguyễn Thị Anh	Nữ	4	6	9	
4	3	Phạm Thu Hương	Nữ	8	5	7	
5	4	Vũ Thị Lan	Nữ	8	7	6	
6	5	Nguyễn Văn Đức	Nam	9	5	6	
7	6	Nguyễn Huy Hoàng	Nam	8	7	9	
8	7	Đào Thị Hương	Nữ	6	7	6	
9	8	Trần Thị Hồng	Nữ	8	7	8	
10	9	Triệu Thị Kim Dung	Nữ	9	5	7	
11	10	Nguyễn Thị Thu Hà	Nữ	8	5	7	
12	11	Trần Minh Đức	Nam	8	7	6	
13	12	Nguyễn Hoàng	Nam	9	5	6	
14	13	Nguyễn Thị Hồng	Nữ	8	7	9	
15	14	Nguyễn Ngọc Bách	Nam	8	5	7	
16	15	Đào Thanh Hằng	Nữ	8	7	6	

Then look to the right of the **Cells** section , click **Insert** and select **Insert Sheet Rows** in the drop-down list.



As you will see with the above two methods, a blank line will be inserted above the highlighted line. This line will have the same format as its top line.

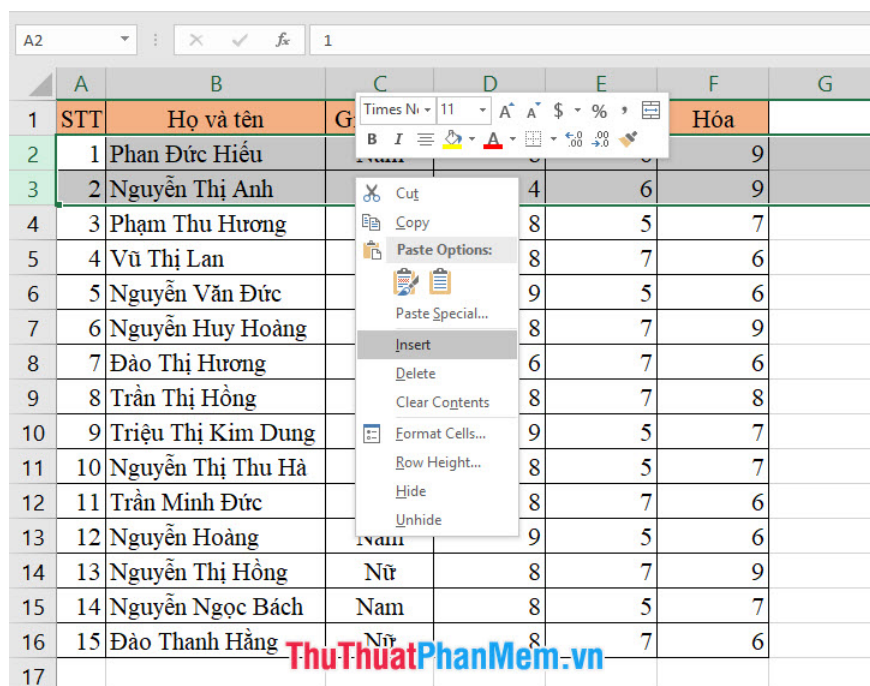
	A	B	C	D	E	F	G
1	STT	Họ và tên	Giới tính	Toán	Lý	Hóa	
2	1	Phan Đức Hiếu	Nam	8	6	9	
3							
4	2	Nguyễn Thị Anh	Nữ	4	6	9	
5	3	Phạm Thu Hương	Nữ	8	5	7	
6	4	Vũ Thị Lan	Nữ	8	7	6	
7	5	Nguyễn Văn Đức	Nam	9	5	6	
8	6	Nguyễn Huy Hoàng	Nam	8	7	9	
9	7	Đào Thị Hương	Nữ	6	7	6	
10	8	Trần Thị Hồng	Nữ	8	7	8	
11	9	Triệu Thị Kim Dung	Nữ	9	5	7	
12	10	Nguyễn Thị Thu Hà	Nữ	8	5	7	
13	11	Trần Minh Đức	Nam	8	7	6	
14	12	Nguyễn Hoàng	Nam	9	5	6	
15	13	Nguyễn Thị Hồng	Nữ	8	7	9	
16	14	Nguyễn Ngọc Bách	Nam	8	5	7	
17	15	Đào Thanh Hằng	Nữ	8	7	6	
18							

2. Insert multiple blank lines into Excel

To insert multiple blank lines in Excel you can follow the same principle as inserting a single line, but the difference here is that you not only black out one line as above but you need to black out at the same time a lot. current.

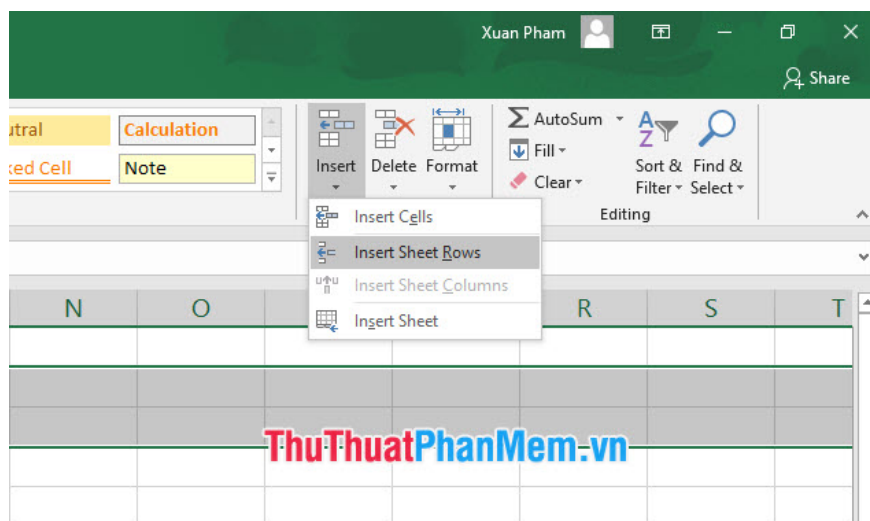
The number of lines you highlight is the number of lines that will be inserted in Excel at the highlighted position.

Also with two similar methods above, the first way you can right-click on the highlighted array and then select **Insert** in the options panel that appears.



The second way to add more rows to Excel data is to open the **Home** ribbon on the toolbar and then find the **Cells** section of this ribbon.

Click on the **Insert** icon under **Cells** section and select **Insert Sheet Rows** .



After doing either of the above two methods, you will see many blank lines inserted into Excel carrying the format of the previous line.

One more thing, if you want to adjust these formats, you can click on the broom icon below the highlighted area (which is the line just added) and choose one of three options:

- **Format Same As Above:** The format is the same as the previous line
- **Format Same As Below:** The format is the same as the following line

- **Clear Formatting:** Delete all formats.

	A	B	C	D	E	F	G
1	STT	Họ và tên	Giới tính	Toán	Lý	Hóa	
2							
3							
4		Phan Đức Hiếu	Nam	8	6	9	
		Anh	Nữ	4	6	9	
		Hương	Nữ	8	5	7	
7	4	Vũ Thị Lan	Nữ	8	7	6	
8	5	Nguyễn Văn Đức	Nam	9	5	6	
9	6	Nguyễn Huy Hoàng	Nam	8	7	9	
10	7	Đào Thị Hương	Nữ	6	7	6	
11	8	Trần Thị Hồng	Nữ	8	7	8	
12	9	Triệu Thị Kim Dung	Nữ	9	5	7	
13	10	Nguyễn Thị Thu Hà	Nữ	8	5	7	
14	11	Trần Minh Đức	Nam	8	7	6	
15	12	Nguyễn Hoàng	Nam	9	5	6	
16	13	Nguyễn Thị Hồng	Nữ	8	7	9	
17	14	Nguyễn Ngọc Bích	Nam	8	5	7	
18	15	Đào Thanh Hằng	Nữ	8	7	6	
19							

As the illustration below shows, the choice is for **Same As Below** .

	A	B	C	D	E	F
1	STT	Họ và tên	Giới tính	Toán	Lý	Hóa
2						
3						
4	1	Phan Đức Hiếu	Nam	8	6	9
5	2	Nguyễn Thị Anh	Nữ	4	6	9
6	3	Phạm Thu Hương	Nữ	8	5	7
7	4	Vũ Thị Lan	Nữ	8	7	6
8	5	Nguyễn Văn Đức	Nam	9	5	6
9	6	Nguyễn Huy Hoàng	Nam	8	7	9
10	7	Đào Thị Hương	Nữ	6	7	6
11	8	Trần Thị Hồng	Nữ	8	7	8
12	9	Triệu Thị Kim Dung	Nữ	9	5	7
13	10	Nguyễn Thị Thu Hà	Nữ	8	5	7
14	11	Trần Minh Đức	Nam	8	7	6
15	12	Nguyễn Hoàng	Nam	9	5	6
16	13	Nguyễn Thị Hồng	Nữ	8	7	9
17	14	Nguyễn Ngọc Bích	Nam	8	5	7
18	15	Đào Thanh Hằng	Nữ	8	7	6

Thank you for reading our article **TipsMake.com** on how to add 1 or more blank lines in Excel very quickly. Wish you can successfully implement this trick based on our tutorial.

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