

How to add or delete rows and columns in Google Sheets

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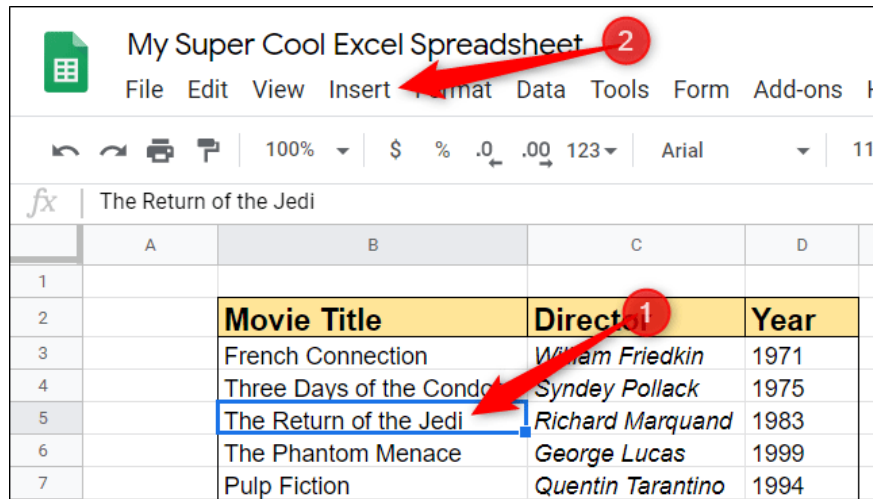
1. How to set the right to edit spreadsheets on Google Sheets
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How to add columns or rows

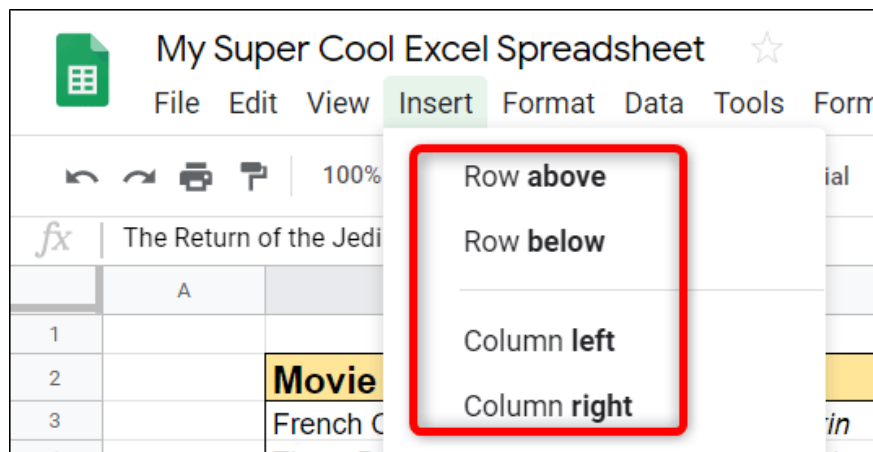
Open the browser, go to the Google Sheets homepage. Open the worksheet you want to insert the column or row.

	A	B	C	D	E	F
1						
2		Movie Title	Director	Year		
3		French Connection	William Friedkin	1971		
4		Three Days of the Condor	Sydney Pollack	1975		
5		The Return of the Jedi	Richard Marquand	1983		
6		The Phantom Menace	George Lucas	1999		
7		Pulp Fiction	Quentin Tarantino	1994		
8		The Wrath of Khan	Nicholas Meyer	1982		
9		Reservoir Dogs	Quentin Tarantino	1992		
10		Mad Max	George Miller	1980		
11		Space balls	Mel Brooks	1987		

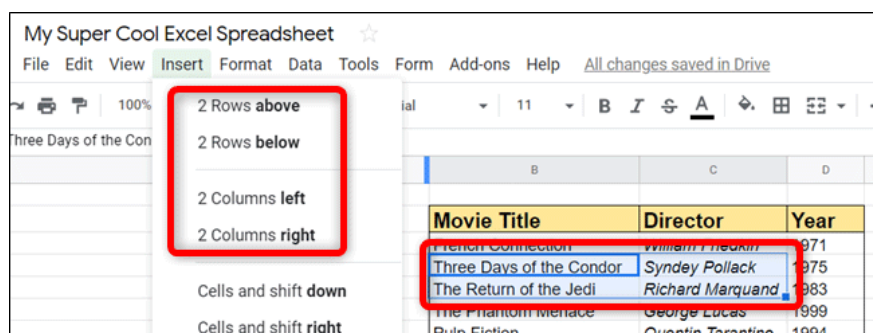
Next, click on the cell you want to insert the next column or row. Then choose **Insert** from the toolbar.



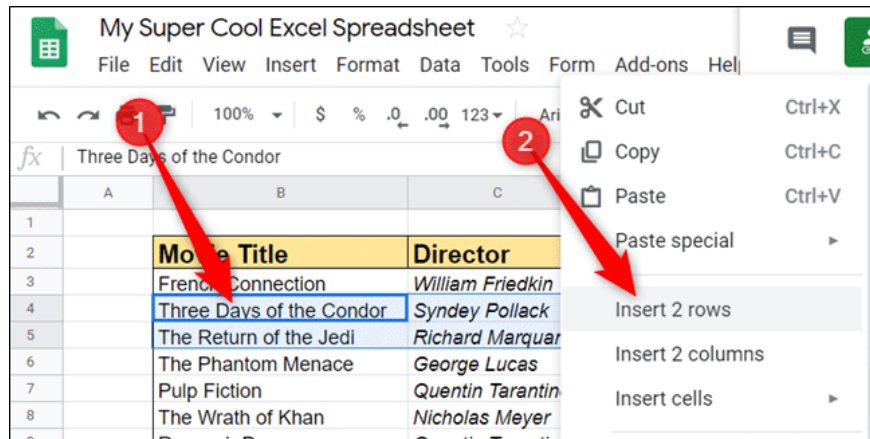
From the Insert menu, you will see several options for inserting rows or columns into spreadsheets. You can insert rows up or down and columns to the left or right of the selected cell.



If you want to insert more than one column or row, highlight the number of cells you want to add. For example, highlight two vertical cells to insert two rows or bold two horizontal cells to insert two columns.



You can insert columns and rows from the right-clicking menu. Highlight the cell you want to insert next to, right-click the selection, and then choose **Insert Rows** or **Insert Columns**.



By default, when using the right click method, the row will be inserted above and the column will be inserted to the left of the selection.

Google Sheets even has a few keyboard shortcuts you can add rows or columns without lifting your hands off the keyboard. Select the cell and then press the shortcut key to insert the row or column.

Because Google likes to make things complicated, there are a number of browser-specific shortcuts. If you use Chrome on Windows, Linux or Chrome OS use keyboard shortcuts for Chrome. If using a different browser, execute the command for another browser.

Description

Keyboard shortcuts for Chrome

Keyboard shortcuts for other browsers

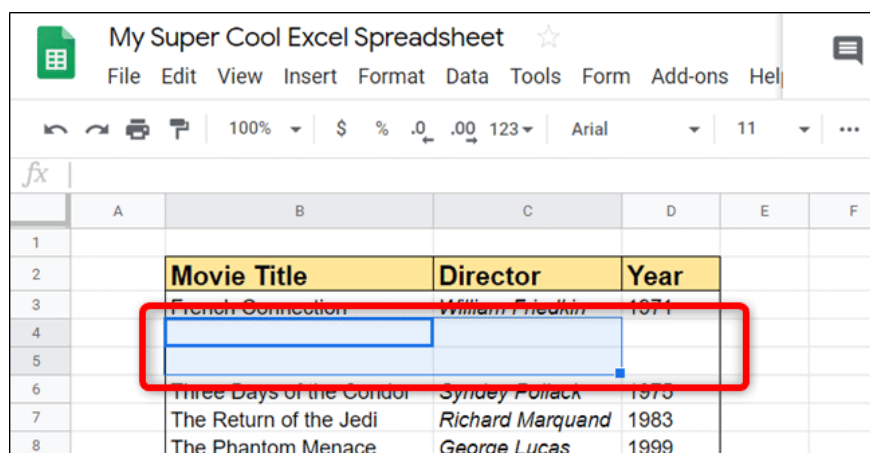
Insert row above Alt + I , then press R Alt + Shift + I , then press R Insert row below Alt + I , then press W Alt + Shift + I , then press W Insert column to the left Alt + I , then press C Alt + Shift + I , then press C Insert right column Alt + I , then press O Alt + Shift + I , then press O

If you use macOS, follow these keyboard shortcuts to add rows or columns to spreadsheets:

Description

Shortcut keys

Insert row above Ctrl + Option + I , then press R Insert row below Ctrl + Option + I , then press W Insert left column Ctrl + Option + I , then press C Insert right column Ctrl + Option + I , then press O

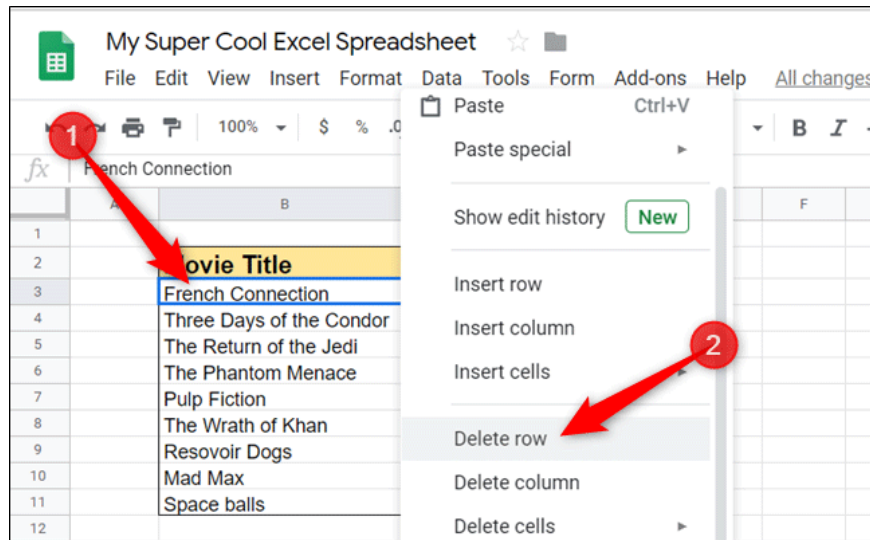


1. List of common keyboard shortcuts for Google Sheets on your computer (Part 1)

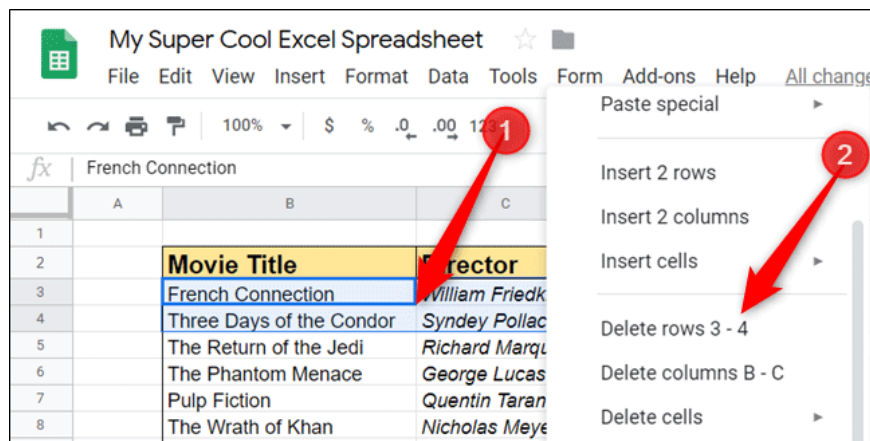
How to delete rows and columns

Open Google Sheets in the browser and open the spreadsheet you want to delete rows and columns.

Highlight a cell in the row or column you want to delete, right-click and then choose **Delete Row** or **Delete Column**.



If you want to delete multiple rows or columns, highlight the number of cells you want to delete and then right-click and delete them.



When deleting columns and rows in Google Sheets, you can use these shortcuts if you want. Highlight the number of cells from the column or row you want to delete, then press the keyboard shortcut for the command you want to use.

Google also divides keyboard shortcuts for Chrome and other browsers for Windows, Linux and Chrome OS.

Alt + E, then press D (Chrome) or Alt + Shift + E, then press D (Other browsers): Delete row

Alt + E, then E (Chrome) or Alt + Shift + E, then E (Other browsers): Delete column

If you use macOS, you can use the following keyboard shortcuts to delete columns and rows.

Ctrl + Option + E, then press D: Delete row

Ctrl + Option + E, then press E: Delete column

I wish you successful implementation!

You finished reading the article "**How to add or delete rows and columns in Google Sheets**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.