

How to delete, add columns in Excel

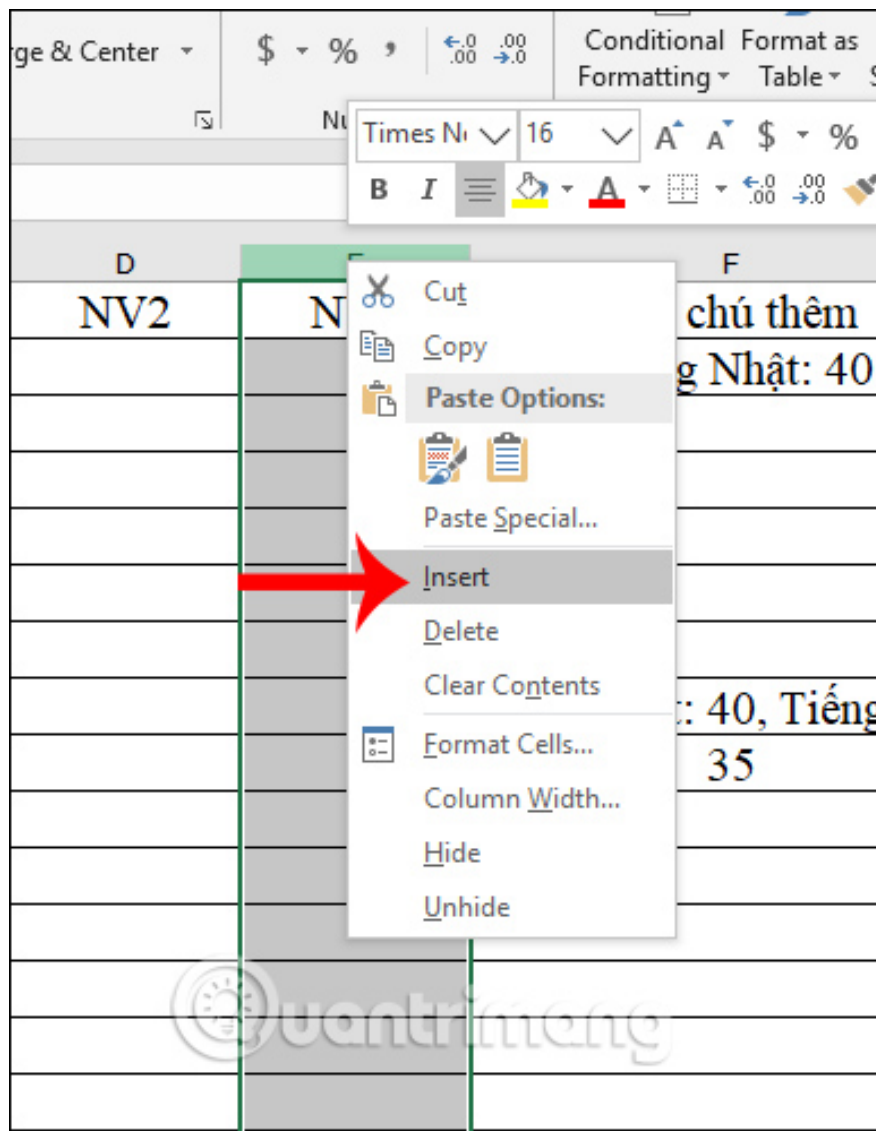
Adding columns in Excel or deleting columns is a basic operation and very simple in Excel when we process Excel tables.

When working with Excel tables, there are many basic operations that users need to understand to handle tables faster and more fluently. Adding columns or deleting columns in Excel is one of the basic operations that every beginner will practice. After creating an Excel table, you need to create a new Excel column, or delete an Excel column with unnecessary data, instead of hiding the column in Excel. The following article will guide you how to delete and add columns in Excel 2007, 2010, 2013, 2016, 2019. In general, the operation will be the same as deleting and adding columns in Excel 2003.

1. Instructions to add Excel columns

Method 1:

Click on the current column position and right click, **select Insert** . With the addition of a column in Excel, the new default column will always be left with the column that is clicking.

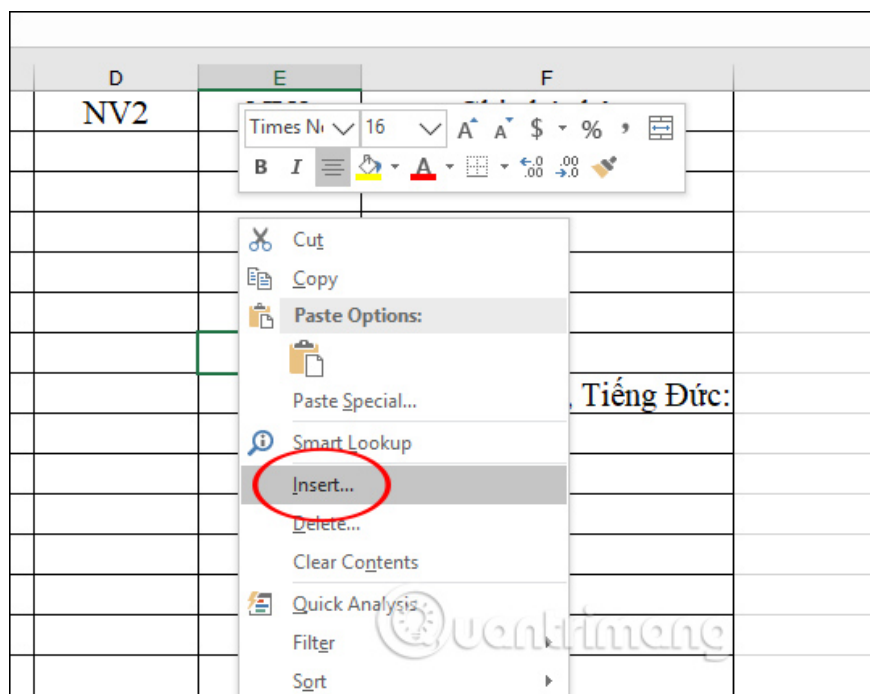


Immediately a **new column E** was displayed on the left hand side of the original column F that was clicked. The original mouse column will push to the right.

D	E	F	G
NV2		NV3	Ghi chú thêm
			Tiếng Nhật: 40
			Tiếng Nhật: 40, Tiếng H
			35

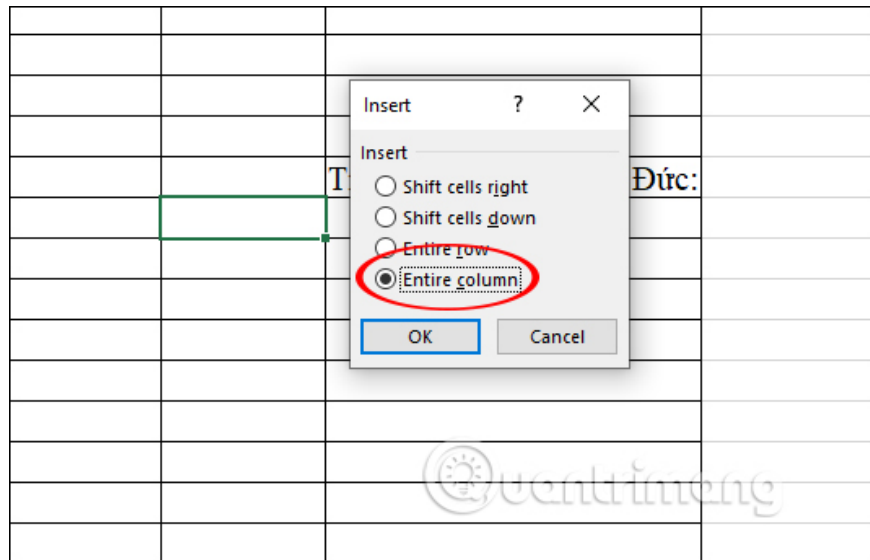
Method 2:

In **any cell in a column** that users want to add a new column to the left, press the **right button** and select **Insert**



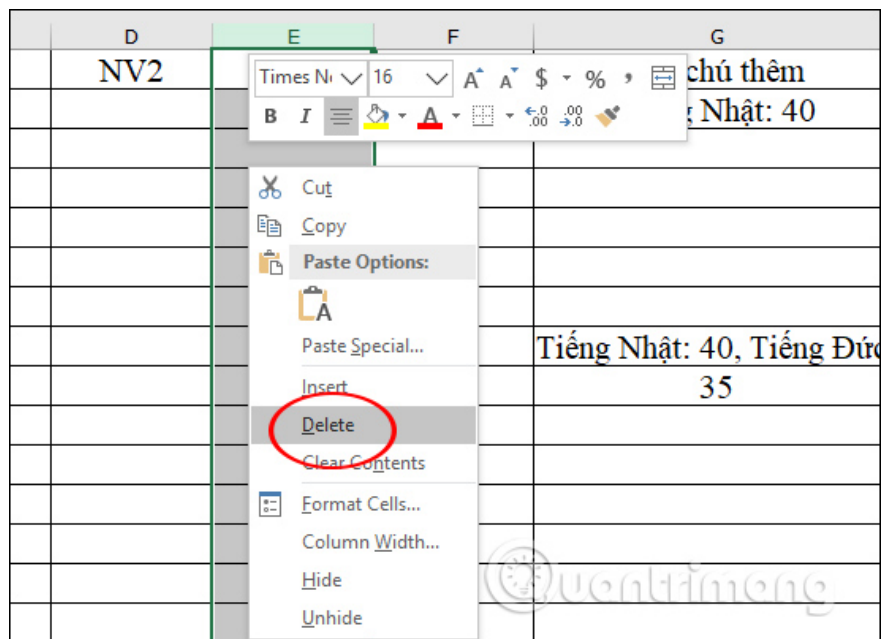
Display a new dialog box with various options, we click on **Entire Column** to insert a column in Excel. And the result also shows a new left column at the mouse column click.

Note that if you want to add more than 1 Excel column, you need to select 2 existing columns or highlight 2 cells of 2 adjacent columns to add 2 new columns on the left, with the same method.



2. How to delete columns in Excel

To delete any column in Excel, we **select the column and right-click**, then click **Delete** to delete the Excel **column** is finished. Or, click the column and then press **Ctrl + -** to delete the Excel column.



You finished reading the article "**How to delete, add columns in Excel**" 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.