

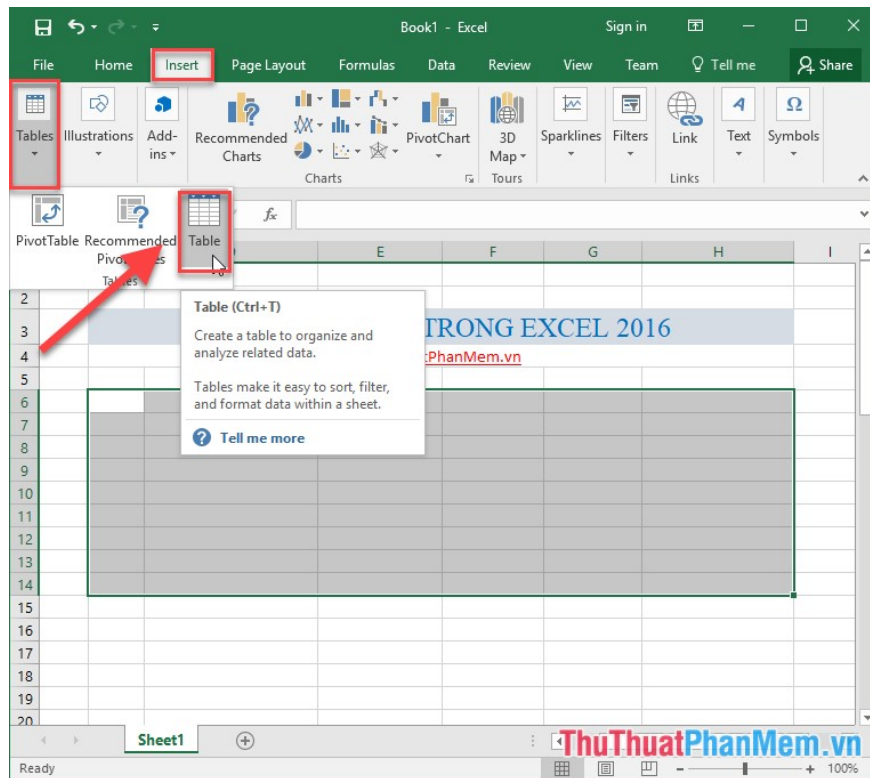
How to draw a table - Add, edit, and delete column rows in a table in Excel 2016

The following article will guide you in detail How to draw a table - Add, edit, delete column rows in Excel 2016. Select the data area to create the table -> on the Insert tab -> Tables -> Table

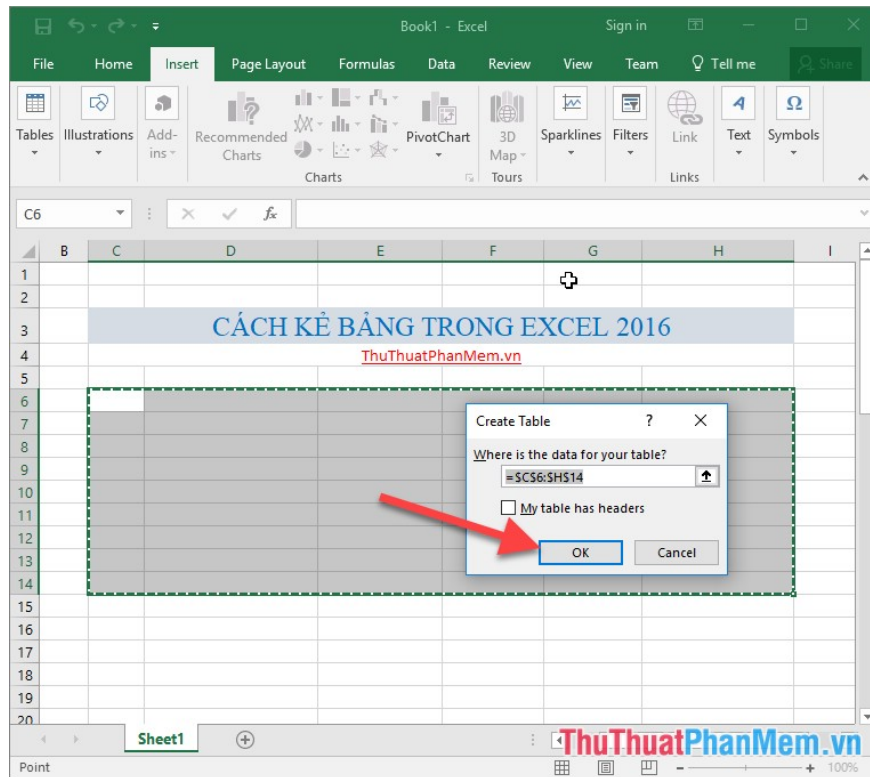
The following article will guide you in detail How to draw a table - Add, edit, and delete column rows in Excel 2016 tables

1. How to draw a table, create a table in Excel 2016

Select the data area to create a table -> go to the **Insert** tab -> **Tables** -> **Table**:



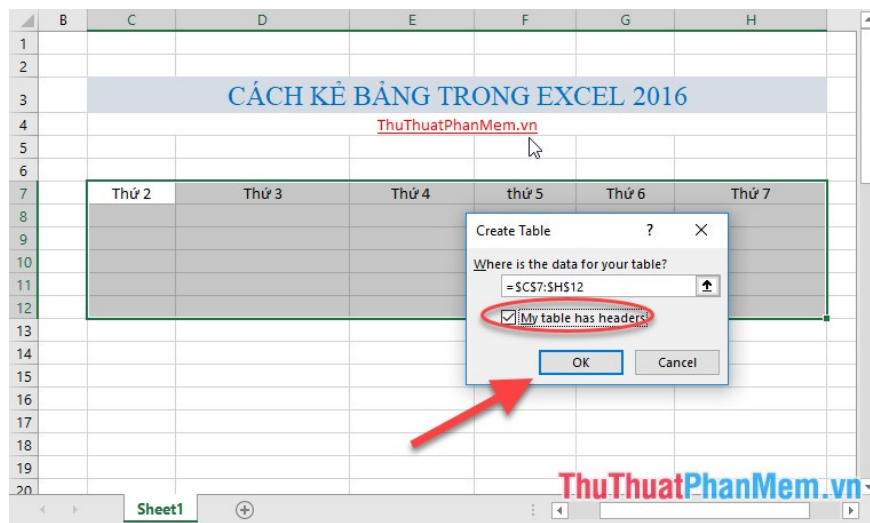
The **Creat Table** dialog box appears and click **OK**:



As a result, you have created a data table with the selected data range. By default, when your data area has no title, you need to enter the column header content again:



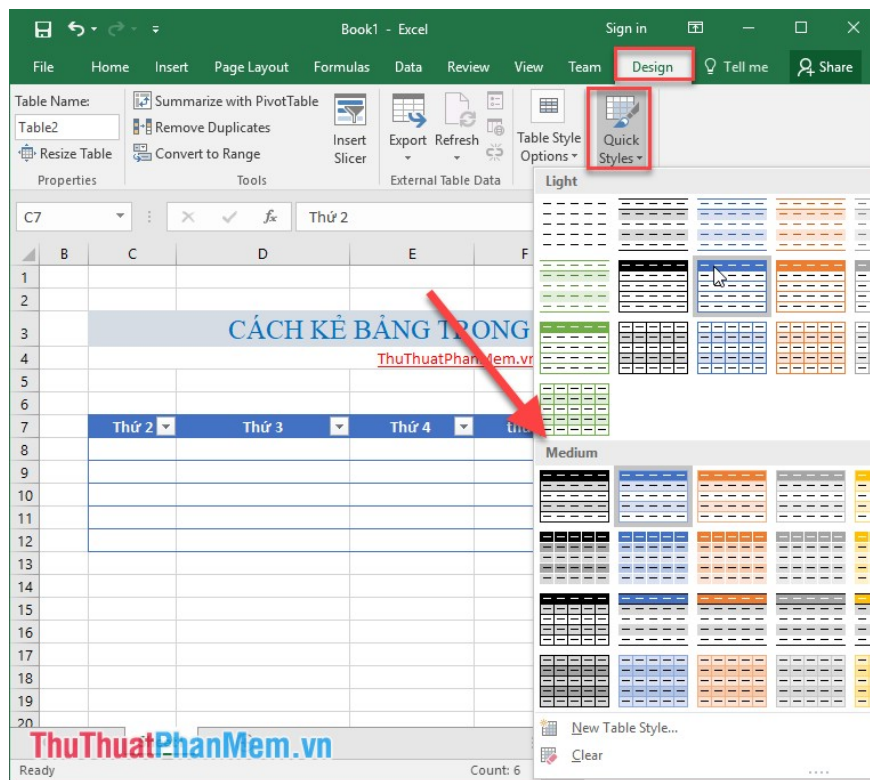
If the selected data area contains a title, check the **My table has header** section to get the first row as the title:



Result of creating table with available title:

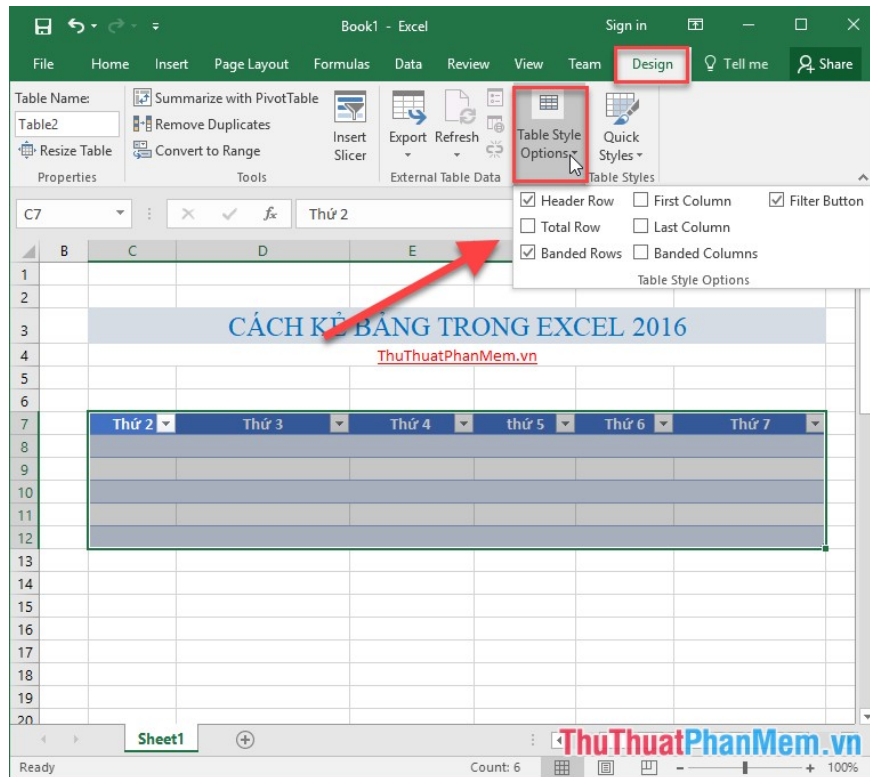


After creating the table you need to edit the table style -> click the **Design** tab -> **Quick Styles** -> choose the templates and styles for your table:



In addition, you can choose to add other features to the data table in the **Design** tab -> **Tables Style Options** :

- Header Row: Allow to hide or show the title of the table
- Total Row: Lets hide the total row at the bottom of the table.
- First Column: Create special format for the first column of the table.
- Last Column: Create special format for the last column of the table.



2. Insert more rows and columns in the table in Word 2016

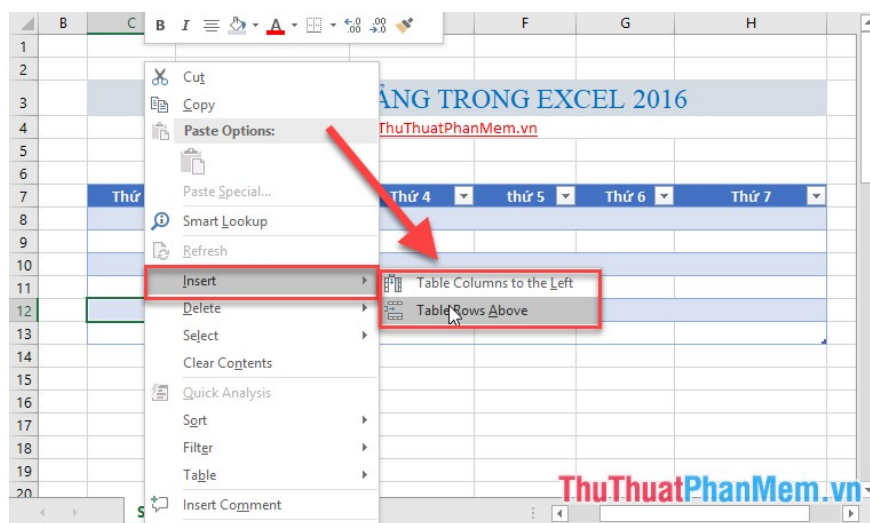
The simplest and quickest way to create the last row of a table is to place your cursor in the last cell of the table:



Then press the **Tab** key for the last row created:

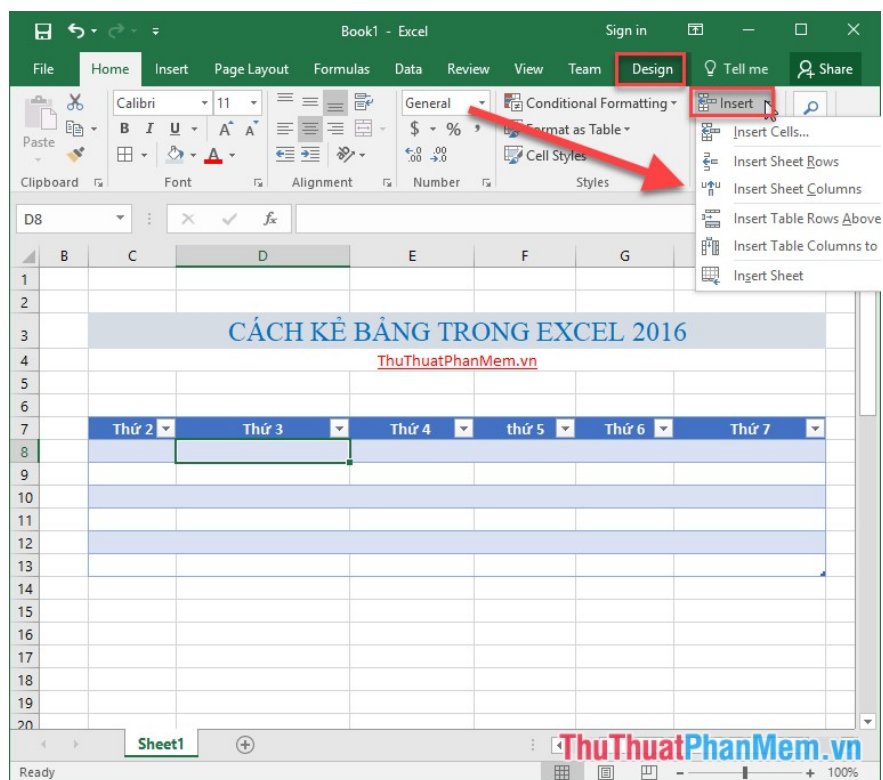


In case you want to insert a row at any position that is not the last position of the table -> place the cursor in the row adjacent to the row you want to create more -> right-click and select **Tables Row above**:



Alternatively you can go to **Design** -> **Insert** tab with the following options:

- Insert Cells: Insert more cells
- Insert Sheets Rows: Insert more rows
- Insert Sheets Columns: Insert additional columns
- Insert Table Rows Above: Insert rows above cells containing mouse cursor.
- Insert Table Column to the left: Insert a column to the left of the cursor position.



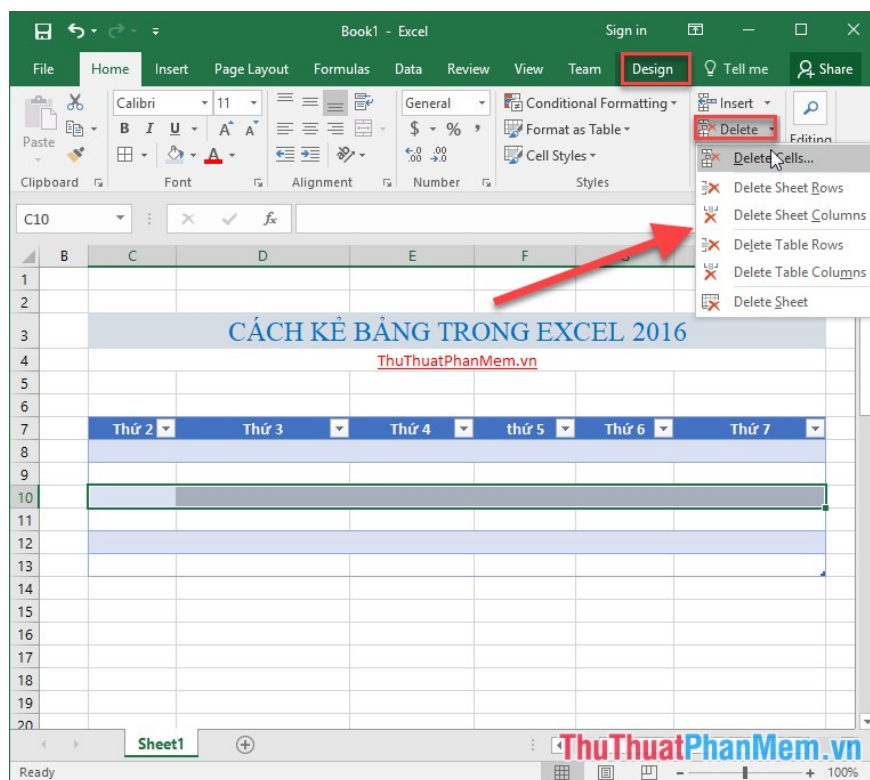
For inserting columns, you do the same thing.

3. Delete rows and columns in a table in Word 2016

To delete rows and columns, follow these steps:

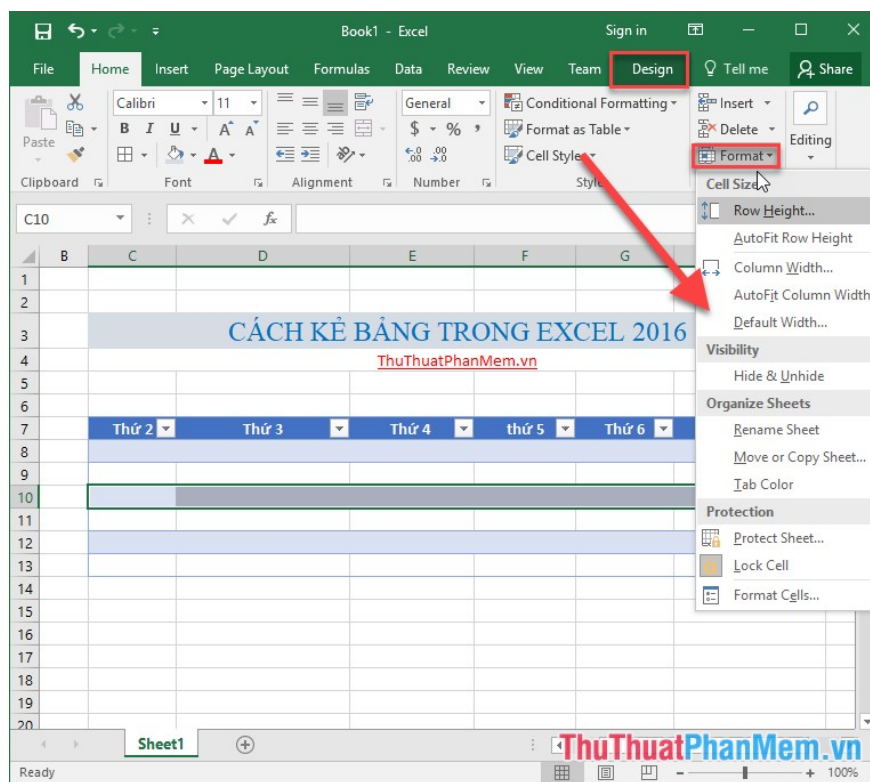
Step 1: Select the rows or columns to delete -> go to the **Design** tab -> **Delete** including the following options:

- Delete Cells: Delete cells
- Delete Sheets Rows: Delete rows
- Delete Sheets Columns: Delete columns
- Delete Table Rows: Delete the table row
- Delete Table Column t: Delete the column of the table



It is up to you whether you want to delete the row or delete the column to select the features accordingly.

In addition, you set up some other features in the **Format** tab :



The above is a detailed guide How to draw a table - Add, edit, delete column rows in Excel 2016 tables. Wish you success!

You finished reading the article "**How to draw a table - Add, edit, and delete column rows in a table in Excel 2016**" 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.
