

# Insert line shortcut in Excel - Shortcut insert Excel

Insert line shortcut in Excel - Shortcut insert Excel. Inserting lines into a table in Excel is an extremely basic operation, but many users don't know the keyboard shortcuts to do this faster than just using the keyboard. The following Dexterity Software will introduce readers a number of ways to add lines quickly.

Inserting lines into a table in Excel is an extremely basic operation, but many users don't know the keyboard shortcuts to do this faster than just using the keyboard. The following Dexterity Software will introduce readers a number of ways to add lines quickly.



## Use keyboard shortcuts to quickly insert a line

**Step 1** : Select any cell in the line immediately below to be inserted. Press **Shift** + **Space** keys to select both rows.

	A	B	C
	<b>Phím tắt insert dòng trong Excel -</b>		
1	<b>Phím tắt chèn dòng Excel</b>		
2	<b>ThuThuatPhanMem.vn</b>		
3	NO	USD	
4	1	195	
5	2	90	
6	3	110	
7	4	110	
8	5	125	
9	6	81	
10	7	60	
11	8	160	
12	9	100	
13	10	75	
14			

**Step 2:** Press the combination of **Ctrl** and **+**, to insert a blank line before the selected line.

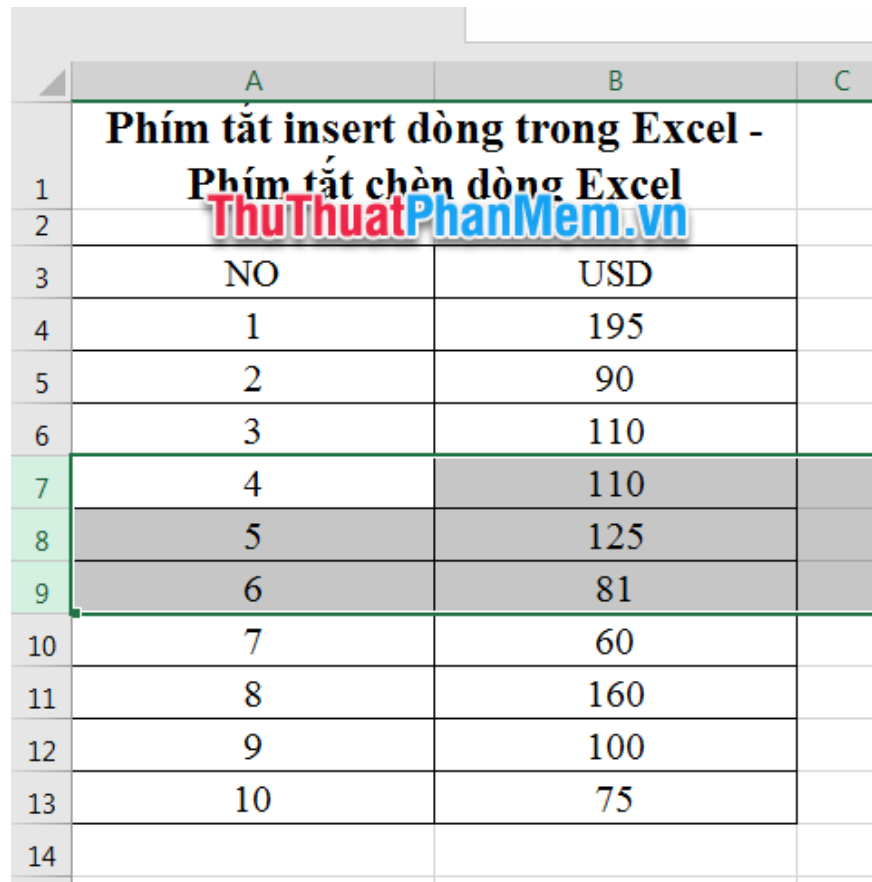
	A	B	C
	<b>Phím tắt insert dòng trong Excel -</b>		
1	<b>Phím tắt chèn dòng Excel</b>		
2	<b>ThuThuatPhanMem.vn</b>		
3	NO	USD	
4	1	195	
5			
6	2	90	
7	3	110	
8	4	110	
9	5	125	
10	6	81	
11	7	60	
12	8	160	
13	9	100	
14	10	75	

Alternatively you can use the key combination **Ctrl** + **Y** to add lines.

# Use keyboard shortcuts to quickly insert multiple lines

To add n lines, follow these steps:

**Step 1 :** You highlight the lines before the line to be inserted, the number of lines highlighted is the number of lines you need to add, for example you need to add 3 lines before the line number 4, you highlight the lines with the number 4, 5,6.



	A	B	C
	<b>Phím tắt insert dòng trong Excel - Phím tắt chèn dòng Excel</b>		
1	<b>ThuThuatPhanMem.vn</b>		
2			
3	NO	USD	
4	1	195	
5	2	90	
6	3	110	
7	4	110	
8	5	125	
9	6	81	
10	7	60	
11	8	160	
12	9	100	
13	10	75	
14			

**Step 2:** Press the **key** combination **Ctrl** and **+** to add lines.

	A	B	C
1	<b>Phím tắt insert dòng trong Excel -</b>		
2	<b>Phím tắt chèn dòng Excel</b>		
	<b>ThuThuatPhanMem.vn</b>		
3	NO	USD	
4	1	195	
5	2	90	
6	3	110	
7			
8			
9			
10	4	110	
11	5	125	
12	6	81	
13	7	60	
14	8	160	

## Add rows in a column

If you only need to add a row in a column, follow these steps:

**Step 1** : Select the cell where you want to add the line immediately above it.

	A	B
	<b>Phím tắt insert dòng trong Excel -</b>	
1	<b>Phím tắt chèn dòng Excel</b>	
2	<b>ThuThuatPhanMem.vn</b>	
3	NO	USD
4	1	195
5	2	90
6	3	110
7	4	110
8	5	125
9	6	81
10	7	60
11	8	160
12	9	100
13	10	75
14		

**Step 2:** Press the key combination **Ctrl** and **+** (add on the numeric keypad).

A selection window will appear, select **Shift cells down** to move the lines down and create a blank cell.

	A	B	C	D	E	F	G
	<b>Phím tắt insert dòng trong Excel -</b>						
1	<b>Phím tắt chèn dòng Excel</b>						
2	<b>ThuThuatPhanMem.vn</b>						
3	NO	USD					
4	1	195					
5	2	90					
6	3	110					
7	4	110					
8	5	125					
9	6	81					
10	7	60					
11	8	160					
12	9	100					
13	10	75					
14							

Insert

Insert

Shift cells right

Shift cells down

Entire row

Entire column

OK Cancel

And this is the result:

	A	B	C
	<b>Phím tắt insert dòng trong Excel - Phím tắt chèn dòng Excel</b>		
1	ThuThuatPhanMem.vn		
2			
3	NO	USD	
4	1	195	
5	2	90	
6	3	110	
7	4		
8	5	110	
9	6	125	
10	7	81	
11	8	60	
12	9	160	
13	10	100	
14		75	

## Use special keyboard shortcuts to insert rows in Excel if there is data to the right of the table

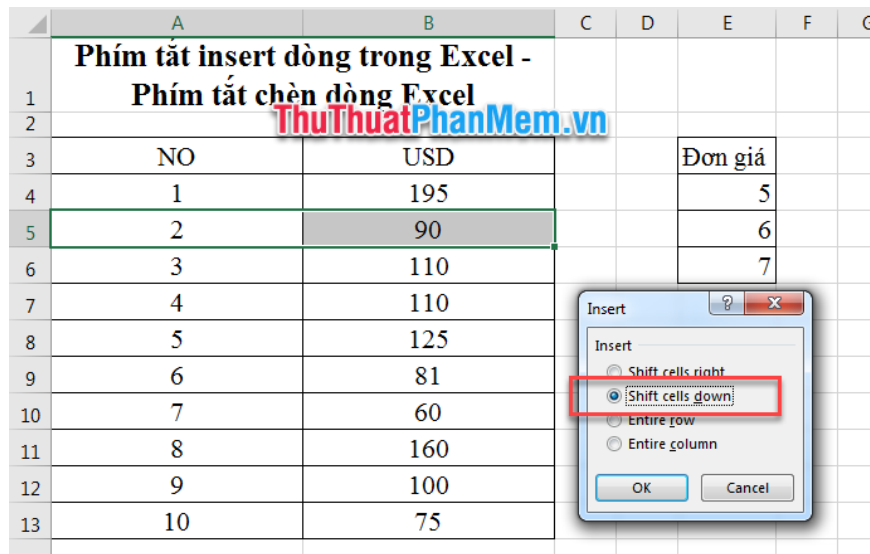
You only want to insert a few columns of rows, so as not to affect other tables in the same sheet. You do the same as inserting cells for a column.

**Step 1:** You highlight the cells to be inserted.

	A	B	C	D	E	F
	<b>Phím tắt insert dòng trong Excel - Phím tắt chèn dòng Excel</b>					
1	ThuThuatPhanMem.vn					
2						
3	NO	USD			Đơn giá	
4	1	195			5	
5	2	90			6	
6	3	110			7	
7	4	110				
8	5	125				
9	6	81				
10	7	60				
11	8	160				
12	9	100				
13	10	75				
14						

**Step 2:** Press the key combination **Ctrl** and **+** (the plus sign on the numeric keypad).

A selection window will appear, select **Shift cells down** to move the lines down and create a blank cell.



## Add blank lines below each line

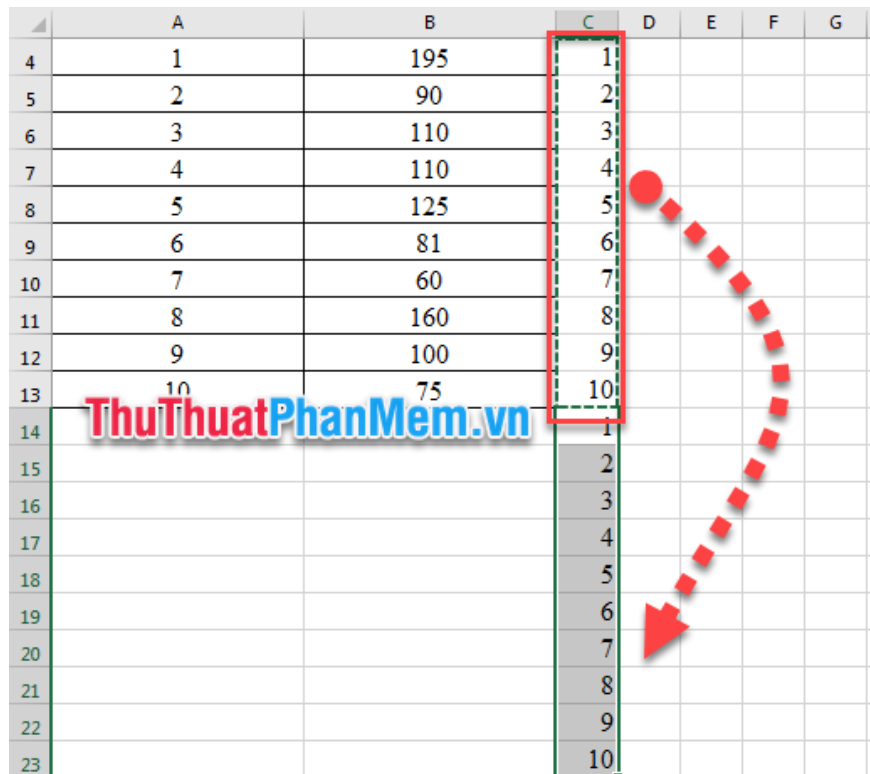
You need to add alternating blank rows to the rows in the data table below. Instead of creating one line at a time, you can follow these steps:

**Step 1:** You use the column to fill in the row number from 1 to the end.

The image shows an Excel spreadsheet with the following data:

	A	B	C	D
	<b>Phím tắt insert dòng trong Excel - Phím tắt chèn dòng Excel</b>			
1				
2				
3	NO	USD		
4	1	195	1	
5	2	90	2	
6	3	110	3	
7	4	110	4	
8	5	125	5	
9	6	81	6	
10	7	60	7	
11	8	160	8	
12	9	100	9	
13	10	75	10	
14				

**Step 2:** Copy the line number you just created down below.



	A	B	C	D	E	F	G
4	1	195	1				
5	2	90	2				
6	3	110	3				
7	4	110	4				
8	5	125	5				
9	6	81	6				
10	7	60	7				
11	8	160	8				
12	9	100	9				
13	10	75	10				
14			1				
15			2				
16			3				
17			4				
18			5				
19			6				
20			7				
21			8				
22			9				
23			10				

**Step 3:** Arrange the position of the rows in column C order by **Sort** tool .

The result will be as follows:

	A	B	C	D
4	1	195	1	
5			1	
6	2	90	2	
7			2	
8	3	110	3	
9			3	
10	4	110	4	
11			4	
12	5	125	5	
13			5	
14	6	81	6	
15			6	
16	7	60	7	
17			7	
18	8	0	8	
19			8	
20	9	100	9	
21			9	
22	10	75	10	
23			10	

Now adjust the format of the worksheet and delete the extra column.

	A	B
4	1	195
5		
6	2	90
7		
8	3	110
9		
10	4	110
11		
12	5	125
13		
14	6	81
15		
16	7	60
17		
18	8	0
19		
20	9	100
21		
22	10	75
23		

Above Software Tips showed you how to add lines in Excel with keyboard shortcuts. Good luck!

You finished reading the article "**Insert line shortcut in Excel - Shortcut insert 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.