

Instructions on adding alternating blank rows in Microsoft Excel

Adding alternating blank rows in Excel facilitates the process of adding content to a data table. This article will guide you through several ways to add alternating blank rows in Excel.

Adding alternating blank rows in Excel facilitates the addition of content to a data table. Normally, you could use the add row feature in Excel , but this method is relatively time-consuming and manual. This article will guide you through several ways to add alternating blank rows in Excel.

How to insert alternating blank rows in Excel using Go to Special

With this data table, we can insert a blank row between the three data rows to use as a field header row, for example.

	A	B	C
1			Điểm chuẩn các
2	TT	Trường	NV1
3	1	Chu Văn An	48.75
4	2	Phan Đình Phùng	46.25
5	3	Phạm Hồng Thái	42.25
6	4	Nguyễn Trãi - Ba Đình	41.5
7	5	Tây Hồ	39.75
8	6	Thăng Long	40
9	7	Việt Đức	45.5
10	8	Trần Phú - Hoàn Kiếm	42
11	9	Trần Nhân Tông	41.75
12	10	Đoàn Kết - Hai Bà Trưng	40.5
13	11	Kim Liên	46
14	12	Yên Hòa	46.5
15	13	Nhân Chính	44.5
16	14	Lê Quý Đôn - Đống Đa	43.5
17	15	Cầu giấy	45
18	16	Quang Trung - Đống Đa	41.75
19	17	Đống Đa	40
20	18	Trần Hưng Đạo - Thanh Xuân	40
21	19	Hoàng Văn Thụ	39
22	20	Việt Nam - Ba Lan	37
23	21	Trần Đình	37.75

Step 1:

In the auxiliary column outside the data table, on the 4th row, we will enter the number 1, which means inserting a blank row after 3 rows of data.

Trường	NV1		
Chu Văn An	48.75		
Phan Đình Phùng	46.25		
Phạm Hồng Thái	42.25		
Nguyễn Trãi - Ba Đình	41.5		1
Tây Hồ	39.75		
Thăng Long	40		
Việt Đức	45.5		
Trần Phú - Hoàn Kiếm	42		
Trần Nhân Tông	41.75		

Step 2:

Next, from cell number 1, select two more new cells.

TT	Trường	NV1		
1	Chu Văn An	48.75		
2	Phan Đình Phùng	46.25		
3	Phạm Hồng Thái	42.25		
4	Nguyễn Trãi - Ba Đình	41.5	1	
5	Tây Hồ	39.75		
6	Thăng Long	40		
7	Việt Đức	45.5		
8	Trần Phú - Hoàn Kiếm	42		
9	Trần Nhân Tông	41.75		

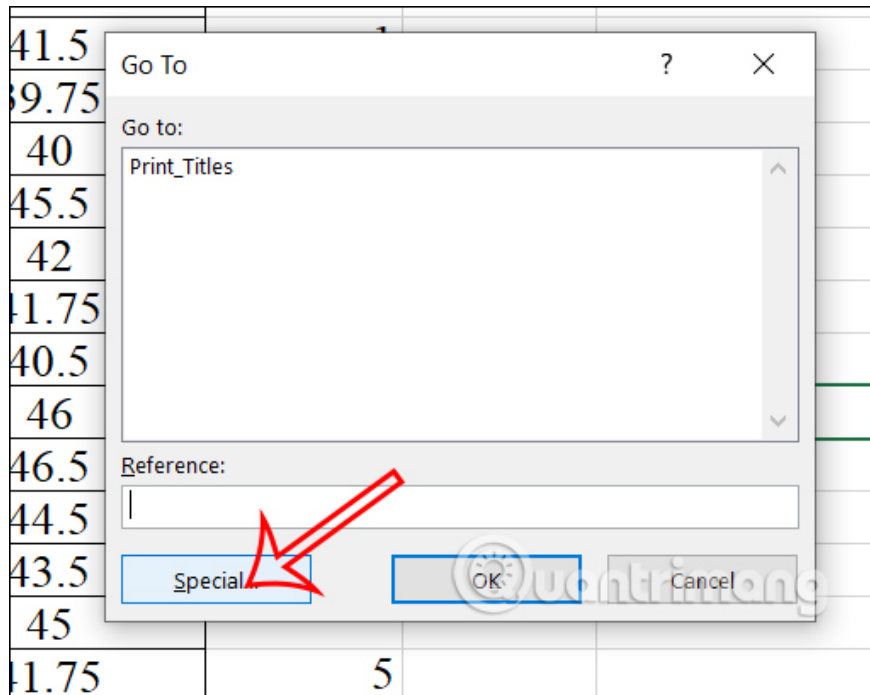
Next, in the bottom right corner of the newly added square, click to add two rows and create an automatically generated numbered column. The result will look like the image below.

46.25		
42.25		
41.5	1	
39.75		
40		
45.5	2	
42		
41.75		
40.5	3	
46		
46.5		
44.5	4	
43.5		
45		
41.75	5	
40		
40		
39	6	
37		
37.75		

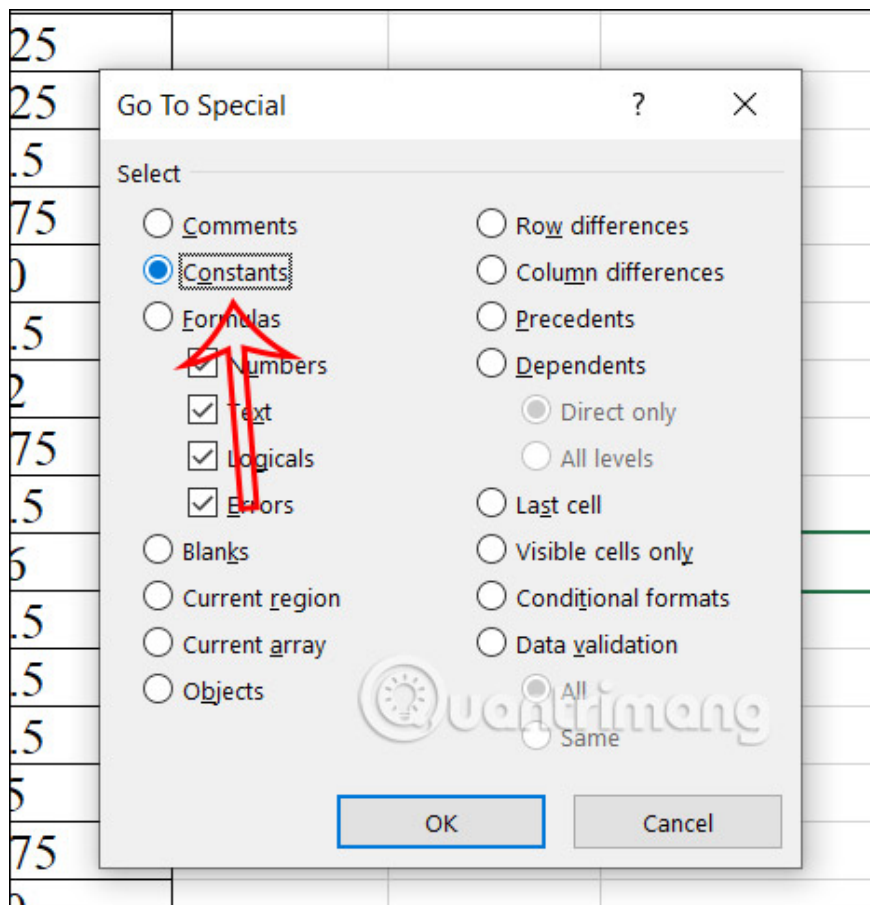
Page5 | Page6 | Page7 | Page8 | Page9 | Page10

Step 3:

Press **Ctrl + G** to open the Go To dialog box, then click **the Special button** .

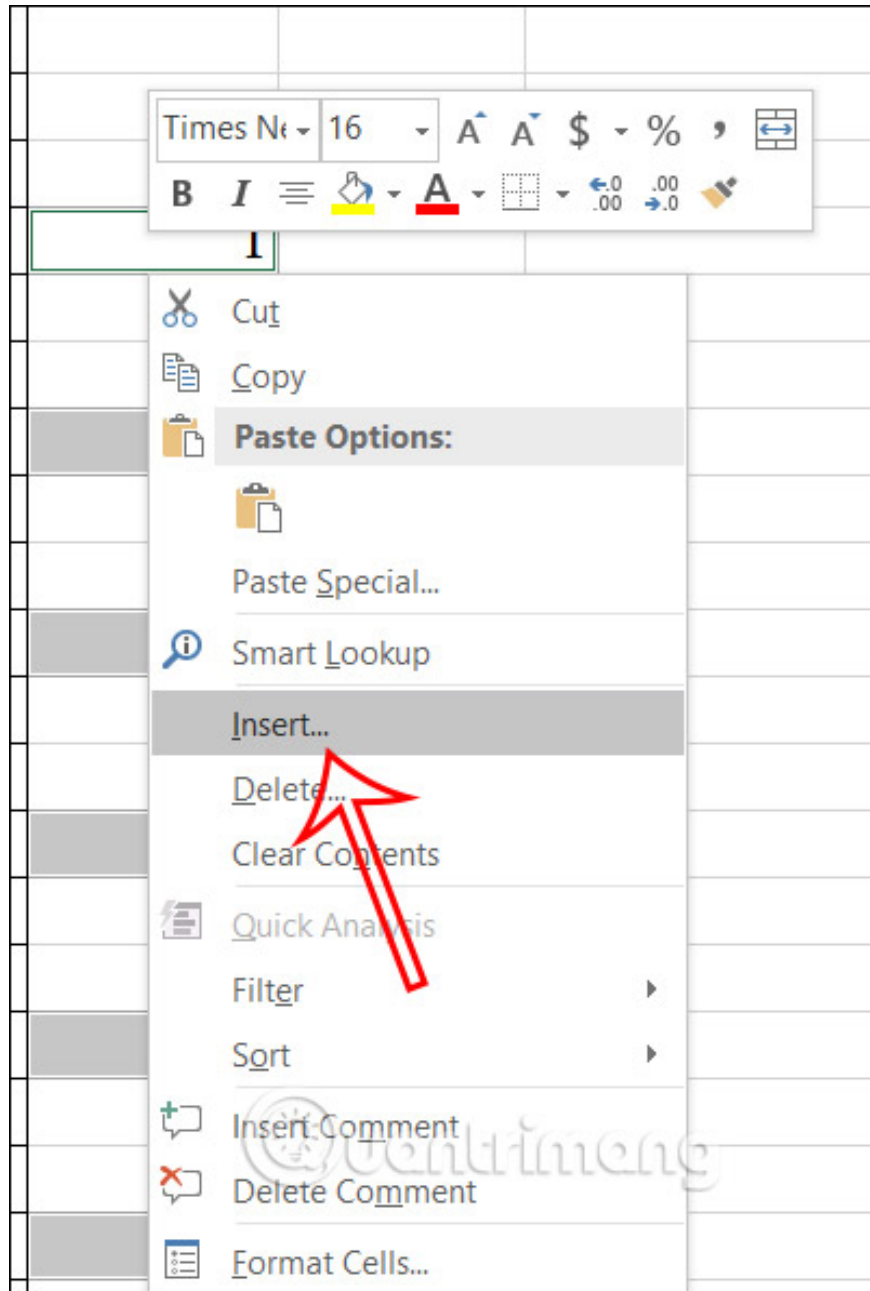


In the new dialog box that appears, click on **Constants** and then click OK below.

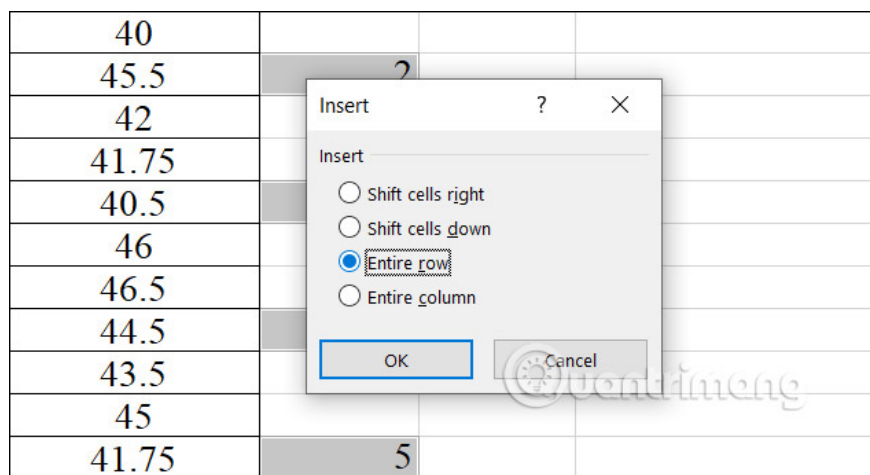


Step 4:

Next, right-click on this column and **select Insert** from the list that appears.



Click on **the Entire Row option** and then click OK below.



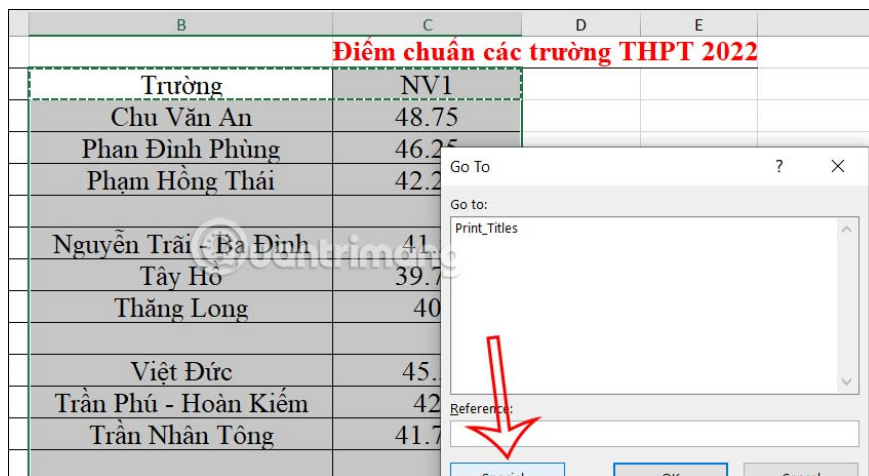
Step 5:

The result shows that every three rows of data there is a blank row interspersed for you to use. Now you just need to fill in the headers for these blank rows in the data table.

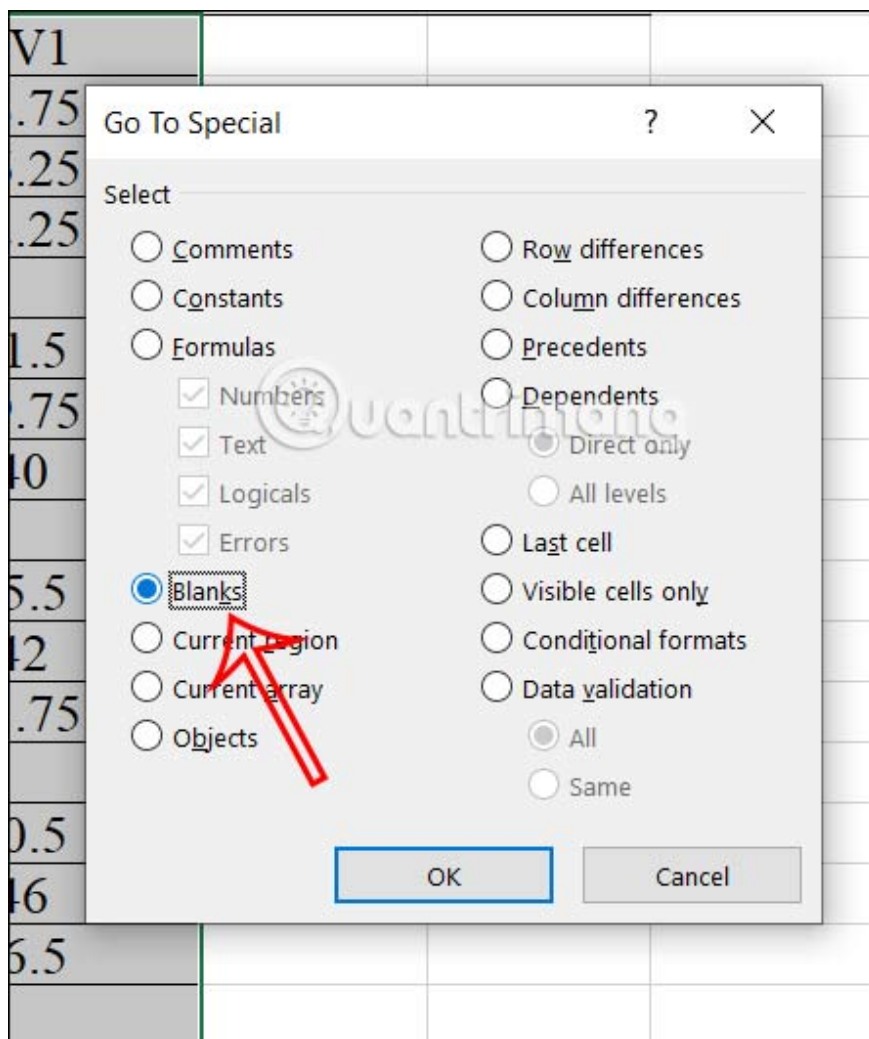
	Điểm chuẩn các	
TT	Trường	NV1
1	Chu Văn An	48.75
2	Phan Đình Phùng	46.25
3	Phạm Hồng Thái	42.25
4	Nguyễn Trãi - Ba Đình	41.5
5	Tây Hồ	39.75
6	Thăng Long	40
7	Việt Đức	45.5
8	Trần Phú - Hoàn Kiếm	42
9	Trần Nhân Tông	41.75
10	Đoàn Kết - Hai Bà Trưng	40.5
11	Kim Liên	46
12	Yên Hòa	46.5
13	Nhân Chính	44.5
14	Lê Quý Đôn - Đống Đa	43.5
15	Cầu giấy	45

Step 6:

To quickly fill in the header row, copy the original header row, highlight the entire data table, press **Ctrl + G** to open the Go To dialog box, and click **Special**.



Select **Blanks** to select only the blank rows within the selected data range.



Finally, we just **paste the header row into the Excel table** .

TT	Trường	NV1
1	Chu Văn An	48.75
2	Phan Đình	
3	Phạm Hồ	
4	Nguyễn Trãi	
5	Tây	
6	Thăng	
7	Việt	
8	Trần Phú - I	
9	Trần Nh	

The results are presented in the data table shown below.

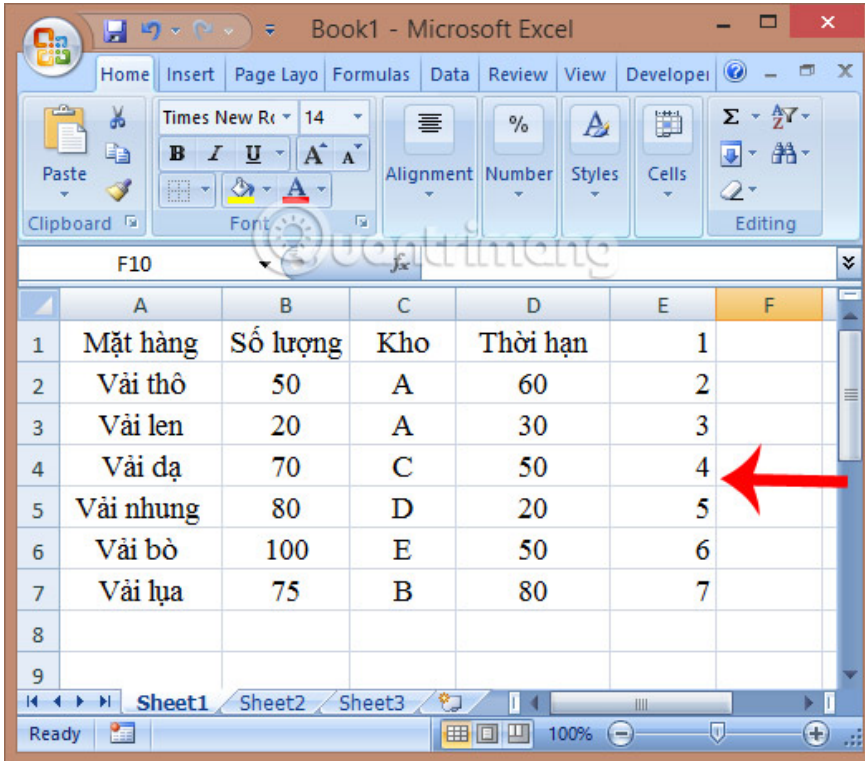
TT	Trường	NV1
1	Chu Văn An	48.75
2	Phan Đình Phùng	46.25
3	Phạm Hồng Thái	42.25
	Trường	NV1
4	Nguyễn Trãi - Ba Đình	41.5
5	Tây Hồ	39.75
6	Thăng Long	40
	Trường	NV1
7	Việt Đức	45.5
8	Trần Phú - Hoàn Kiếm	42
9	Trần Nhân Tông	41.75
	Trường	NV1
10	Đoàn Kết - Hai Bà Trưng	40.5
11	Kim Liên	46
12	Yên Hòa	46.5
	Trường	NV1

Video tutorial on inserting alternate blank rows in Excel

How to insert alternating blank rows in Excel using Sort

Step 1:

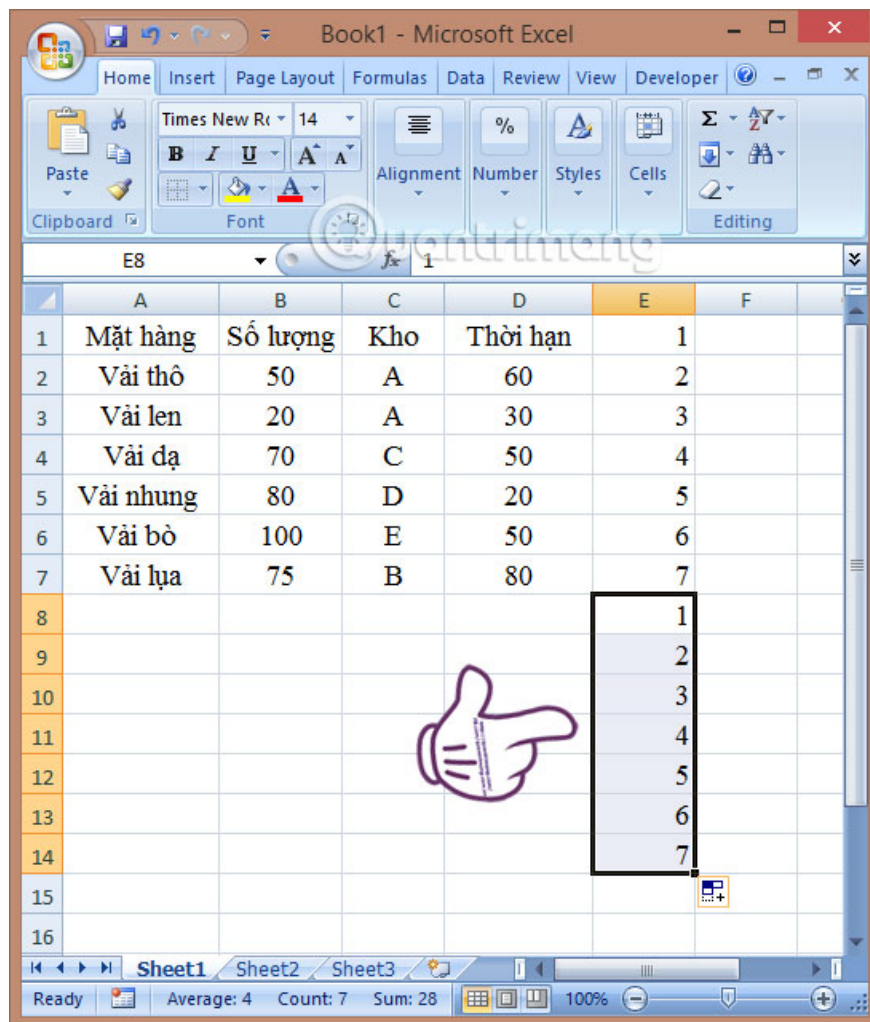
Open the Excel file where you want to add alternating blank rows. First, add sequential numbers from 1 to the end of the data table, and repeat this process in the rows below that do not yet contain data.



The screenshot shows an Excel spreadsheet with the following data:

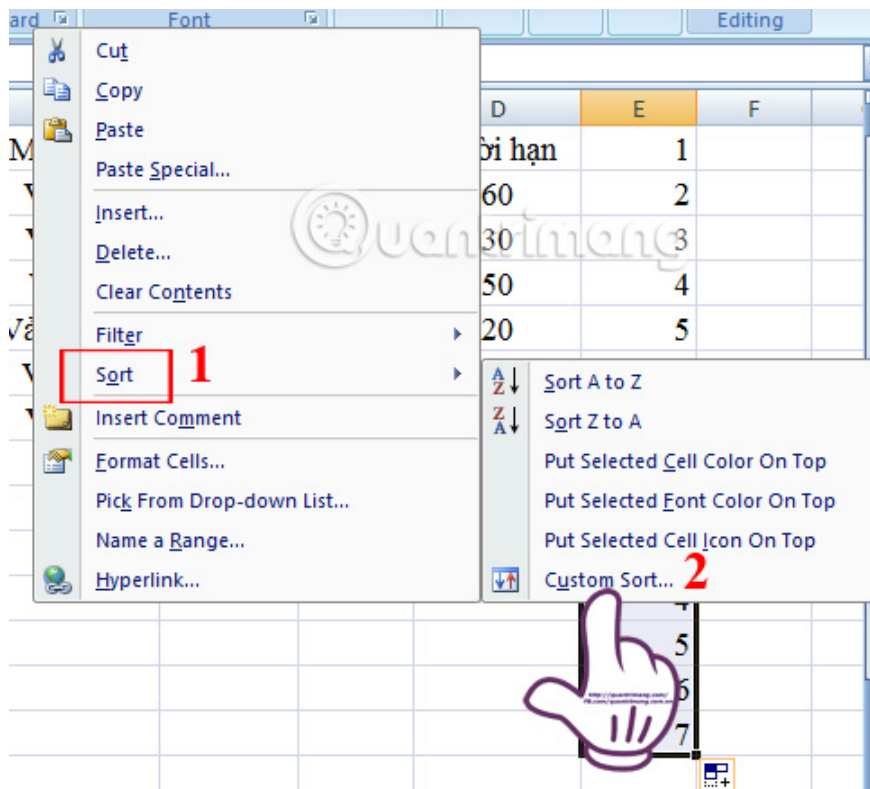
	A	B	C	D	E	F
1	Mặt hàng	Số lượng	Kho	Thời hạn	1	
2	Vải thô	50	A	60	2	
3	Vải len	20	A	30	3	
4	Vải dạ	70	C	50	4	
5	Vải nhung	80	D	20	5	
6	Vải bò	100	E	50	6	
7	Vải lụa	75	B	80	7	
8						
9						

For faster operation, type the number 1, then press and hold Ctrl, then drag the mouse to the right corner and pull it down.



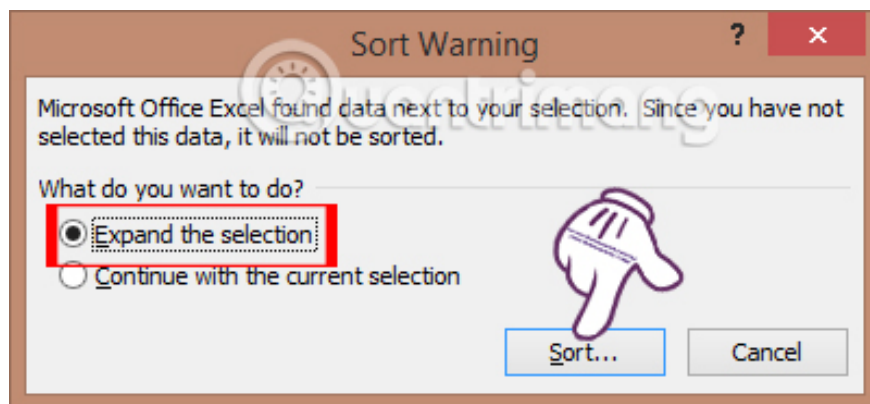
Step 2:

Next, right-click on the numbered row below, select **Sort**, and choose **Custom Sort**.



Step 3:

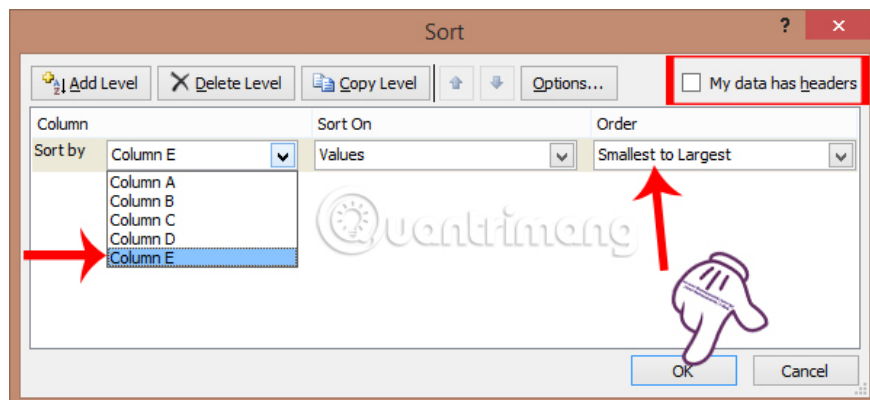
A small **Sort Warning** window will appear . Click the **Sort** button below it. **Note that** you must check the "Expand the selection" option.



Step 4:

In the new **Sort** interface , **uncheck the "My data has header" option** .

Next, in the **Sort by** section, select **Column E**. The order will be set to **Smallest to Largest**, from smallest to largest. Then click **OK** .

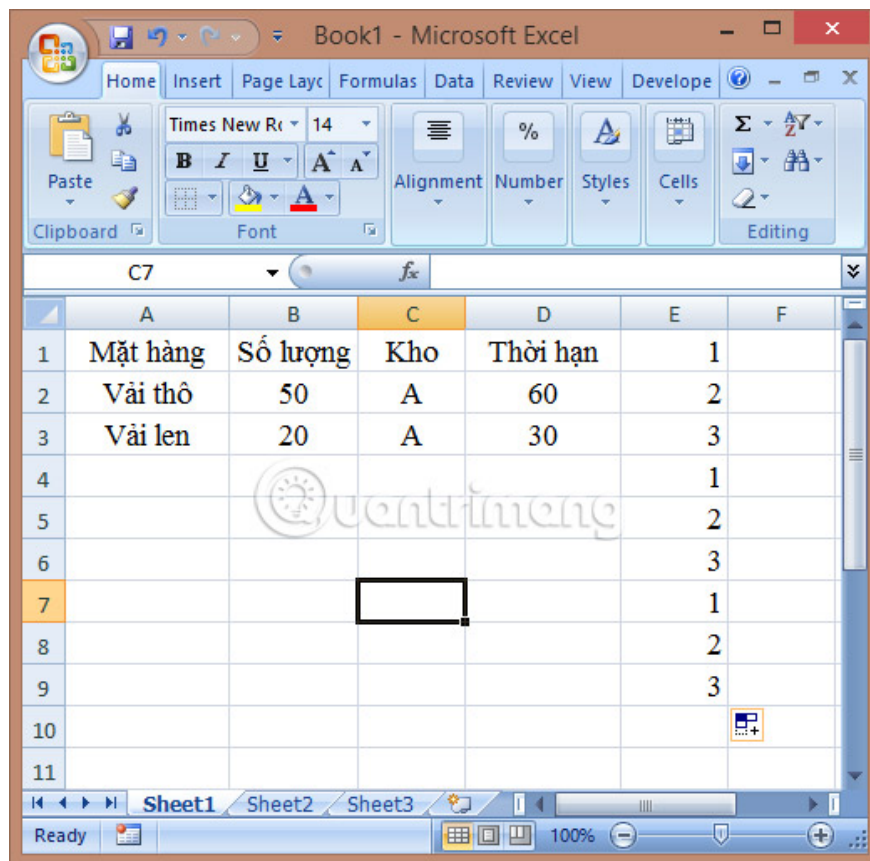


The final result will show an extra blank row interspersed within the Excel data table, as shown below. We just need to delete the serial number in column E to finish.

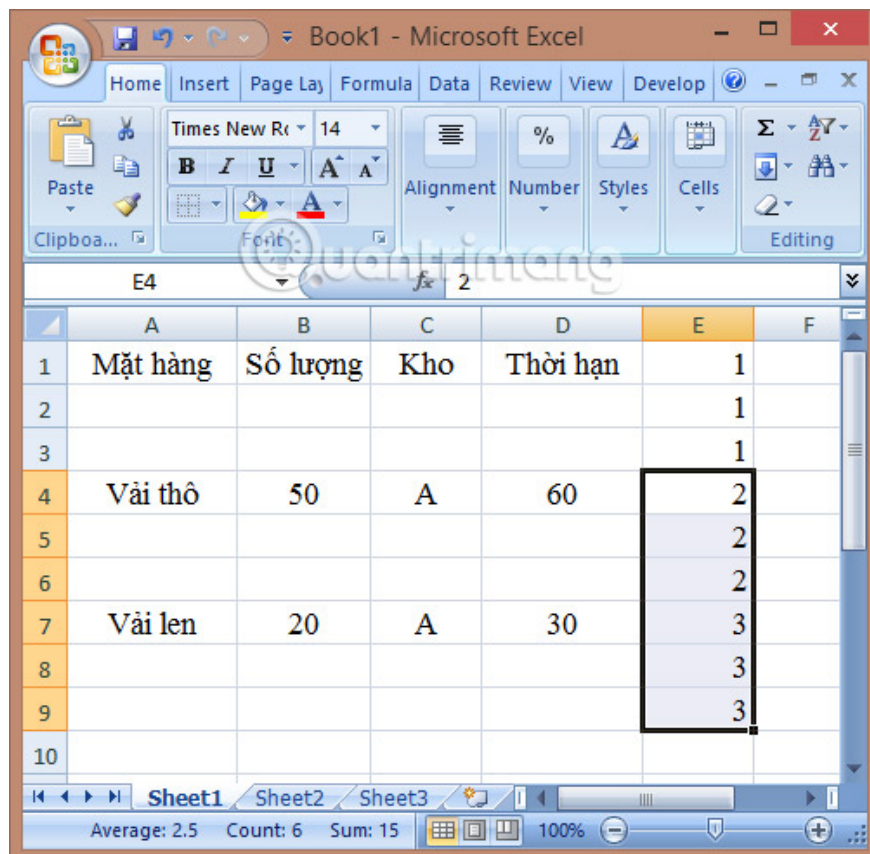
	A	B	C	D	E	F
1	Mặt hàng	Số lượng	Kho	Thời hạn	1	
2					1	
3	Vải thô	50	A	60	2	
4					2	
5	Vải len	20	A	30	3	
6					3	
7	Vải dạ	70	C	50	4	
8					4	
9	Vải nhung	80	D	20	5	
10					5	
11	Vải bò	100	E	50	6	
12					6	
13	Vải lụa	75	B	80	7	
14					7	

Note that if you want to add 2 or 3 blank rows to the table, you also need to create numbered rows from 1 to the desired row, and then repeat the corresponding numbering if you want to insert 2 or 3 rows.

As shown in the image below, if I add two alternating blank rows to the table, I will create two additional columns, numbered 1 to 3.



Then, follow the same steps as above and you will get the result shown in the image below.



So now you can add one or two blank rows as you wish to your data table. The method for inserting one or more blank rows in Excel only differs in adding the row number column from 1 to the row where you want to insert the row.

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