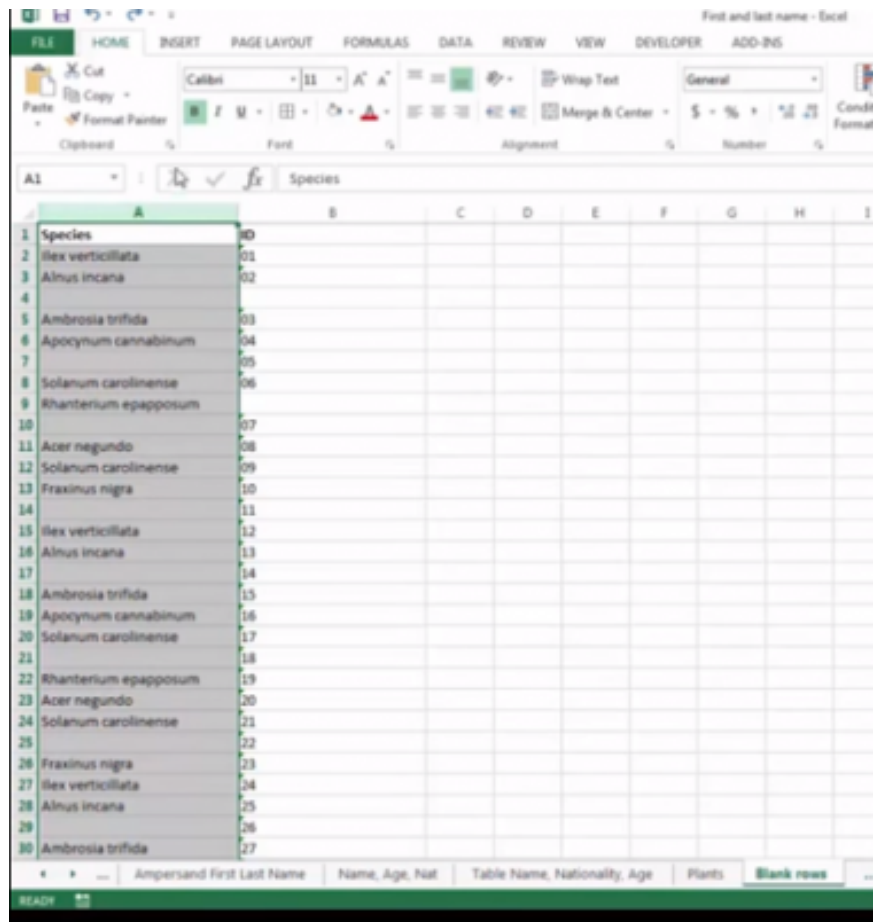


Instructions for deleting empty lines and columns in Excel 2016

Sometimes your spreadsheet has too many blank lines and empty columns look very messy and lose aesthetics. To make the spreadsheet look better you can delete these blank lines and blank columns. However, instead of manually deleting each column, each blank line is very time-consuming, especially with long spreadsheets with many empty columns and empty lines.

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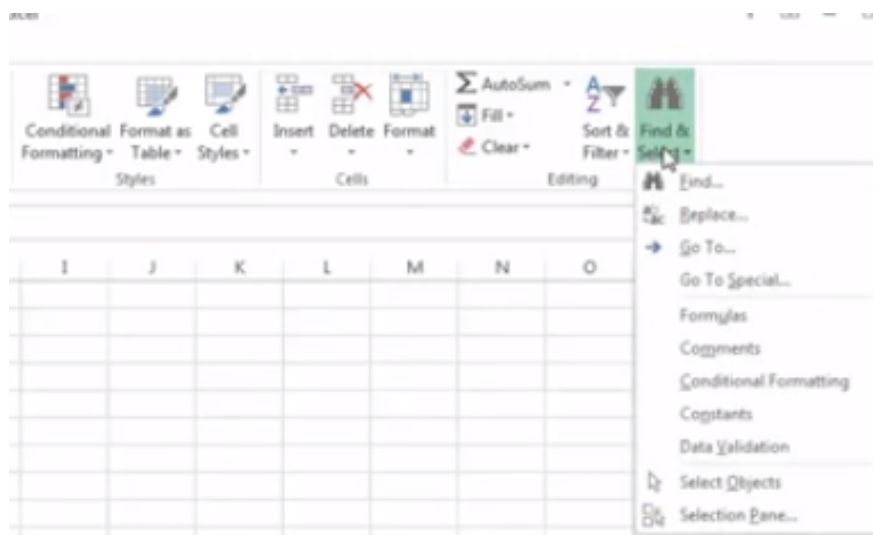
In the following article, Network Administrator will guide you how to delete empty lines and columns on Excel 2016 quickly to help you save a lot of your "precious" time.



Delete blank lines and empty columns in Excel 2016:

To delete blank lines or empty columns in Excel, first black out the range of data containing blank lines and blank columns.

Next under the **Home** tab select **Edit group** and then click **Find & Select**.



Next open your spreadsheet and then press the **F5** key repeatedly to open the Go To window.

When the Go To window appears, click the **Go To Special option**.

Check the **Blank** checkbox and click **OK** .

At this point you will see Excel arranging blank lines, empty columns adjacent to the spreadsheet. This makes it easy to delete empty lines and columns you want.

To delete blank lines, empty columns, select the rows in the row or column you want to delete, then from the Home tab, in the **Cells group** section, click **Delete** .

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

A4 : X ✓ fx

	A	B
1	Species	ID
2	Ilex verticillata	01
3	Alnus incana	02
4		
5	Ambrosia trifida	
6	Apocynum cannabinu	
7		
8	Solanum carolinense	
9	Rhanterium epapposi	
10		
11	Acer negundo	
12	Solanum carolinense	
13	Fraxinus nigra	
14		
15	Ilex verticillata	
16	Alnus incana	
17		
18	Ambrosia trifida	
19	Apocynum cannabinu	
20	Solanum carolinense	
21		
22	Rhanterium epapposi	
23	Acer negundo	
24	Solanum carolinense	
25		
26	Fraxinus nigra	
27	Ilex verticillata	
28	Alnus incana	

Context menu for cell A7:

- Cut
- Copy
- Paste Options:
 - Paste
 - Paste Special...
 - Insert...
 - Delete...
 - Clear Contents
- Quick Analysis
 - Filter
 - Sort
- Insert Comment
- Delete Comment
- Format Cells...
- Pick From Drop-down List...
- Define Name...
- Hyperlink...

So, you have completely deleted blank lines and empty columns on your Excel spreadsheet.

Now your spreadsheet looks much more beautiful.

Refer to some of the following articles:

1. Instructions for using Pareto, Histogram and Waterfall charts in Excel 2016
1. Instructions for installing and using Office 2016
1. How to change the default save file format in Word, Excel and Powerpoint 2016?

Good luck!

You finished reading the article "**Instructions for deleting empty lines and columns 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.