

Course Name: O Level (1<sup>st</sup> Sem)

Subject: ITTNB

Topic: Spreadsheet: LibreOffice Calc (Part-5)  
[Working with columns and rows in a spreadsheet]

Date: 19-05-20

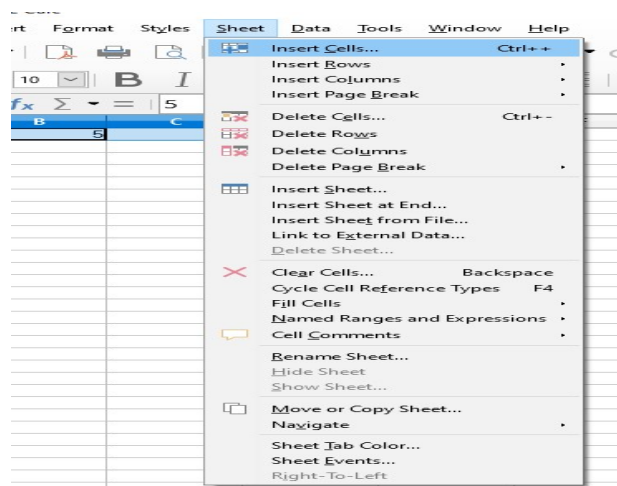
## Working with Columns and Rows

### Inserting columns and rows:

#### Single column or row:

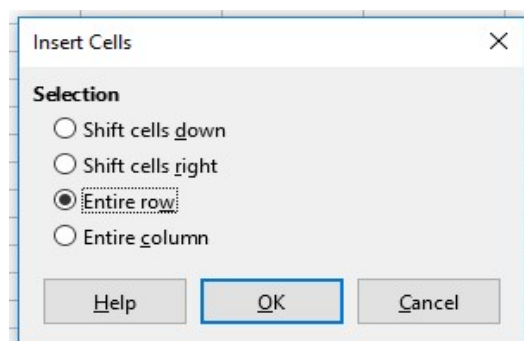
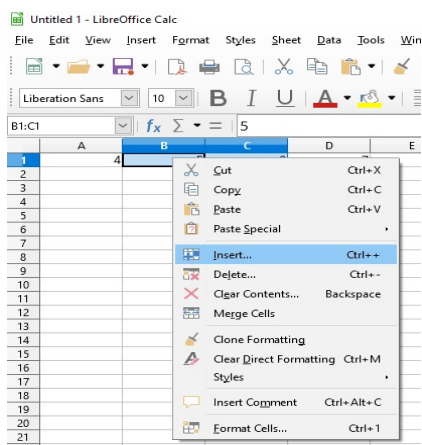
Using the **Sheet** menu:

- 1) Select a cell, column, or row where we want the new column or row inserted.
- 2) Go to **Sheet** on the Menu bar and select either **Insert > Columns > Columns Left** or > **Columns Right** or **Insert > Rows > Rows Above** or > **Rows Below**.



Using the mouse:

- 1) Select a column or row where we want the new column or row inserted.
- 2) Right-click the column or row header.
- 3) Select **Insert Columns Left**, **Insert Columns Right**, **Insert Rows Above**, or **Insert Rows Below** from the context menu.



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## Multiple columns or rows:

Multiple columns or rows can be inserted at once rather than inserting them one at a time.

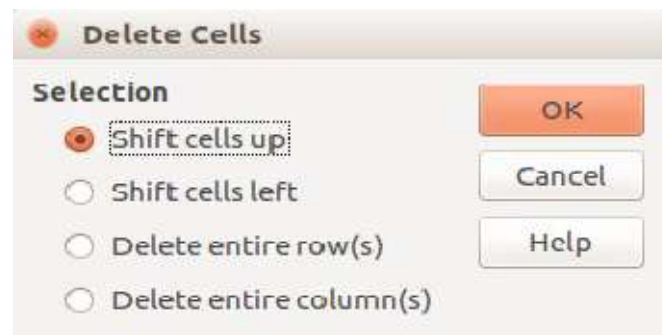
- 1) Highlight the required number of columns or rows by holding down the left mouse button on the first one and then dragging across the required number of identifiers.
- 2) Proceed as for inserting a single column or row above.

## Deleting columns and rows:

### Single column or row:

To delete a single column or row:

- 1) Select a cell in the column or row that wants to delete.
- 2) Go to **Sheet** on the Menu bar and select **Delete Cells** or right-click and select **Delete** from the context menu.
- 3) Select the option require from the Delete Cells dialog.



Alternatively:

- 1) Click in the column or header to select the column or row.
- 2) Go to **Sheet** on the Menu bar and select **Delete Cells** or right-click and select **Delete Columns** or **Delete Rows** from the context menu.

## Multiple columns or rows:

To delete multiple columns or rows:

- 1) Select the columns or rows.
- 2) Go to **Sheet** on the Menu bar and select **Delete Cells** or right-click and select **Delete Columns** or **Delete Rows** from the context menu.

## Assignments:

- A. Create a spreadsheet with some data and insert 3 rows and 5 columns in it?
- B. In the same spreadsheet delete 2 rows and 3 columns.