# Rows & columns

## Insert or delete rows or columns

Small changes in the layout of your worksheet can give you big improvements in readability. Insert and delete rows, columns, and cells to organize your worksheet.

**Insert a column**

1. Select the letter at the top of a column to select the column.
2. Select **Home > Insert > Insert Sheet Columns**
Or, right-click the top of the column, and then select **Insert**.

**Note:** Excels inserts a new column to the left.

**Delete a column**

1. Select the column.
2. Select **Home > Delete > Delete Sheet Columns**.

Or, right-click the top of the column, and then select **Delete**.

**Insert a row**

1. Select the row number to select a row.
2. Select **Home > Insert > Insert Sheet Rows**.

Or, right-click the selected row, and then select **Insert**.

**Note:** A new row is inserted above the selected row.

**Delete a row**

1. Select the row.
2. Select**Home > Delete > Delete Sheet Rows**.
Or, right-click the selected row, and then select **Delete.**

**Insert a cell**

1. Select a cell or a cell range.
2. Right-click the selected cells, and then select **Insert**.
3. In the **Insert** box, select an option:

	* **Shift cells right** – shifts cells right to make space for the new cell(s).
	* **Shift cells down** – shifts cells down to make space for the new cell(s).
	* **Entire row** – inserts a new row.
	* **Entire column** – inserts a new column.
4. Select **OK**.

## Change the column width and row height

You can manually adjust the column width or row height or automatically resize columns and rows to fit the data.

**Note:** The boundary is the line between cells, columns, and rows. If a column is too narrow to display the data, you will see ### in the cell.

**Resize rows**

1. Select a row or a range of rows.
2. Select **Format** > **Row Height**.
3. Type the row width and select **OK**.

**Resize columns**

1. Select a column or a range of columns.
2. Select **Format** > **Column Width**.

3. Type the column width and select **OK**.

**Automatically resize all columns and rows to fit the data**

1. Select the **Select All** button at the top of the worksheet, to select all columns and rows.
2. Double-click a boundary. All columns or rows resize to fit the data.

## Freeze columns or rows

Freeze rows and columns to keep specific areas visible when you scroll in a worksheet.

**Freeze the first column**

* Select **View**> **Freeze Panes** > **Freeze First Column**.

The faint line that appears between Column A and B shows that the first column is frozen.

**Freeze the first two columns**

1. Select the third column.
2. Select **View** > **Freeze Panes** > **Freeze Panes**.

**Freeze columns and rows**

1. Select the cell below the rows and to the right of the columns you want to keep visible when you scroll.
2. Select **View**>**Freeze Panes**> **Freeze Panes.**

## Hide or unhide columns

Hide or unhide columns in your spreadsheet to show just the data that you need to see or print.

**Hide columns**

1. Select one or more columns, and then press Ctrl to select additional columns that aren't adjacent.
2. Right-click the selected columns, and then select **Hide**.

**Note:** The double line between two columns is an indicator that you've hidden a column.

**Unhide columns**

1. Select the adjacent columns for the hidden columns.
2. Right-click the selected columns, and then select **Unhide**.

Or double-click the double line between the two columns where hidden columns exist.

## Split and combine data

You can take the text in one or more cells, and split it into multiple cells using the **Convert Text to Columns Wizard**.

1. Select the cell or column that contains the text you want to split.
2. Select **Data** > **Text to Columns**.
3. In the **Convert Text to Columns Wizard**, select **Delimited** > **Next**.
4. Select the **Delimiters** for your data. For example, **Comma** and **Space**. You can see a preview of your data in the **Data preview** window.
5. Select **Next**.
6. Select the **Column data format** or use what Excel chose for you.
7. Select the **Destination**, which is where you want the split data to appear on your worksheet.
8. Select **Finish**.