

Insert, Delete, and Adjust Cells, Columns, and Rows



Excel 2021

The Insert and Delete Options

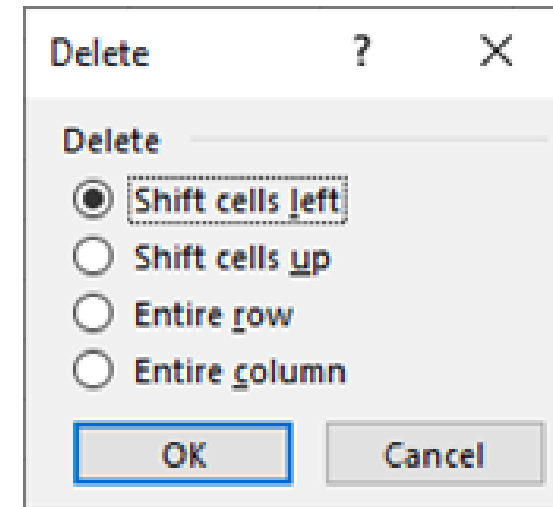
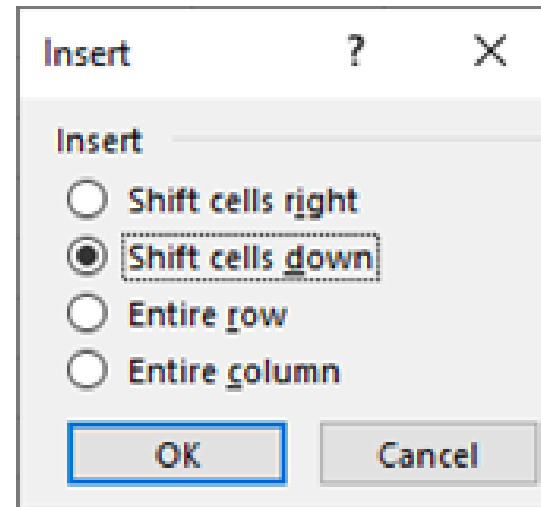
Using Insert Cells or Delete Cells from the drop-down menus opens dialog boxes, giving options to shift cells in a chosen direction or insert/delete entire rows or columns, even if only part of the sheet is selected.

These commands act on whatever is selected:

- Selecting cells → Insert/Delete cells.
- Selecting a row → Insert/Delete the entire row.
- Selecting a column → Insert/Delete the entire column.

By default, Excel shifts cells to make space:

- Insert → pushes cells down or columns right.
- Delete → pulls cells up or columns left.




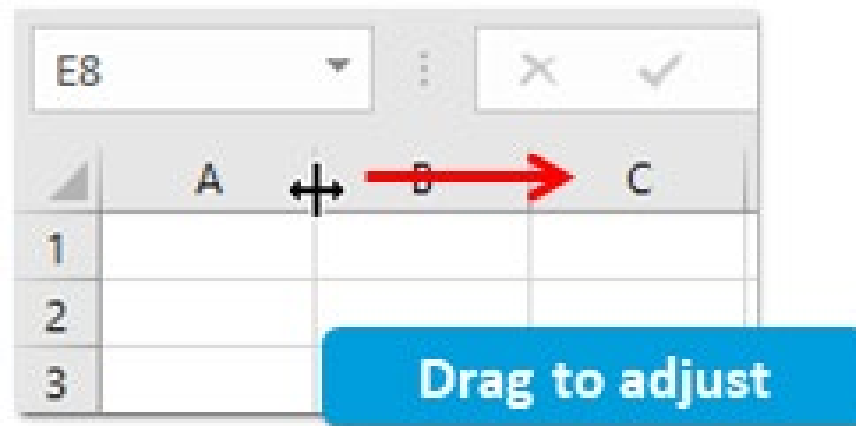
You can also access the Insert and Delete dialog boxes by right-clicking a selected cell or range, and then selecting either Insert or Delete.

Width and Height Adjustments

When data or formulas spill beyond cell borders, you need to adjust cell sizes by changing row heights, column widths, or both.


Manual adjustment method:

- Place the mouse pointer over the border of a row or column header until it shows a **dark line with a double arrow**. 
- **Click and drag** the border to resize.
- For rows → drag the **bottom border** of the row.
- For columns → drag the **right-hand border** of the column.

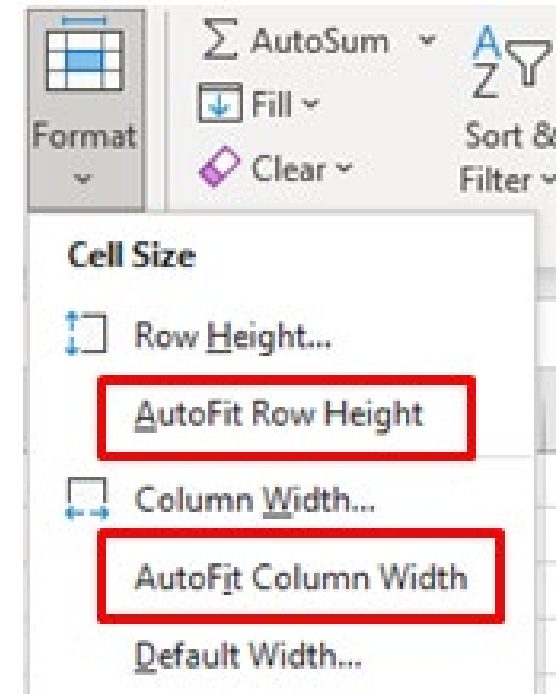
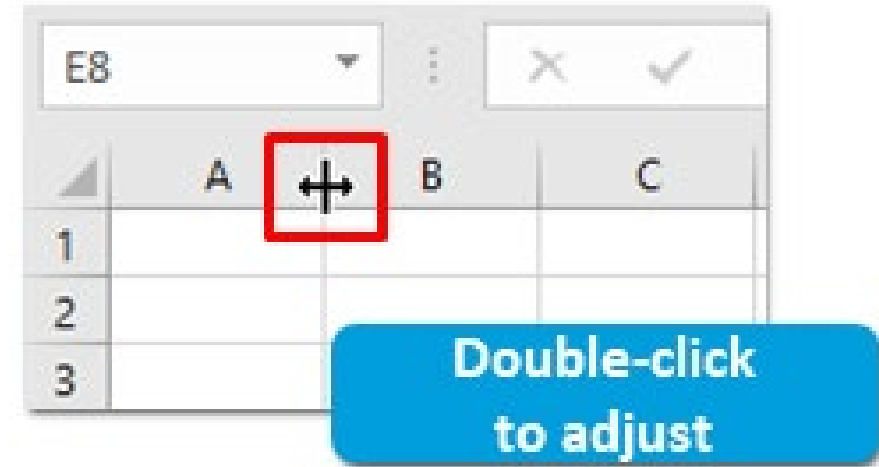


Width and Height Adjustments

You can resize all columns or rows in a worksheet at the same time. To do this, select the **Select All** button

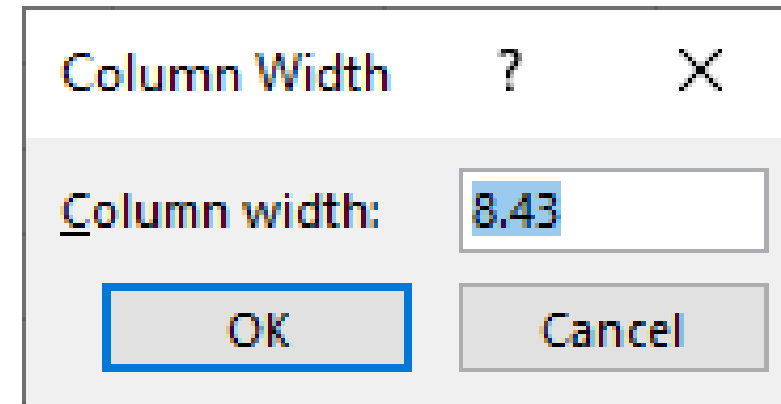
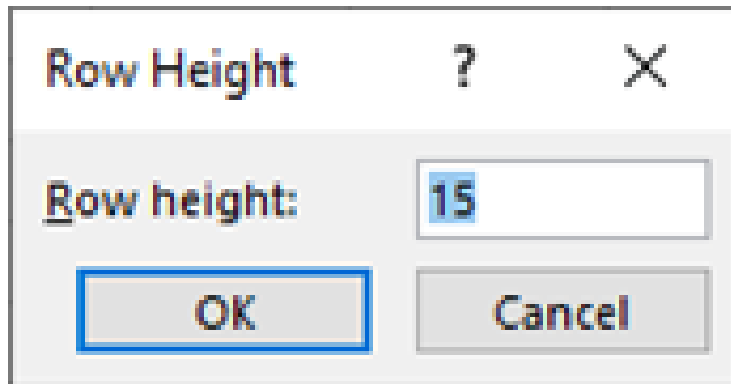
 where the column and the row headers intersect to select all cells in the worksheet, and then double-click any column or row border in the headers.

You can also use the AutoFit feature in Excel to automatically adjust row height or column width to match cell content. You can access the AutoFit commands by selecting **Home** → **Format**. To use the AutoFit feature, select any cell or range within the row(s) or the column(s) that you would like to adjust and then select either the **AutoFit Row Height** or the **AutoFit Column Width** command from the **Format** drop-down menu.




Width and Height Adjustments

Finally, you can use the **Row Height** and **Column Width** dialog boxes to adjust cell size. To adjust cell size by using this method, simply select a cell in the desired row, open the appropriate dialog box, enter the desired height or width value, and then select **OK**. You can access the **Row Height** and the **Column Width** dialog boxes by selecting either **Home** → **Format** → **Row Height** or **Home** → **Format** → **Column Width**.



The Hide and Unhide Commands

The **Hide** and **Unhide** commands enable you to suppress the visibility of particular rows or columns in your worksheets. These commands can come in handy in large worksheets that have more rows or columns than can fit on the screen at once, or if your worksheets contain extraneous information or calculation data that doesn't need to be displayed.



	A	G	H
1	Employee Name	Total	Average
2	Silva	\$452,110	\$113,027.50
3	Maddox	\$675,640	\$168,910.00
4	Koval	\$429,125	\$107,281.25
5	Lindgren	\$342,670	\$85,667.50
6	Sykes	\$592,215	\$148,053.75

Search for and Replace Data

 Microsoft

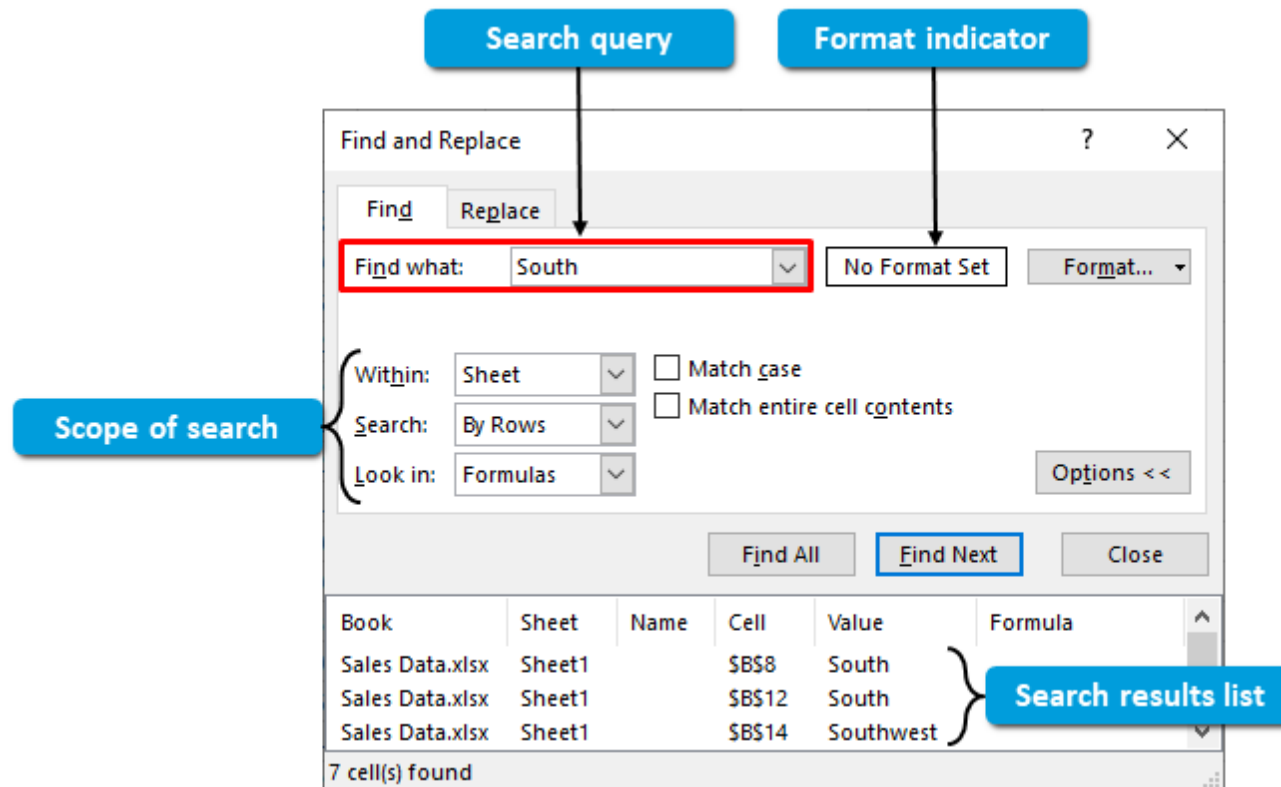


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The Find Command

You can use the **Find** command to locate specific content within your worksheets and workbooks. Excel opens the **Find and Replace** dialog box with the **Find** tab automatically selected.

- To access the **Find** command, select **Home** → **Find & Select** → **Find** or press **Ctrl + F**
- You can direct Excel to search only within a particular range by selecting that range before selecting the **Find** command.



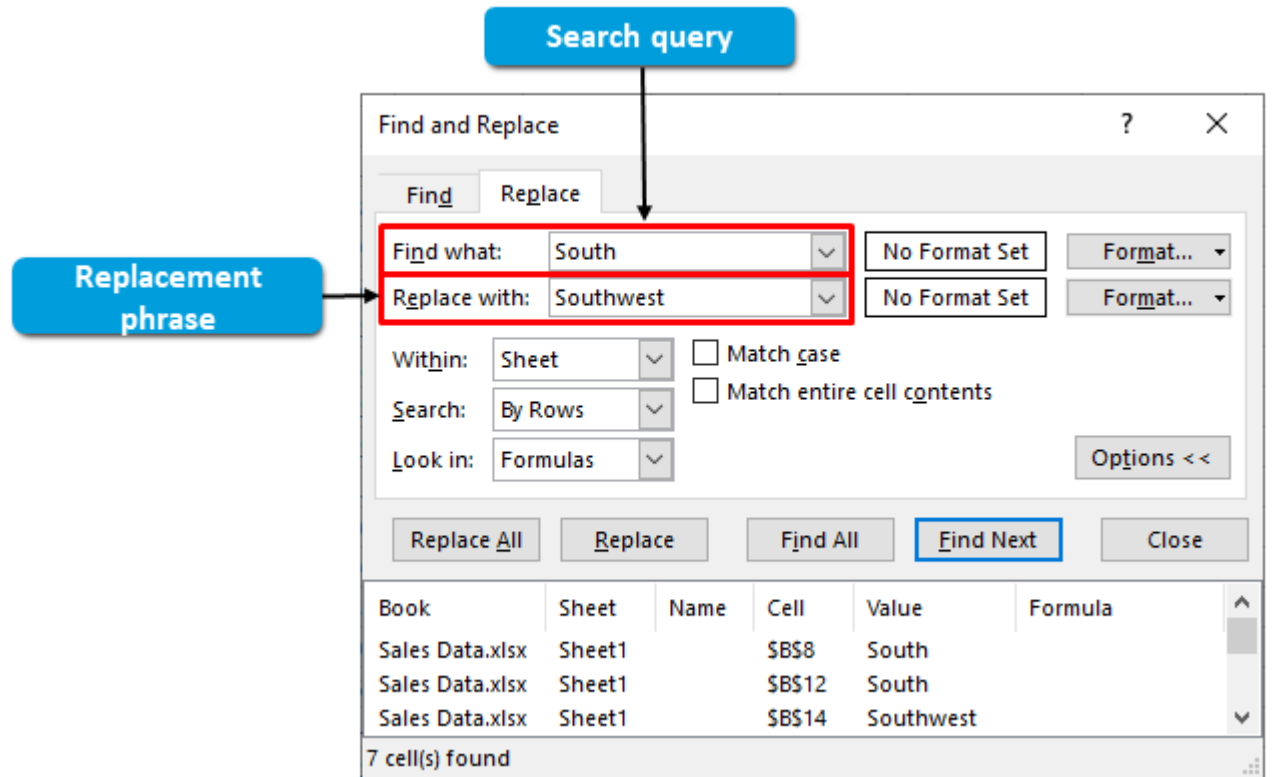
The Find Command

Find Tab Element	Use This To
Find what field	Enter your search query. This is the content Excel will search for in the workbook or worksheet.
Options button	Expand or collapse additional options in the Find and Replace dialog box.
Format indicator	Determine whether or not you have selected a particular format to search for. If you have not selected a format, the indicator displays the text No Format Set. If you have selected a format, the indicator displays the text Preview*.
Format button	Select the type of formatting you wish to search for. Selecting the Format button opens the Find Format dialog box, which allows you to select the type of formatting you wish to search for. Selecting the Format drop-down arrow also gives you the option to manually select a worksheet cell to set the desired formatting to search for or to clear formatting from the search query.
Within drop-down list	Decide between searching the current worksheet or the entire workbook.
Search drop-down list	Choose whether to search by row or by column.
Look in drop-down list	Tell Excel to search within cells containing values, formulas, or comments.
Match case check box	Require an exact casing match in order for Excel to return search results.
Match entire cell contents check box	Require an exact content match within a cell in order for Excel to return a search result.
Find All button	Display a list of all instances of content matching your search query at the bottom of the Find and Replace dialog box. When you select a search result from the list, Excel automatically navigates to and selects the matching cell.
Find Next button	Cycle among all cells with content matching the search query. Excel automatically navigates to and selects each cell containing matching content in the order it finds them.
Search results list	Review search results when you use the Find All command and to select cells containing content that matches the search query.

The Replace Command

As with the **Find** command, you can apply the **Replace** command for one instance of your search query at a time or for all matching instances at once.

- The keyboard shortcut for the **Replace** command is **Ctrl + H**.
- As with the **Find** command, you can direct the **Replace** command to search for and replace only content within a particular range by first selecting the range and then selecting the **Replace** command. Also, the **Look in** options are restricted to only **Formulas** on the **Replace** tab.

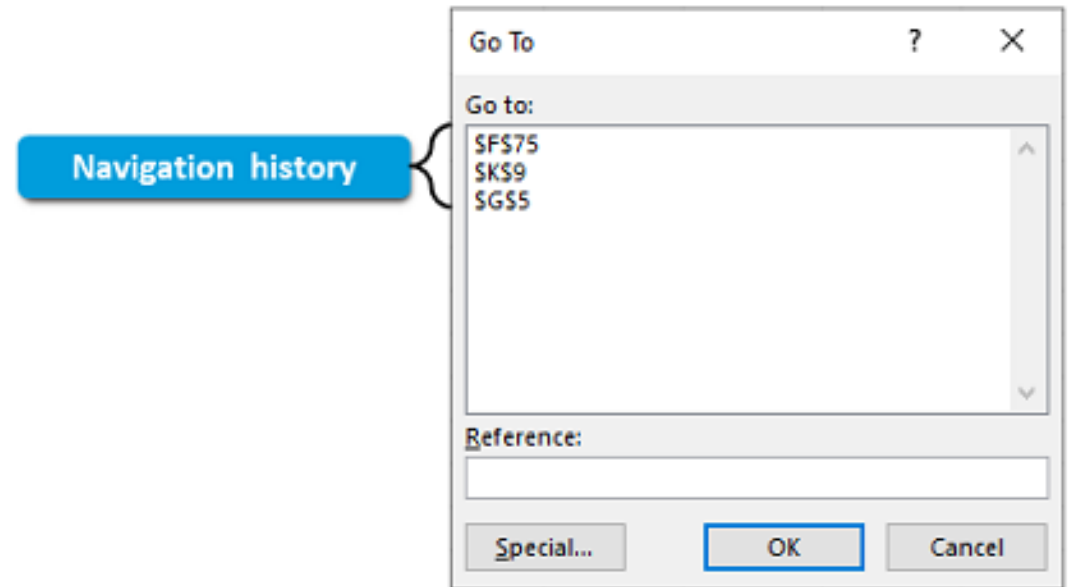


The Go To Dialog Box

The **Go To dialog box** in Excel is a powerful navigation tool that allows you to quickly move to any cell within a worksheet or even across worksheets in the same workbook. By entering a cell reference, you can jump directly to that location, and if you need to access a cell in another worksheet, you simply type the worksheet name followed by an exclamation mark (!) before the cell reference. Unlike the Name Box, the Go To dialog box keeps a history of previously visited cells, making it especially useful for large worksheets where you frequently revisit specific cells.

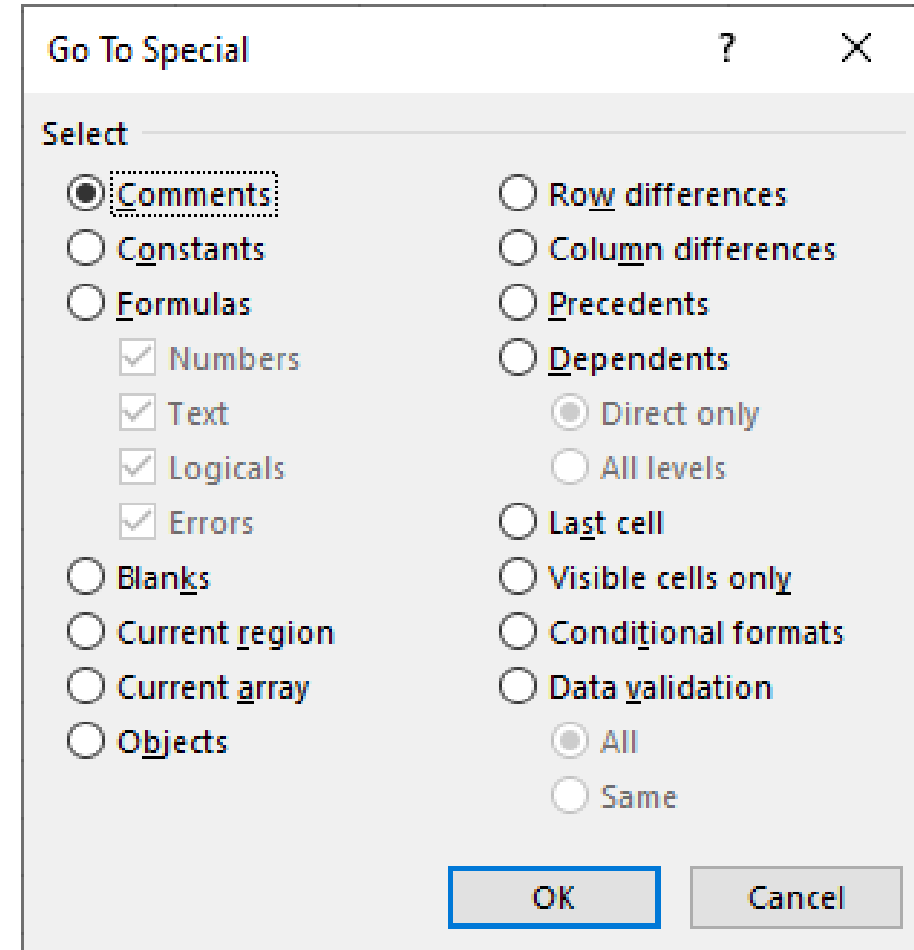
You can access it through

- **Home → Find & Select → Go To**
- By pressing **F5** on your keyboard.



The Go To Special Dialog Box

The **Go To Special feature** in Excel is an advanced navigation and selection tool that lets you highlight multiple cells based on specific criteria, rather than just jumping to a single cell like the standard Go To dialog box. It's especially useful in large worksheets where manually selecting cells with the Ctrl key would be tedious. With Go To Special, you can quickly find and select cells that meet conditions such as containing formulas, blanks, constants, or specific data types. Once selected, these cells behave like any normal range—you can format them, clear their contents, or enter data across them efficiently.



This feature works only within the currently active worksheet and can be accessed through

- **Home → Find & Select → Go To Special** or
- by opening the Go To dialog box and clicking the **Special** button.

Option	Select This To
Comments option	Select all cells containing comments.
Constants option	Select all cells containing constants. Using the following check boxes, you can restrict the search to select only cells containing: Numbers <ul style="list-style-type: none"> • Text • Logicals—this option will not select instances of TRUE or FALSE that are the result of a logical function, only cases in which you've typed TRUE or FALSE as text. Also, Excel differentiates TRUE and FALSE from all other text when using this option.
Formulas option	Select cells containing formulas. Using the check boxes below, you can restrict the search to select only cells containing formulas that return: Numbers <ul style="list-style-type: none"> • Text • Logicals—this option will select instances of TRUE or FALSE that are the result of a logical function. • Errors
Blanks option	Select all blank cells within a dataset or a selected range.
Current region option	Select all cells in the same region as the currently selected cell or range.
Current array option	Select all cells in the same array as the currently selected cell or range, if the selected cell is part of an array.
Objects option	Select all objects on the worksheet. This option does not select worksheet cells, only objects on the worksheet.
Row differences option	Select all cells in the same row as the selected cell that do not contain the same content as the selected cell.
Column differences option	Select all cells in the same column as the selected cell that do not contain the same content as the selected cell.
Precedents option	Select all cells that contain data feeding the formula in the selected cell. Direct only —select only those cells directly feeding or fed by the currently selected cell. <ul style="list-style-type: none"> • All levels—select all cells feeding or fed by the currently selected cell.
Dependents option	Select all cells that contain formulas that the currently selected cell is feeding. Direct only —select only those cells directly feeding or fed by the currently selected cell. <ul style="list-style-type: none"> • All levels—all cells feeding or fed by the currently selected cell.
Last cell option	Select the last cell containing data or formatting in a worksheet.
Visible cells only option	Select all non-hidden cells.
Conditional formats option	Select all cells containing conditional formatting or all cells containing the same conditional formatting as the currently selected cell. <ul style="list-style-type: none"> • All—select all cells containing conditional formatting. • Same—select only cells containing the same conditional formatting as the currently selected cell.
Data validation option	Select all cells containing data validation or all cells containing the same data validation as the currently selected cell. All —select all cells containing data validation. <ul style="list-style-type: none"> • Same—select only cells containing the same data validation criteria as the currently selected cell.

Use Proofing and Research Tools



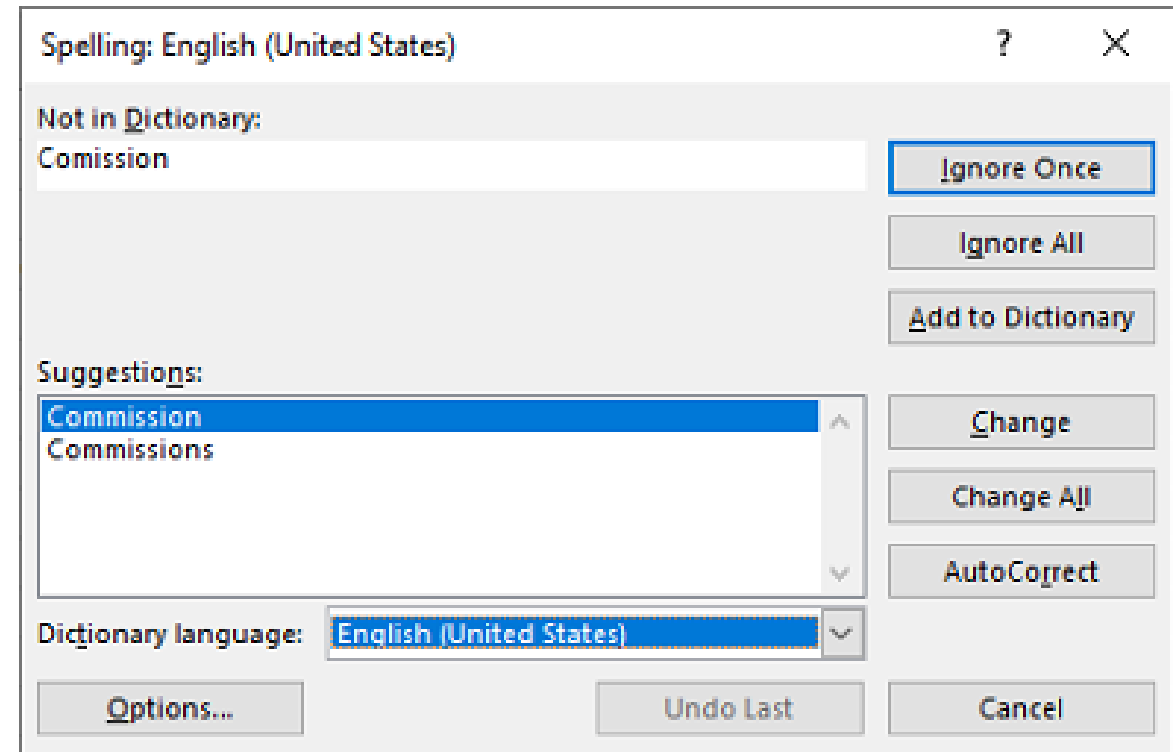
Excel 2021

The Spelling Dialog Box

You can use the **Spelling** dialog box to inspect your worksheets for spelling errors.

You can access the **Spelling** dialog box by selecting **Review** → **Spelling** or by pressing the **F7** key. You can direct Excel to check the spelling in only a particular range by first selecting it and then opening the **Spelling** dialog box.

Unlike some other applications, such as Microsoft Office Word, Excel does not mark spelling errors with red underlines. Don't rely on on-screen markup to flag spelling errors in your worksheets. You must run the spelling check manually.



The Spelling Dialog Box

Spelling Dialog Box Option	Description
Not in Dictionary field	Displays the word that the spelling checker does not recognize and has flagged as a possible error.
Suggestions list	Displays a list of suggested alternatives for the flagged word from the currently selected dictionary.
Dictionary language drop-down list	Allows you to select the desired dictionary against which Excel checks for spelling errors.
Ignore Once button	Ignores the currently selected instance of a misspelled word.
Ignore All button	Ignores all instances of the currently selected misspelled word throughout a worksheet.
Add to Dictionary button	Adds the term in the Not in Dictionary field to the currently selected dictionary so Excel no longer flags it as a misspelling. The dictionary is shared by other Microsoft Office apps, so any terms you add will also be active in those apps.
Change button	Replaces the currently selected instance of the word in the Not in Dictionary field with the word selected in the Suggestions list.
Change All button	Replaces all instances of the word in the Not in Dictionary field throughout a worksheet with the word selected in the Suggestions list.
AutoCorrect button	Adds the word in the Not in Dictionary field to the AutoCorrect feature so that, whenever you type the flagged word, Excel automatically replaces it with the word selected in the Suggestions list.
Options button	Opens the Excel Options dialog box with the Proofing tab selected so you can adjust the AutoCorrect options and settings for correcting spellings.
Undo Last button	Reverts the last corrected instance of a word back to its original spelling.
Cancel button	Cancels the current spelling check and closes the Spelling dialog box.

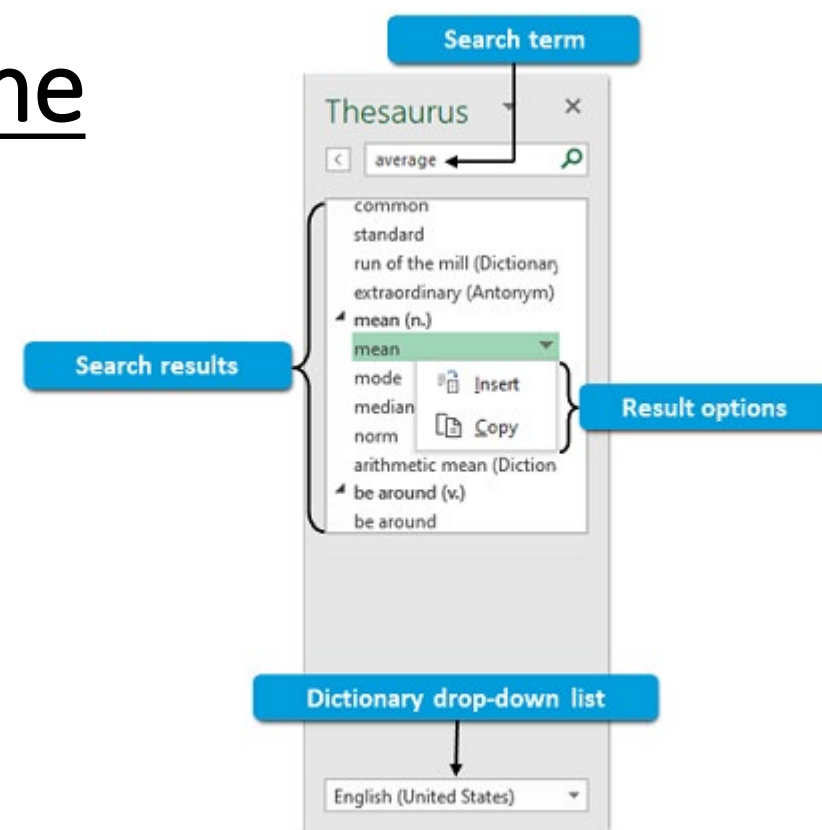
The AutoCorrect Feature

Excel 2021 also includes a feature that can help you avoid spelling errors as you type them—AutoCorrect. The AutoCorrect feature automatically changes common misspellings to the correct spelling as you type. For example, if you type *teh* in a cell, Excel will automatically change it to *the*. AutoCorrect can also automatically format text as you type it, such as creating a hyperlink when you type a web address or an email address, and insert certain mathematical symbols when you type particular keystrokes. When you install Excel 2021, AutoCorrect is preconfigured with a set of terms it will automatically correct, but you can customize this to suit your needs.

The Thesaurus Task Pane

Excel 2021 also includes a handy feature you can use if you simply want to search for synonyms, antonyms, or related terms for a particular word or phrase: the **Thesaurus** task pane. In the **Thesaurus** task pane, you have the option of selecting from a handful of default dictionaries that Excel can search to return results.

The following table describes the various elements of the **Thesaurus** task pane.



Thesaurus Task Pane Element	Is Used To
Back button	Navigate back to the previous term.
Synonyms await field	Enter a word or a phrase you want to find synonyms, antonyms, or related terms for.
Search button	Execute a search query.
Search results	Review search results, or select a particular term from the search results to perform a search on that term. You can also select the drop-down arrow next to a result to copy the term to the clipboard or insert the term into the active cell on your worksheet.
Dictionary drop-down list	Select the dictionary you want the Thesaurus task pane to search.


The Smart Lookup Task Pane

Search

VR HMD

All More

Head-mounted display

 A head-mounted display is a display device, worn on the head or as part of a helmet, that has a small display optic in front of one or each eye. An HMD has many uses including gamin...


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Show more

VR Head Mounted Display (HMD) - STMicroele...

<https://www.st.com/en/applications/virtual-augmented-re...>

A VR headset also known as HMD (Head Mounted Display), can be seen as an enhanced display screen in front of the eyes.

Was this useful? [Yes](#) [No](#) Powered by  bing

Excel 2021 can also help you perform research on your data from several online resources. The **Smart Lookup** task pane uses the active cell's contents as a search query to run in Microsoft's Bing® search engine. It can also automatically incorporate the content of surrounding cells to refine the search.

With a cell selected, you can access the **Smart Lookup** task pane by selecting **Review** → **Smart Lookup** or by right-clicking the cell and selecting **Smart Lookup** from the contextual menu. You can also perform a Smart Lookup operation by selecting the **More search results** option on any search you perform using the **Search** feature. In addition, you can search by specifying the search text from within the **Smart Lookup** task pane itself.