**Insert Cells, Rows, and Columns**

To insert cells, rows, and columns in Excel:
- Place the cursor in the row below where you want the new row, or in the column to the left of where you want the new column
- Click the **Insert** button on the **Cells** group of the **Home** tab
- Click the appropriate choice: **Cell, Row, or Column**

**Delete Cells, Rows and Columns**

To delete cells, rows, and columns:
- Place the cursor in the cell, row, or column that you want to delete
- Click the **Delete** button on the **Cells** group of the **Home** tab
- Click the appropriate choice: **Cell, Row, or Column**