

PC Tip of the Week:
Insert or Delete Rows or Columns in Excel
(Without Using the Mouse)

STEP ONE:

- **Highlight a column** by selecting a cell in the column and pressing **Ctrl + Spacebar**.

or

- **Highlight a row** by selecting a cell in the row and pressing **Shift + Spacebar**.

STEP TWO:

- **Insert rows or columns** by pressing **Ctrl + plus sign** on the number pad or by pressing **Ctrl + Shift + plus sign** on the regular keyboard.

- **Delete rows or columns** by pressing **Ctrl + hyphen or minus key**.

Computer Term of the Week

quiesce: to temporarily render inactive; refers to many areas in computing--such as hardware (to quiesce a device) or a voluntary inactivation of a computer system, an e-mail or forum discussion thread, or an application; the time taken to render a device inactive is called the *quiesce time*.

Keyboard Shortcuts of the Week

With a single row selected, press **Shift + right or left arrow key** to select multiple rows in Excel.

With a single column selected, press **Shift + up or down arrow key** to select multiple columns.