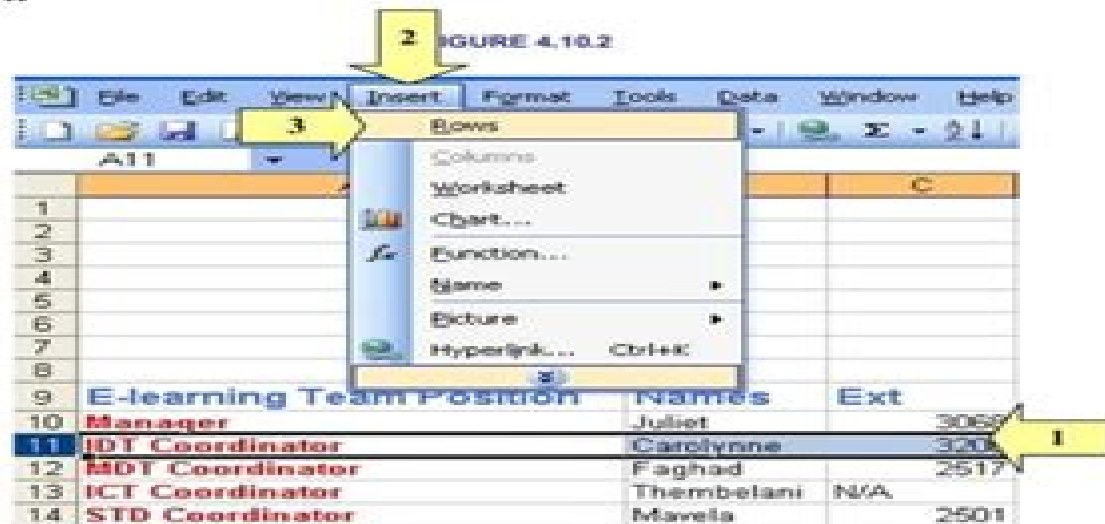


## Inserting Row



- STEP 1: Highlight the Row you want to insert.
- STEP 2: Click Insert
- STEP 3: Click Row

FIGURE 4.10.2

The screenshot shows the result of inserting a new row. The worksheet now has 7 rows of data. Row 3 is highlighted, and a yellow arrow labeled '1' points to it. The data in the worksheet is as follows:

	A	B	C
1	E-learning Team Position	Names	Ext
2	Manager	Juliet	3068
3	IDT Coordinator	Carolynne	3200
4	MDT Coordinator	Faghad	2517
5	ICT Coordinator	Thembelani	N/A
6	STD Coordinator	Mavela	2501

Figure 4.10.2 after the ROW is inserted

# Microsoft Excel Training Manual

**Richard Walters**



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