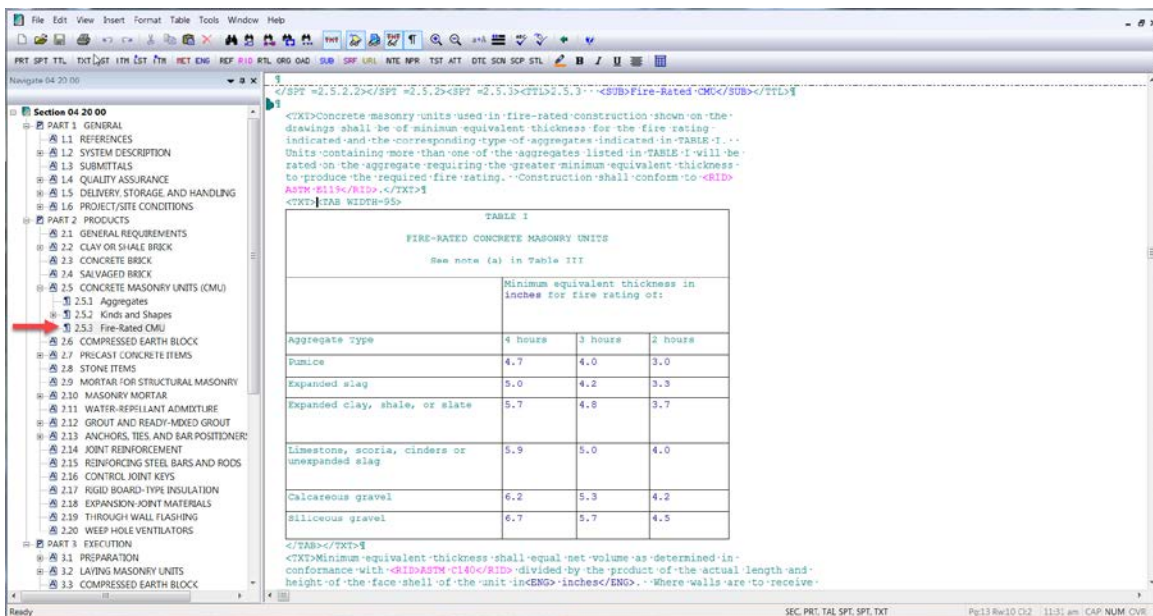# SpecsIntact eLearning Modules Transcript

Module: Chapter 3 - Insert and Delete Rows and Columns

The scripts are text only, therefore we highly recommend that you view the corresponding eLearning Module visual representation of the subject matter.

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In the previous module, we opened Section 04 20 00 and navigated to Subpart 2.5.3 in order to focus on Inserting a Formatted Table using Revisions. Now it's time to demonstrate how you would add or delete single or multiple Rows and Columns.

Also, if you recall, we have two right-click menus available while editing Formatted Tables. The Table Menu is activated by hovering over any element of a Formatted Table, then right-clicking.
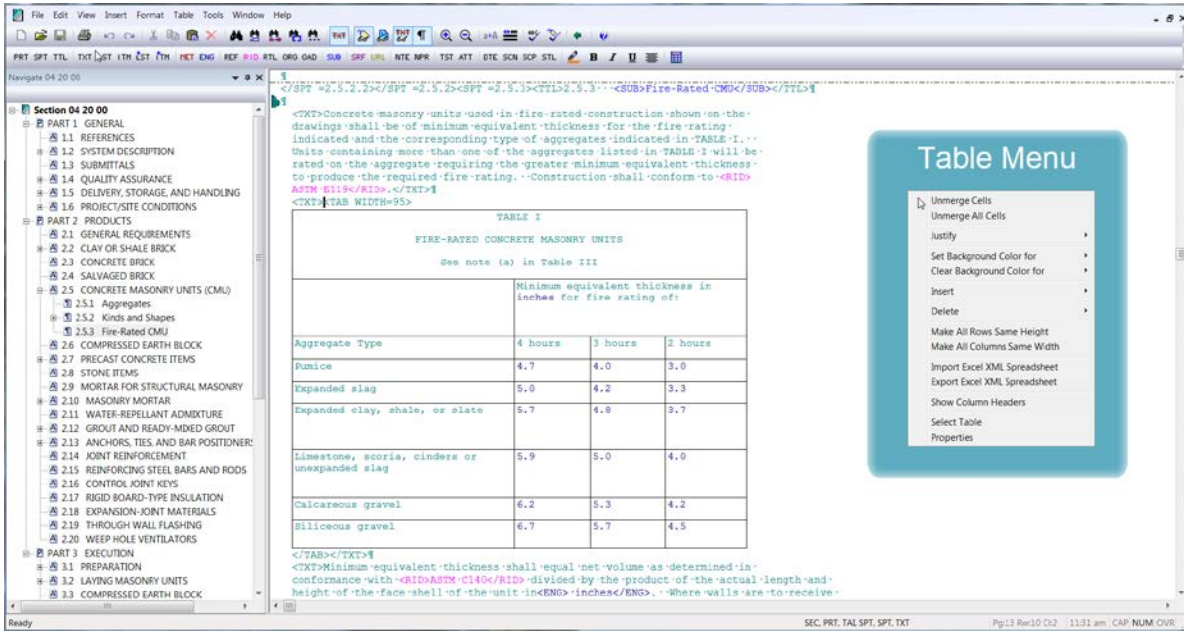

Whereas to activate the Edit Menu you must click inside of a cell so you are in the Edit Mode, and then right-click. I find that using the right-click Table Menu is the easiest way to accomplish most tasks.
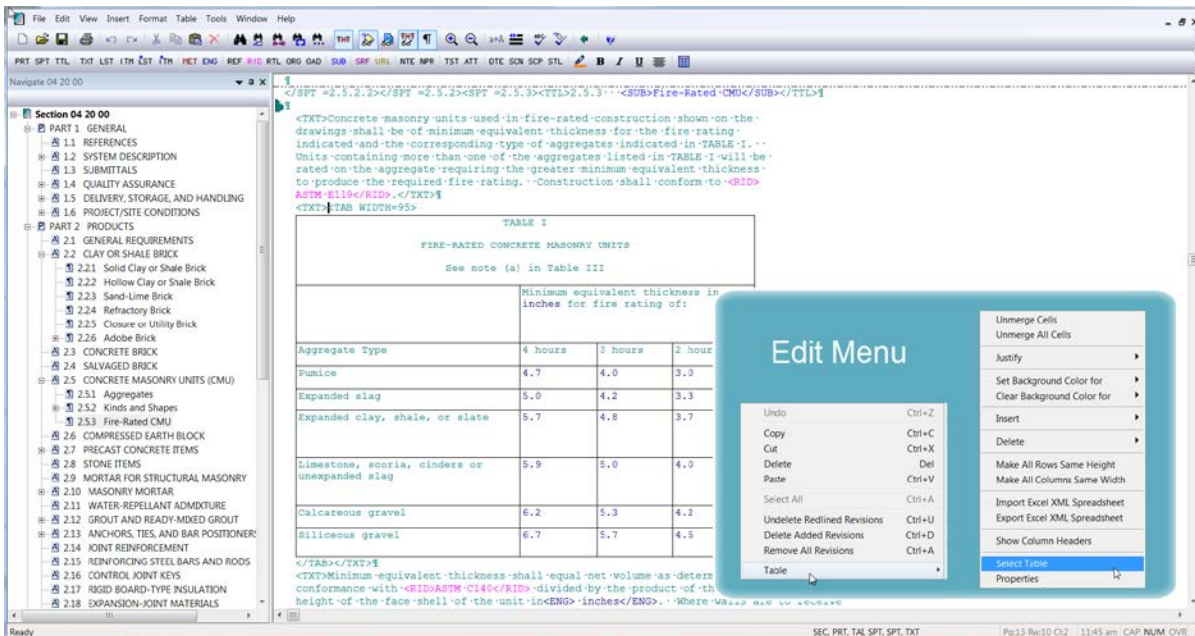
Let's *place our cursor* over the **fourth row beginning with Pumice**, *right-click to activate* the **Table Menu** then *slide down, and select* **Insert**. You will see that you have the choice to Insert a Row above or below Row 4, or to Insert a Column before or after Column 1. Naturally, the choices provided will vary depending on the cursor location and action when you activate the Table Menu. At this time, you can delete multiple columns, but you can only insert one column at time.
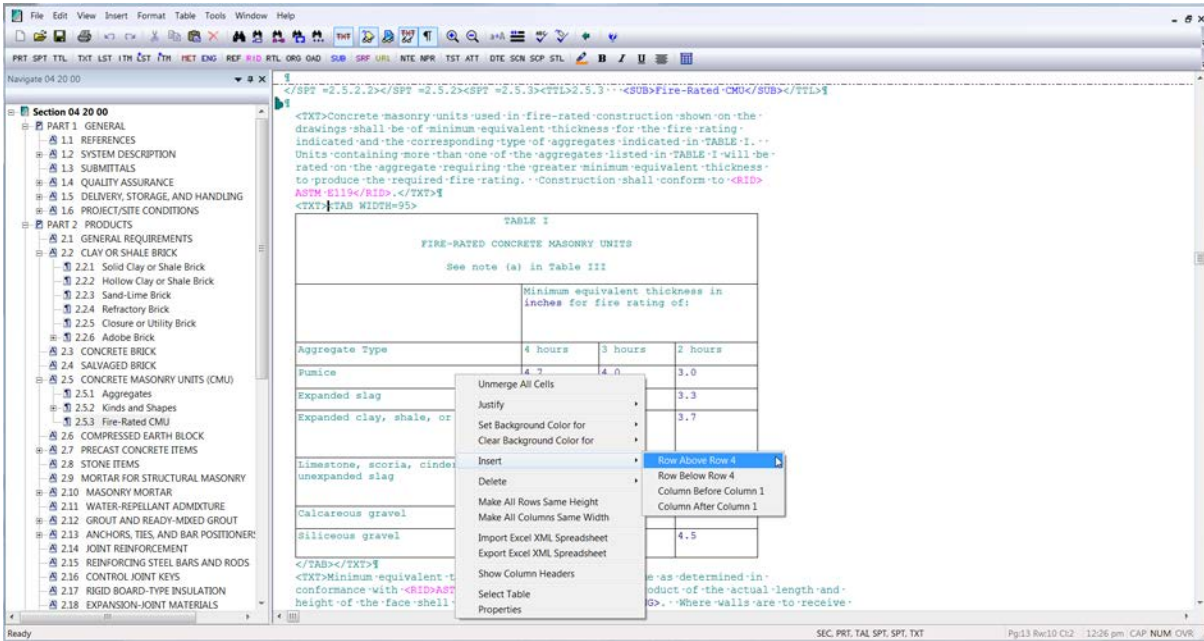
Let's go ahead and *choose to Insert* the **Row above Row 4**.
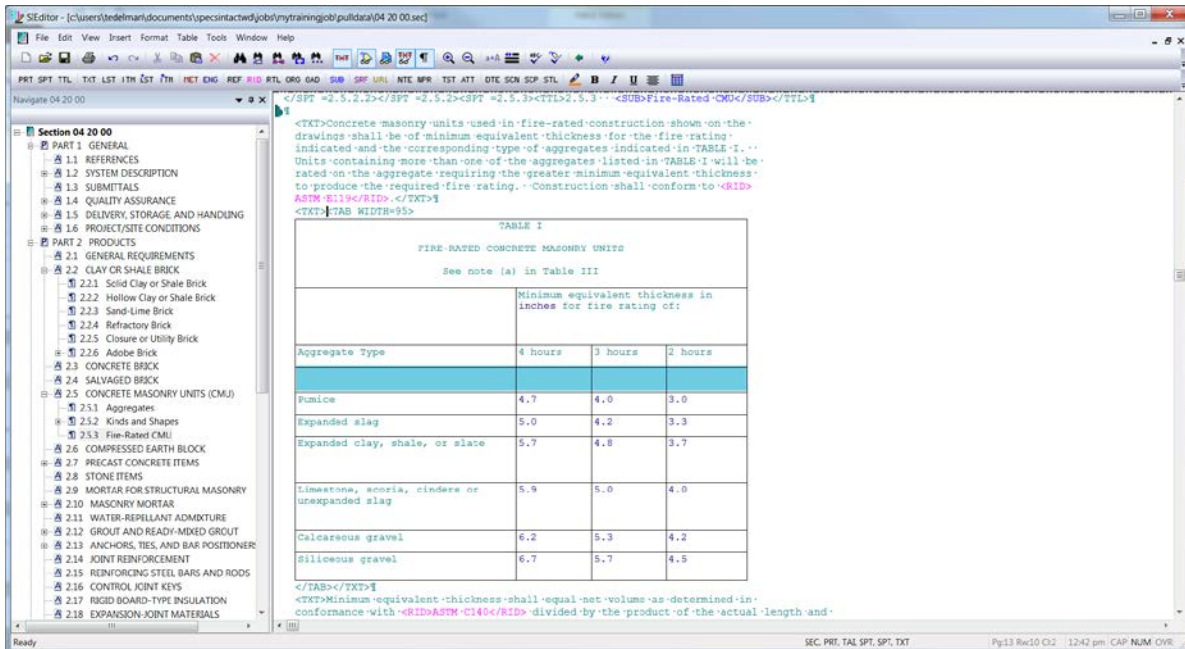
With the new row is in place, you can begin adding text to your table. Since we're just demonstrating how to add and delete rows and columns, let's *place our cursor over the* **new row**, now *right-click* to *activate* the **Table Menu**, *select* **Delete**. Now let's *choose* **Row 4**.
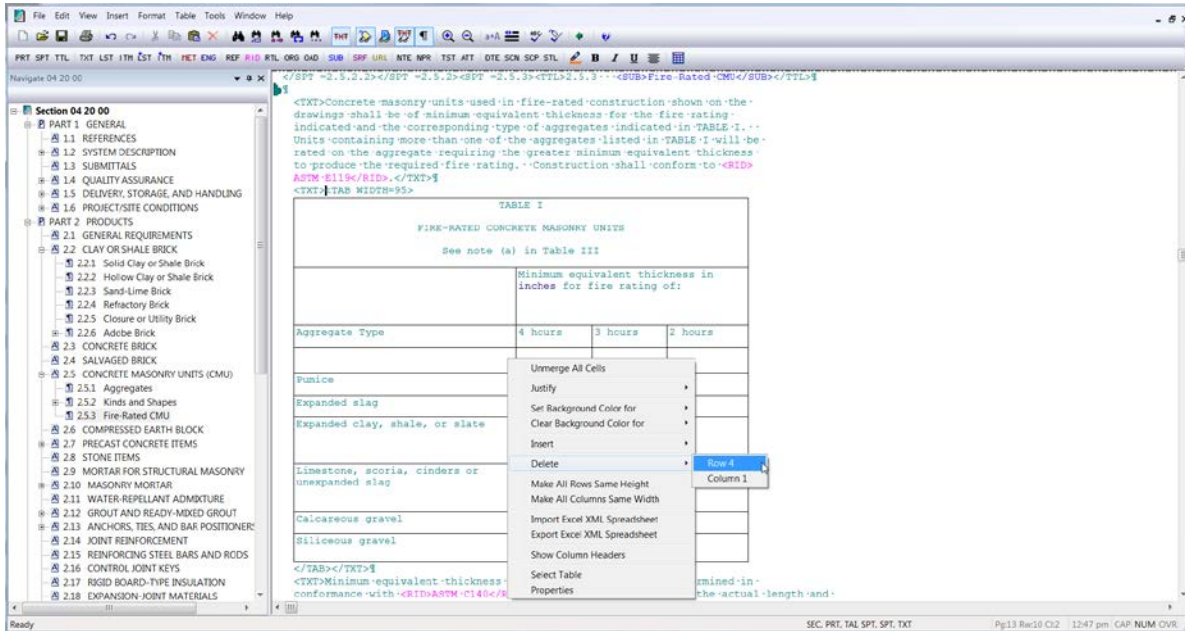
This time we are going to add multiple rows below Pumice. To do this, *place your cursor* over the **fourth Row** beginning with Pumice, *left-click*, then *drag your mouse* to **highlight rows four and five**. Once they are *highlighted, release the left mouse button*. This feature will insert the same number of rows that you've highlighted. If by chance, you do not highlight the correct area, click outside of the Formatted Table and try again! With the *two rows highlighted right-click to activate* the **Table Menu**, *scroll down and select* **Insert**, and *choose* **Rows below Selected Rows**.
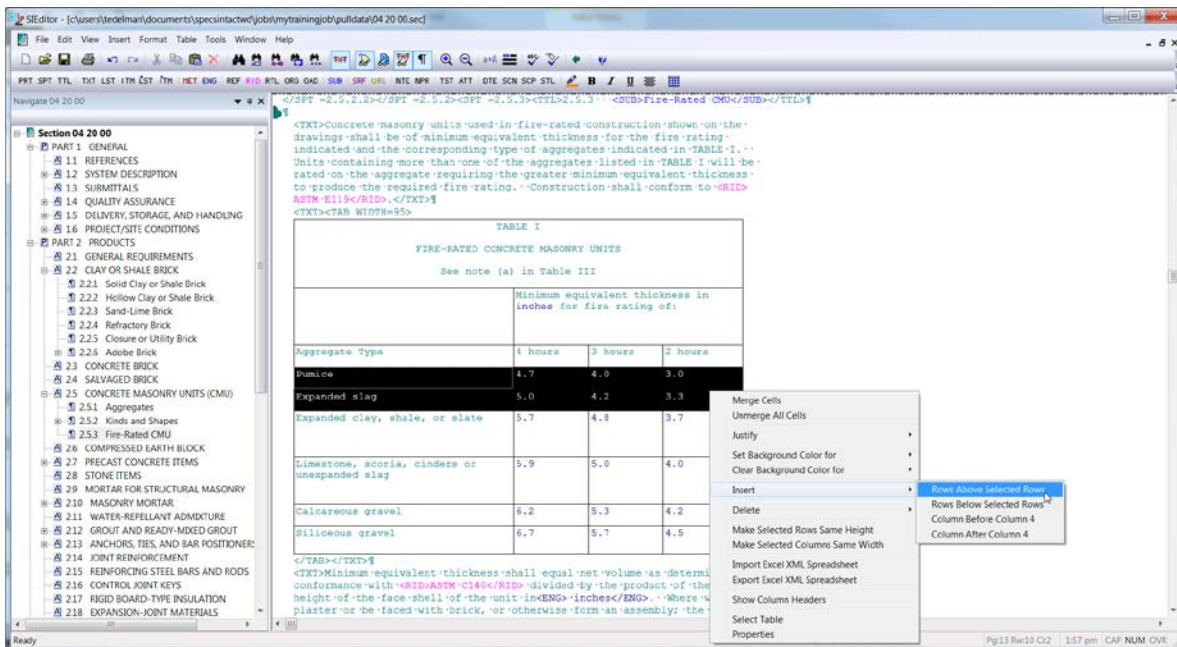
Likewise, if we want to delete the two rows, let's *highlight* the **two rows** we just added, *right-click scroll down*, and *select* **Delete**, and *choose* **Selected Rows**.
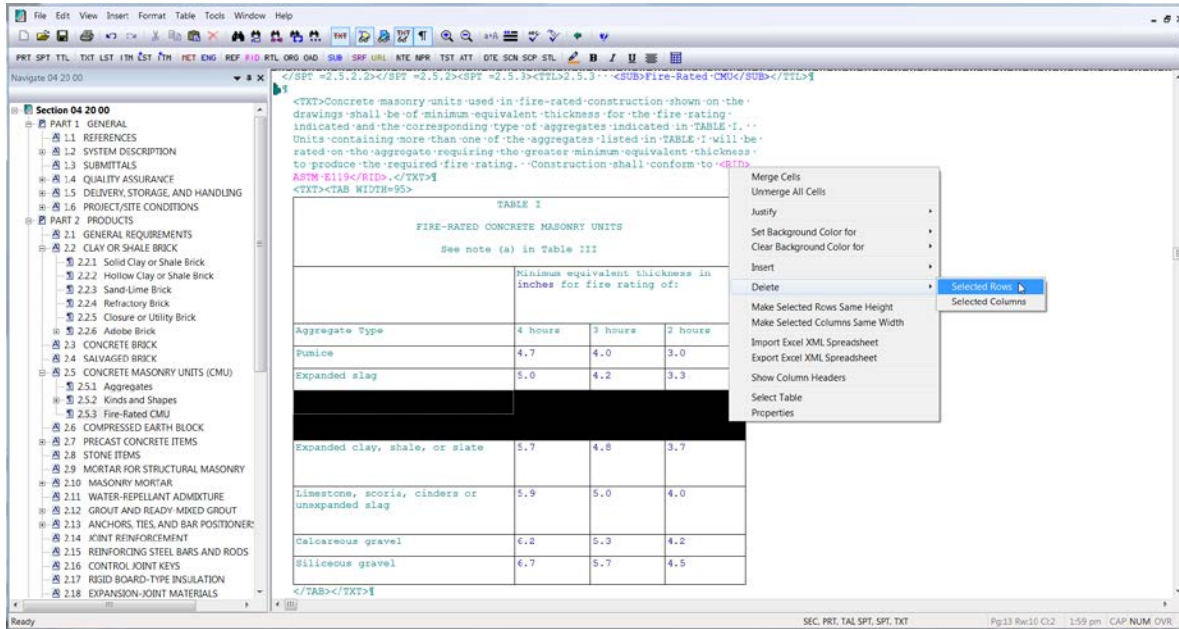

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Now that we have mastered adding single and multiple Rows, let's add a Column. As a reminder, the software only supports adding a single column. Let's *place our cursor over* the **fourth column** beginning with 3 hours, *right-click* to activate the Table Menu, *scroll down select* **Insert** and then *choose* **Column After Column 3**.
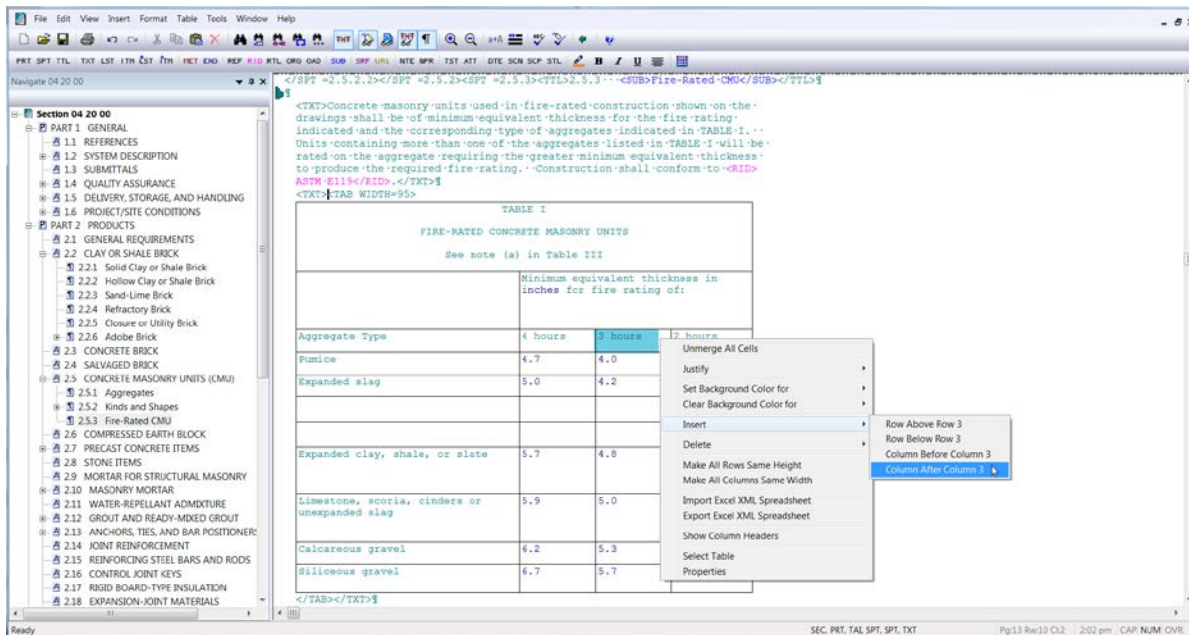
If we were actually editing this table for a Job, we might only want to use the last column of data beginning with 2 hours. Before we actually delete the three columns, you'll see we have a merged cell containing text. Let's *copy the contents* of the **cell** by selecting the Cell. Now *right-click* to *select the Edit Menu*, and **choose copy**.
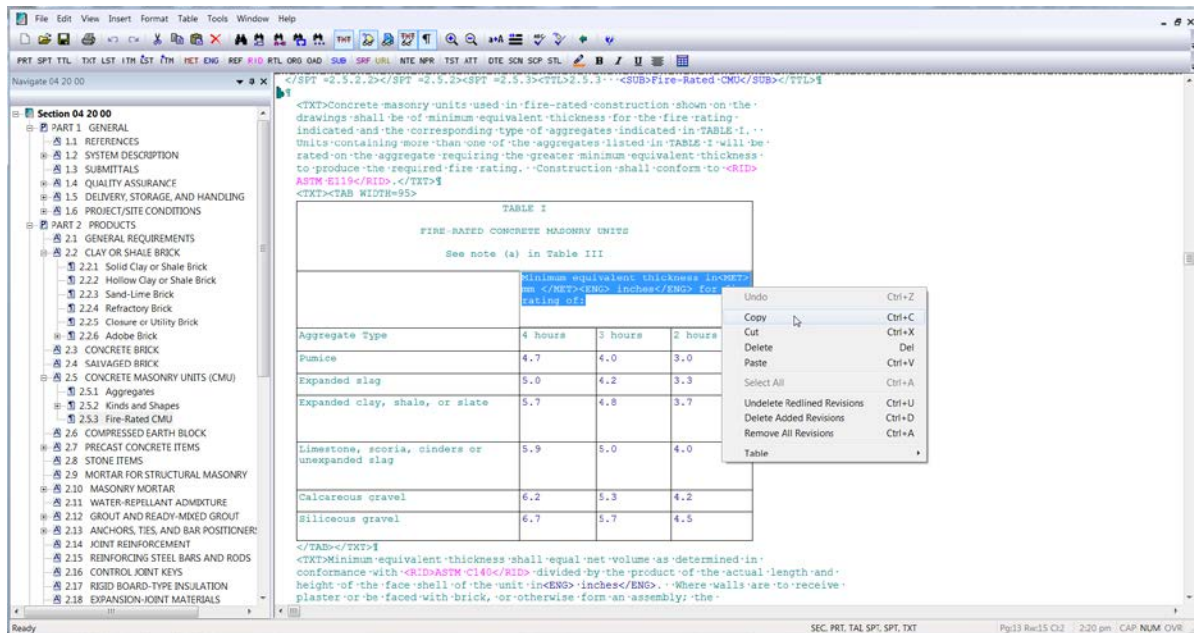
Now we are ready to delete columns two, three, and four. Let's *highlight* the **columns** beginning with 4 hours through the column we added. Now we're going to *right-click, scroll down and select* **Delete** and *choose* **Selected Columns**.
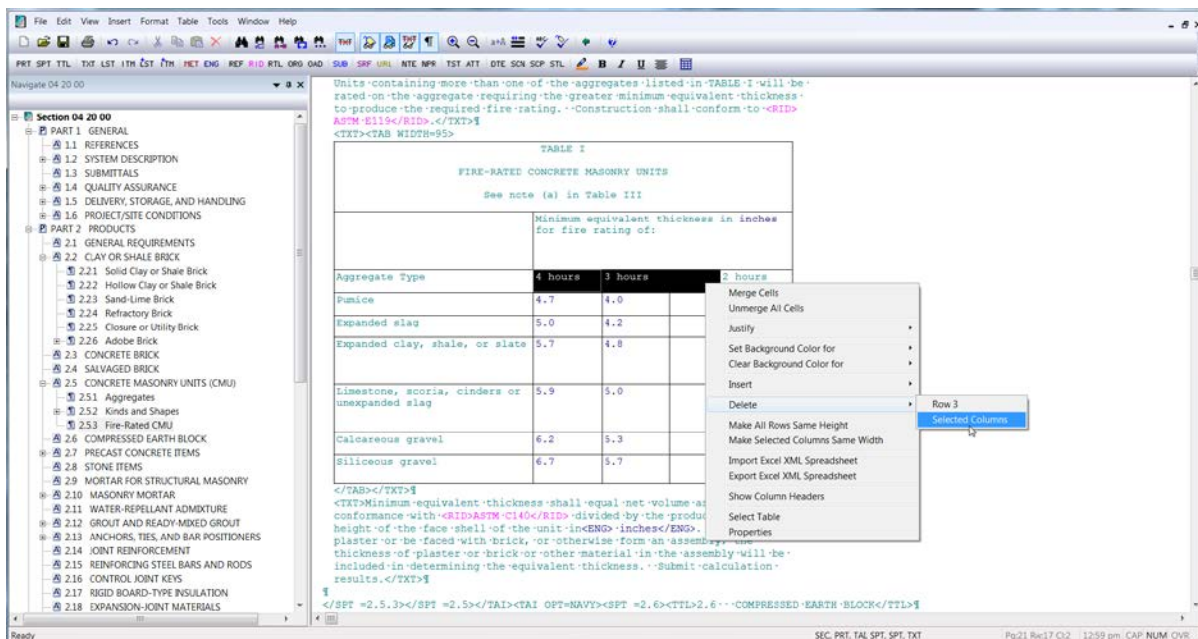
Now we need to paste the text back into the cell just above 2 hours. So let's *select* the **blank cell** so we are in Edit Mode, *right-click* and *choose* **Paste**.
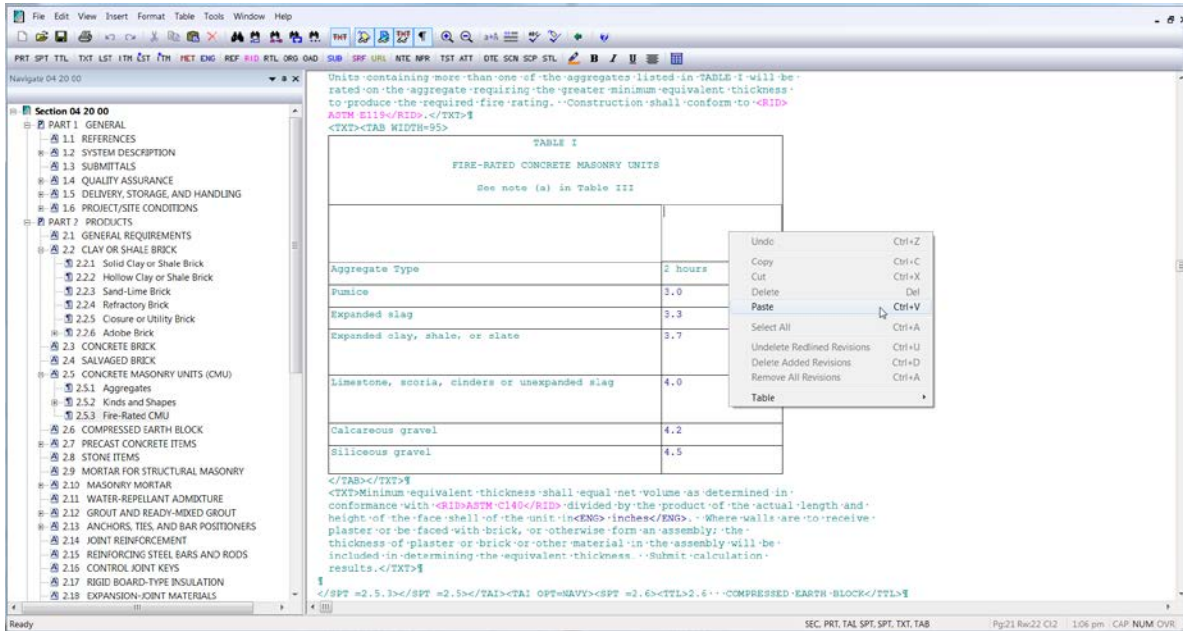
Knowing the proper techniques for Inserting and Deleting Rows and Columns, makes a world of difference while editing these tables. You can proceed to the next module to continue you learning experience.

Contact Information

If you need further assistance, please contact our Technical Support Desk. We will be happy to answer any questions you may have.

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eLearning Module Notes: