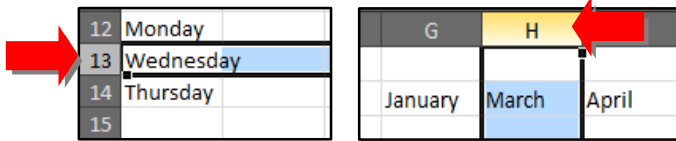
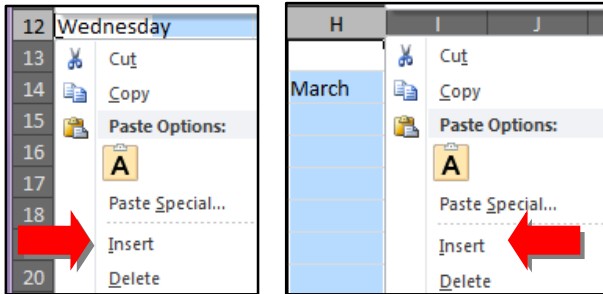


### Insert Rows or Columns

1. Select the row or column below where you want a new column.

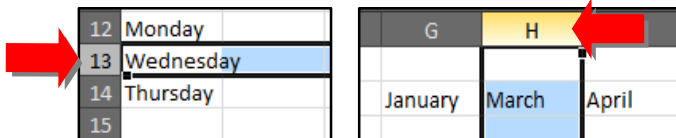


2. Right-click the row/column header and select **Insert**.



### Delete Rows or Columns

1. Select the row or column you want to delete.



2. Right-click the row/column header and select **Delete**.

