Deleting Cells in Microsoft Excel 2010

1. Open the spreadsheet you want to work in

**Rows**

1. Highlight the entire row by clicking on the row number (to highlight more than row click on the first row number and drag to the last row number)

2. Click the Delete button in the “Cells” area (do not click the arrow next to the delete button)

**Columns**

1. Highlight the entire column by clicking on the column letter (to highlight more than column click on the first column letter and drag to the last column letter)

2. Click the Delete button in the “Cells” area (do not click the arrow next to the delete button)

**Cells**

1. Highlight the cell

2. To delete only the contents and leave a blank cell – press the Delete key on your keyboard
3. To delete the cell and shift the surrounding information – click the arrow next to the Delete button in the “Cells” area

4. Select Delete Cells…

5. Select if you would like to shift the cells to the left or up or if you would like to delete the entire row or column then click OK.