#### Inserting Row 2 IGURE 4.10.2 [19] Ble Edit Yew N. Insert Format Looks Deta Window **Ederlin** 3 Blowns - 1 (A) 3C - 01 Columns A11 Worksheet 1 Chart.... 2 for Function... 3 4 Marrie 5 Elicburer . 6 7 Htyperlink... Christ 8 E-learning Team Position DESCRIPTION S. Ext 10 Manager Judiot 3060 1 III IDT Coordinator Carolynne

STEP 1: Highlight the Row you want to insert.

12 MDT Coordinator

14 STD Coordinator

13 ICT Coordinator

- STEP 2: Click Insert
- STEP 3: Click Row

FIGURE 4.10.2

Faghad

Marrela

Thembelani

NUCAL

2501



Figure 4.10.2 after the ROW is inserted

# **Ms Excel Training Manual**

**RJ Shavelson** 

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