Excel 2019 with JAWS
Deleting Rows and Columns from a Worksheet

This document outlines how to delete rows and columns from an Excel worksheet, in conjunction with JAWS.

Deleting Rows

Often, you will need to delete a row from a worksheet. For example, a sales item is no longer stocked!

There are a number of methods you can choose for deleting Rows. The 2 most common methods are outlined below:

Method 1: Deleting a Row using the Office Ribbon

To delete a row using the Office Ribbon, in conjunction with JAWS, follow these suggested steps:

Note 1: When deleting Rows, all Rows below the one which has just been deleted are shifted up.

1.	Position the cursor anywhere in the row you want to delete.

2.	Press **ALT** to move focus to the upper part of the **Office Ribbon**. Upon doing this, JAWS will announce the name of the currently selected Tab.

3.	Press **RIGHT ARROW** or **LEFT ARROW** until the **Home** tab is selected and then press **TAB** to move focus to the lower part of the **Office Ribbon**. Upon doing this, JAWS will say the name of the currently selected control. This should be "**Clipboard** sub-menu".

4.	Press **TAB** until the **Delete Cells...** split Button is selected and then press **ALT and DOWN ARROW**. Upon doing this, a dropdown menu will be displayed. JAWS will say the name of the first option in the menu. This should be **Delete Cells.**

An alternative method of choosing an option from the **Office Ribbon** is to press a sequence of keys. The sequence of keys to press to quickly display the **Delete Cells** dropdown menu are as follows:

ALT followed by **H** then **D**

5.   Press **DOWN ARROW** or **UP ARROW** until the **Delete Sheet Rows** option is selected and then press **ENTER**. Upon doing this, the row in which the cursor was positioned will be deleted from your worksheet!

Method 2: Deleting a Row using the Context Menu

To delete a row using the Context menu, in conjunction with JAWS, follow these suggested steps:

1.   Position the cursor anywhere in the row you want to delete.

2.   Press the **Applications k**ey (this key is to the left of the **CTRL** key on the right side of the keyboard). Upon doing this, a menu will be displayed.   JAWS will say the first option in the menu. This should be "**Cut"**.

Note 2: If your keyboard does not have an **Applications** key, then you can press **SHIFT and F10 instead** to display the menu.

3.   Press **DOWN ARROW** or **UP ARROW** until the **Delete ...** option is selected and then press **ENTER**. Upon doing this, the **Delete** dialog box will be displayed.

An alternative method of displaying the **Delete** dialog box is to press the keyboard shortcut **CTRL and - (Dash)**.

4.   In the **Delete** dialog box, focus will be in a group of radio buttons. The currently selected option will be **Shift Cells Up**. Press **DOWN ARROW** or **UP ARROW** until the **Entire Row** radio button is selected and then press **ENTER**. Upon doing this, the row in which the cursor was positioned will be deleted from your worksheet!

Deleting Columns

Often, you will need to delete a column from a worksheet. For example, the monthly figures for a particular sales item are no longer required!

There are a number of methods you can choose for deleting columns. The 2 most common methods are outlined below:

Method 1. Deleting a Column using the Office Ribbon

To delete a column using the Office Ribbon, in conjunction with JAWS, follow these suggested steps:

Note 3: When deleting columns, all columns to the right of the one which has just been deleted are shifted to the left.

1.   Position the cursor anywhere in the column you want to delete.

2.   Press **ALT** to move focus to the upper part of the **Office Ribbon**. Upon doing this, JAWS will announce the name of the currently selected Tab.

3.   Press **RIGHT ARROW** or **LEFT ARROW** until the **Home** tab is selected and then press **TAB** to move focus to the lower part of the **Office Ribbon**. Upon doing this, JAWS will say the name of the currently selected control. This should be "**Clipboard** sub-menu".

4.   Press **TAB** until the **Delete Cells...** split Button is selected and then press **ALT and DOWN ARROW**. Upon doing this, a dropdown menu will be displayed. JAWS will say the name of the first option in the menu. This should be **Delete Cells.**

An alternative method of choosing an option from the **Office Ribbon** is to press a sequence of keys. The sequence of keys to press to quickly display the **Delete Cells** dropdown menu are as follows:

ALT followed by **H** then **D**

5.   Press **DOWN ARROW** or **UP ARROW** until the **Delete Sheet Columns** option is selected and then press **ENTER**. Upon doing this, the column in which the cursor was positioned will be deleted from your worksheet!

Method 2. Deleting a Column using the Context Menu

To delete a column using the Context menu, in conjunction with JAWS, follow these suggested steps:

1.   Position the cursor anywhere in the column you want to delete.

2.   Press the **Applications** k**ey** (this key is to the left of the **CTRL** key on the right side of the keyboard). Upon doing this, a menu will be displayed.   JAWS will say the first option in the menu. This should be **Cut**.

Note 4: If your keyboard does not have an **Applications** key, then you can press **SHIFT and F10 instead** to display the menu.

3.   Press **DOWN ARROW** or **UP ARROW** until the **Delete ...** option is selected and then press **ENTER**. Upon doing this, the **Delete** dialog box will be displayed.

An alternative method of displaying the **Delete** dialog box is to press the keyboard shortcut **CTRL and - (Dash)**.

4.   In the **Delete** dialog box, focus will be in a group of radio buttons. The currently selected option will be **Shift Cells Up**. Press **DOWN ARROW** or **UP ARROW** until the **Entire Column** radio button is selected and then press **ENTER**. Upon doing this, the column in which the cursor was positioned will be deleted from your worksheet!