Excel 2019 with JAWS Inserting Rows and Columns into a Worksheet

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

Inserting Rows

Often, you will need to insert a new row into a worksheet. For example, a new sales item has been added, or a new member of staff has joined the company and you want to add the details within a range of cells.

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

Method 1: Inserting a Row using the Office Ribbon

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

Note 1: When inserting rows, the new row will be inserted directly above the one which contains the cursor.

1.	Position the cursor anywhere in the row you want the new row to appear above.

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 announce the name of the currently selected control. This should be the **Clipboard** sub-menu.

4.	Press **TAB** until the **Insert Cells** split Button is selected and then press **ENTER**. Upon doing this, a dropdown menu will be displayed. JAWS will say the name of the first option in the menu. This should be **Insert 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 Insert Cells button dropdown menu are as follows:

ALT followed by **H** then **I**

5.	Press **DOWN ARROW** or **UP ARROW** until the **Insert Sheet Rows** option is selected and then press **ENTER**. Upon doing this, a new row will be inserted into your worksheet! The cursor will be in column A of this new row!

Method 2: Inserting a Row using the Context Menu

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

1.   Position the cursor anywhere in the row you want the new row to appear above.

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 **Insert...** option is selected and then press **ENTER**. Upon doing this, the **Insert** dialog box will be displayed.

Note 3: An alternative method of displaying the **Insert** dialog box is to press the keyboard shortcut **SHIFT and CTRL and = (Equals)**.

4.   In the **Insert** dialog box, focus will be in a group of radio buttons. The currently selected option will be **Shift Cells Down**. Press **DOWN ARROW** or **UP ARROW** until the **Entire Row** radio button is selected and then press **ENTER**. Upon doing this, a new row will be inserted into your worksheet! The cursor will be in column A of this new row!

Note 4: If you require more than one row to be inserted, first insert a row, using one of the methods outlined above. Then, press **CTRL and Y** to repeat the last action. In this case, the insertion of a new row!

Inserting Columns

Often, you will need to insert a column into a worksheet. For example, you need to include sales figures for a new month.

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

Method 1: Inserting a Column using the Office Ribbon

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

Note 5: When inserting columns, the new column will be inserted directly to the left of the one which contains the cursor.

1.   Position the cursor anywhere in the column to the right of where you want the new column to appear.

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 announce the name of the currently selected control. This should be the **Clipboard** sub-menu.

4.   Press **TAB** until the **Insert Cells** split Button is selected and then press **ENTER**. Upon doing this, a dropdown menu will be displayed. JAWS will say the name of the first option in the menu. This should be **Insert 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 Insert Cells button dropdown menu are as follows:

ALT followed by **H** then **I**

5.   Press **DOWN ARROW** or **UP ARROW** until the **Insert Sheet Columns** option is selected and then press **ENTER**. Upon doing this, a new column will be inserted into your worksheet!

Method 2: Inserting a Column using the Context Menu

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

1.   Position the cursor anywhere in the column to the right of where you want the new column to appear.

2.   Press the **Applications** key (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 6: 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 **Insert...** option is selected and then press **ENTER**. Upon doing this, the **Insert** dialog box will be displayed.

Note 7: An alternative method of displaying the **Insert** dialog box is to press the keyboard shortcut **SHIFT and CTRL and = (Equals)**.

4.   In the **Insert** dialog box, focus will be in a group of radio buttons. The currently selected option will be **Shift Cells Down**. Press **DOWN ARROW** or **UP ARROW** until the **Entire Column** radio button is selected and then press **ENTER**. Upon doing this, a new column will be inserted into your worksheet!

Note 8: If you require more than one column to be inserted, first insert a column, using one of the methods outlined above. Then, press **CTRL and Y** to repeat the last action. In this case, the insertion of a new column!