

Excel 365 with JAWS

Deleting Columns from a Worksheet



Often, you will need to delete a column from a worksheet. For example, if the monthly figures for a particular sales item are no longer required, deleting the column would remove all unnecessary data from your worksheet!

There are a number of methods you can choose for deleting columns. This document covers the most common methods.

Deleting a Column using the Office Ribbon

To delete a column using the Office Ribbon, follow these suggested steps:

Note 1: When deleting columns, all columns to the right of the one which has just been deleted are shifted to the left. So, if you delete column D from a worksheet, column E will now become column D, column F will become column E and so on.

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 the "Share" 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 menu** option is selected and then press **ENTER**. Upon doing this, the column in which the cursor was positioned, along with any data that was in it, will be deleted from your worksheet!

Deleting a Column using the Context Menu

To delete a column using the Context menu, follow these suggested steps:

1. Position the cursor anywhere in the column you want to delete.
2. Press **CTRL and SPACEBAR**. Upon doing this, the entire column will be selected. JAWS will say "Selected entire column".
3. 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 name of the currently selected option. 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.

4. Press **DOWN ARROW** or **UP ARROW** until the **Delete** menu option is selected and then press **ENTER**. Upon doing this, the entire column, along with any data that was in it, will be removed from your worksheet!

How easy is that?!