

# Excel 365 with JAWS

## Deleting Rows from a Worksheet



Often, you will need to delete a row from a worksheet. For example, if you have a worksheet containing the names and addresses of employees in your organisation and one of them leaves, you should delete it as it is no longer required.

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

### Deleting a Row using the Office Ribbon

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

**Note 1:** When deleting Rows, all Rows below the one that has just been deleted are shifted up. So, if you delete row 5, row 6 will now become row 5, row 7 will become row 6 and so on.

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 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 Rows** option is selected and then press **ENTER**. Upon doing this, the row in which the cursor was positioned, along with any data that was in it, will be removed from your worksheet!

## Deleting a Row using the Context Menu

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

1. Position the cursor anywhere in the row you want to delete.
2. Press **SHIFT and SPACEBAR**. Upon doing this, the entire row will be selected. JAWS will say "Selected entire row".
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 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.

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

How easy is that?!