

# Excel 365 with JAWS

## Inserting Rows into a Worksheet



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 an existing range of cells.

There are a number of methods you can choose for inserting rows. This document covers the 2 most common methods.

### Inserting a Row using the Office Ribbon

To insert a row using the Office Ribbon, 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 "Share sub-menu".
4. Press **TAB** until the "Insert 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 "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**" menu option is selected and then press **ENTER**. Upon doing this, a new row will be inserted into your worksheet and the cursor will be in column A of this new row!

## 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** 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.

3. Press **DOWN ARROW** or **UP ARROW** until the "**Insert...**" menu 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 and the cursor will be in column A of this new row!

How easy is that?!