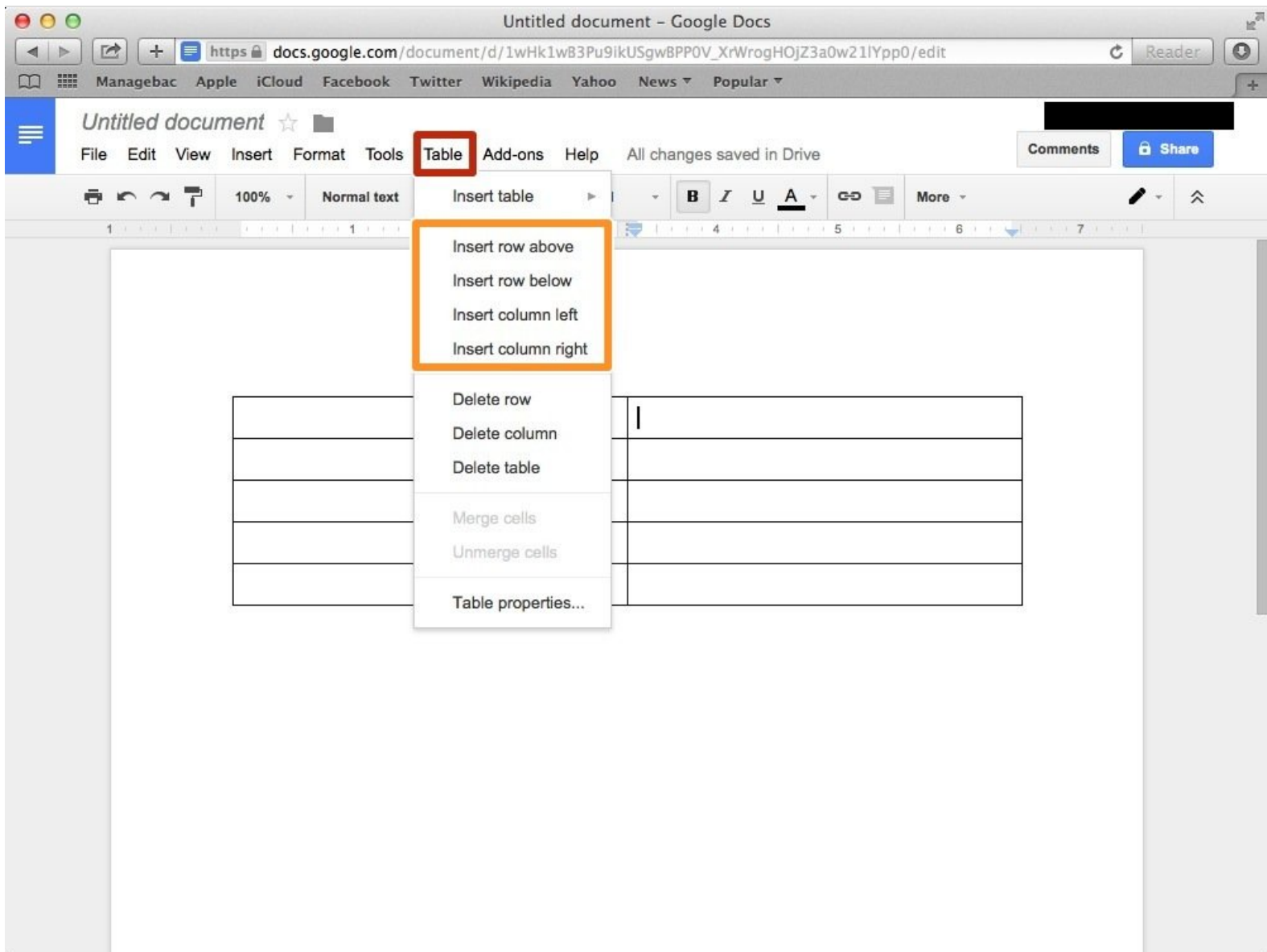


BIS Help Guides

How to Add or Remove a Column or Row in Google Docs

Learn how to add/remove a column/row in google docs.

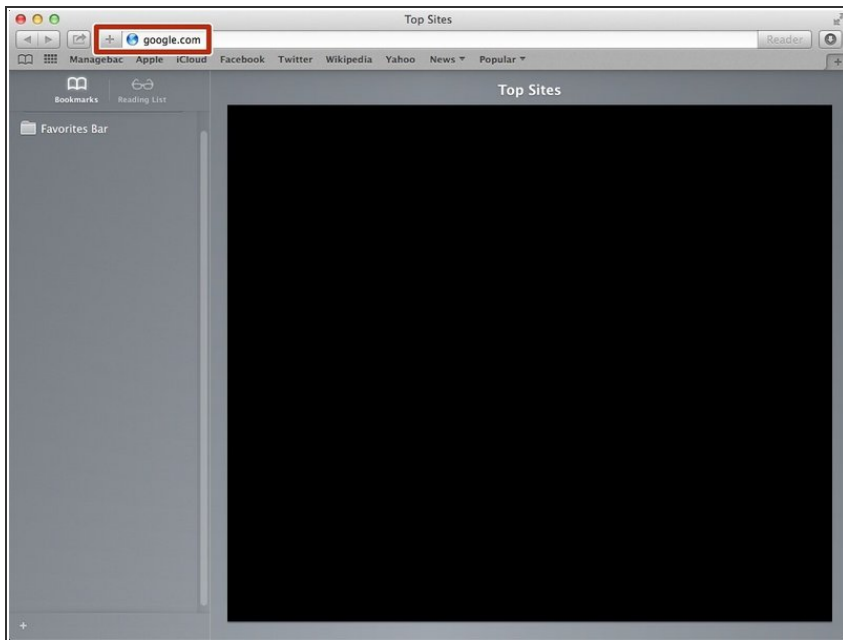
Written By: Mirai



INTRODUCTION

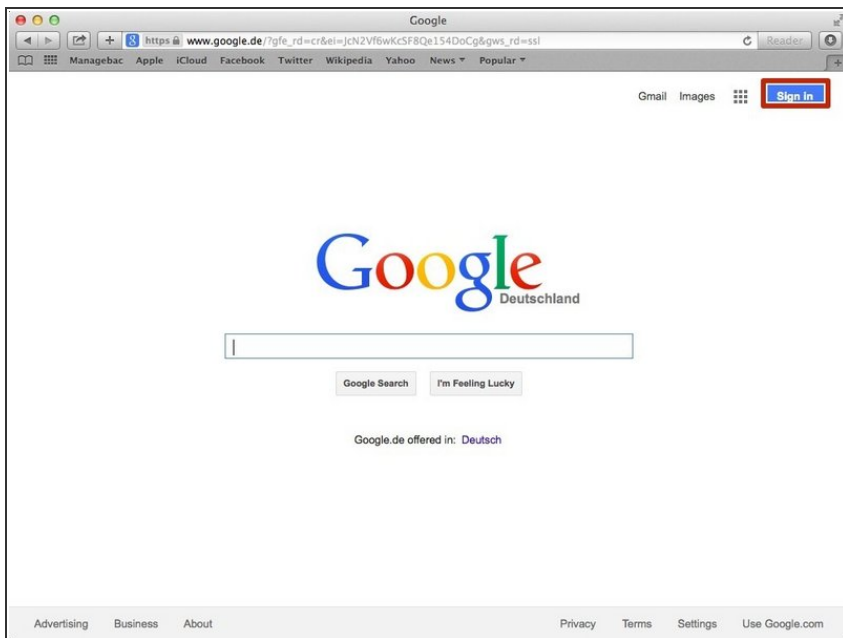
Learn how to add/remove a column/row in google docs.

Step 1 — How to Access google.com



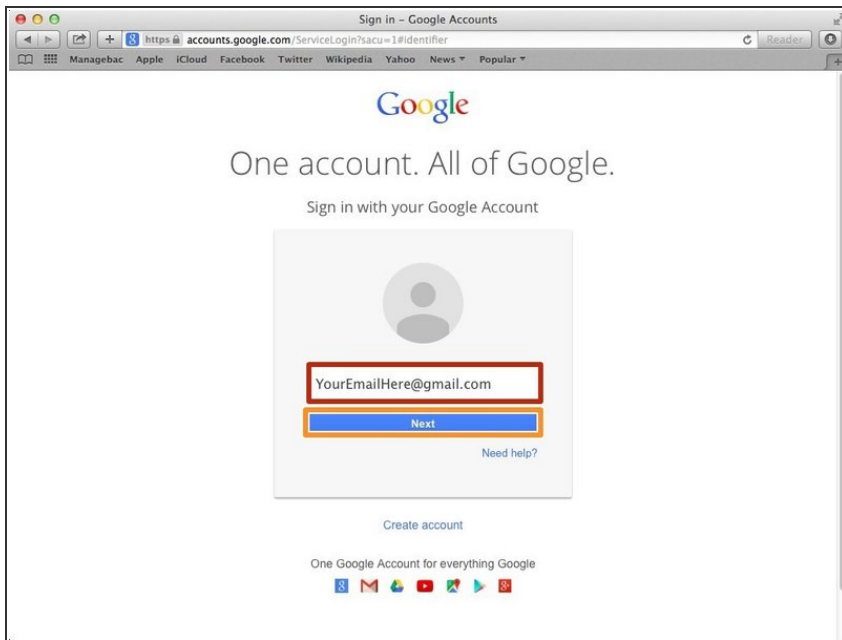
- Type "google.com" in the address bar to go to the google website

Step 2 — Finding The Sign In Button



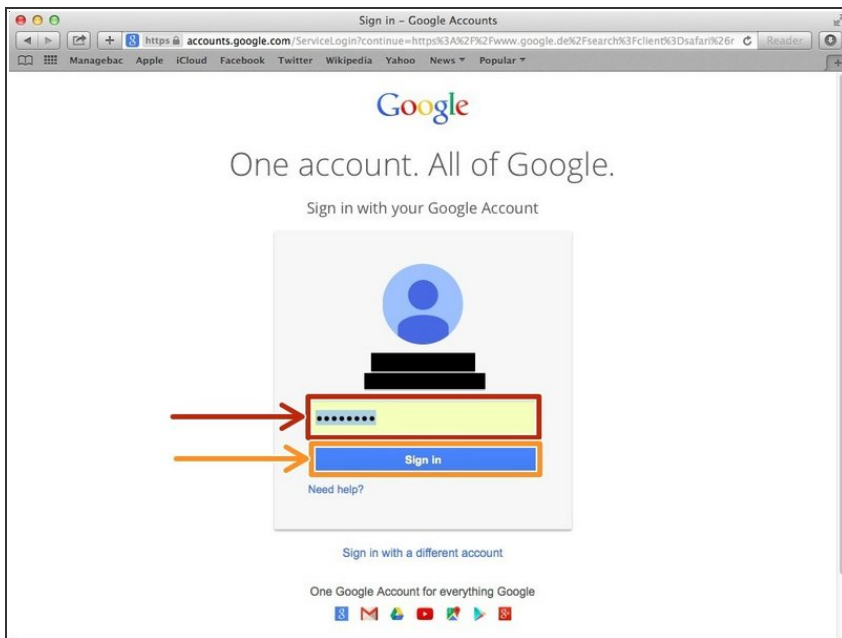
- Click on the "Sign In" button to sign in your google account

Step 3 — Entering Your Email



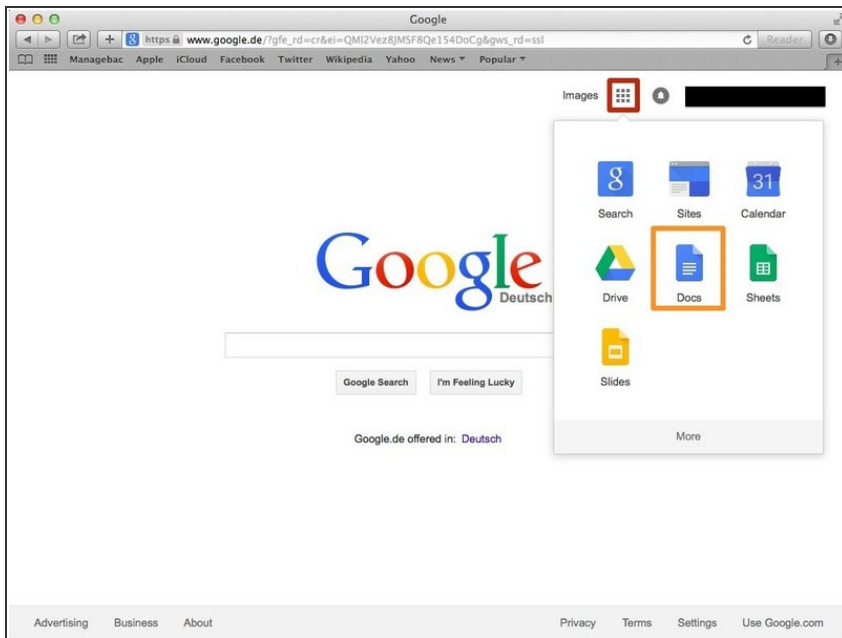
- Type your email address into this box
- Click on the blue "Next" button

Step 4 — Entering In Your Password



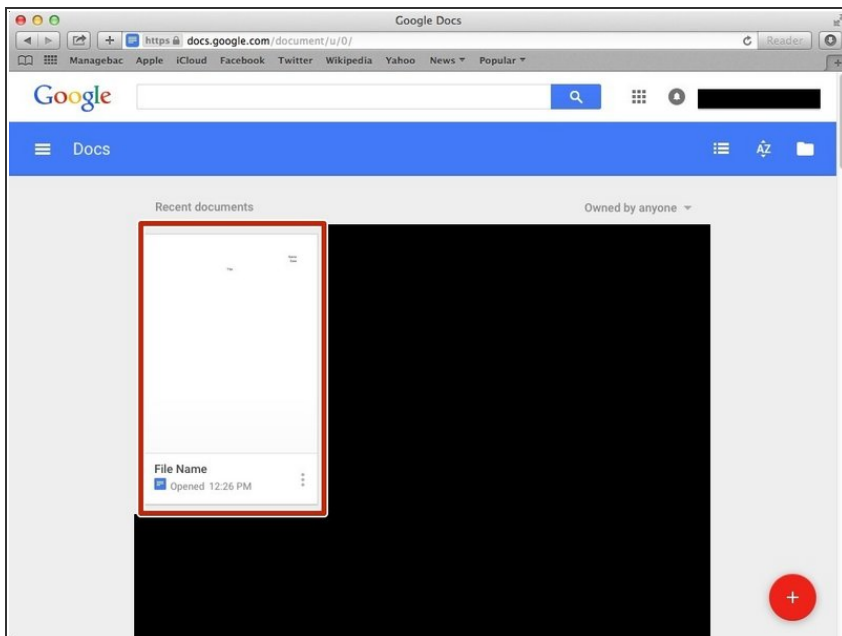
- Type your password into this box
- Click on the blue "Sign In" button

Step 5 — Opening Google Docs



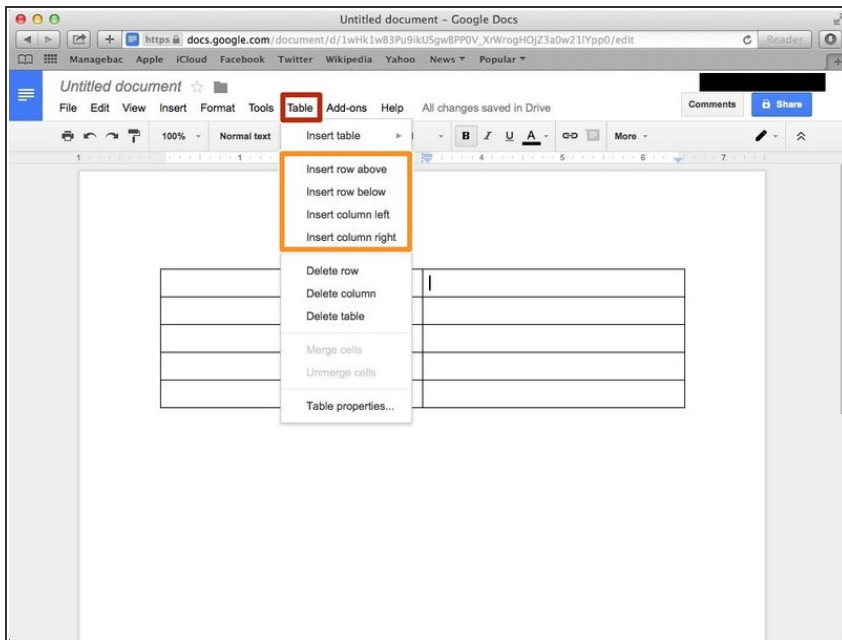
- Click on this button to open a menu of options
- Click on the "Docs" button

Step 6 — Open Document



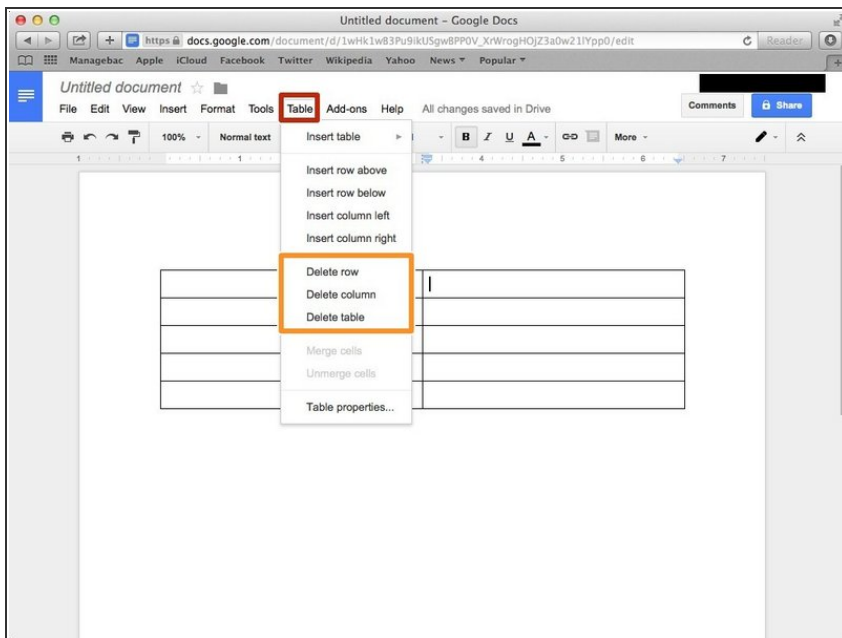
- Click to open a document you want to edit.

Step 7 — Inserting Row/Column



- Click "Table"
 - Click one of them. Then the row/column above/below your cursor placing will increase.
- ★ If you don't know how to make a table, visit <https://www.google.com/url?q=http%3A%2F%...>

Step 8 — Removing Row/Column



- Click "Table"
- Click one of them, then row/column/table your cursor is on will remove.