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

How to Add or Remove a Column or Row...

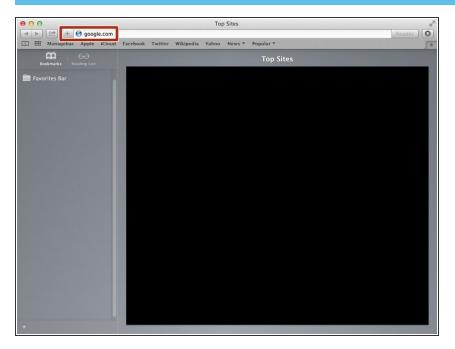
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How to Add or Remove a Column or Row...

INTRODUCTION

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

Step 1 — How to Access google.com



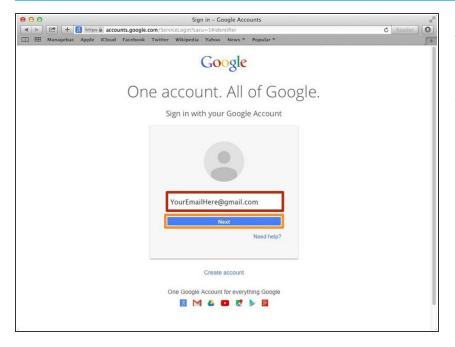
• Type "google.com" in the address bar to go to the google website

Step 2 — Finding The Sign In Button

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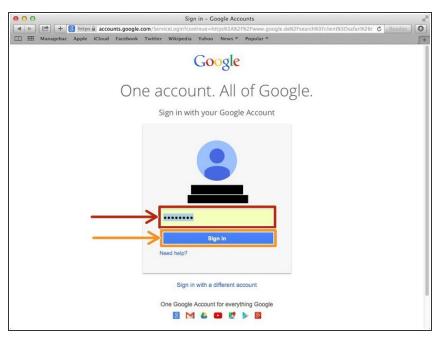
 Click on the "Sign In" button to sign in your google account

Step 3 — Entering Your Email



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

Step 4 — Entring In Your Password



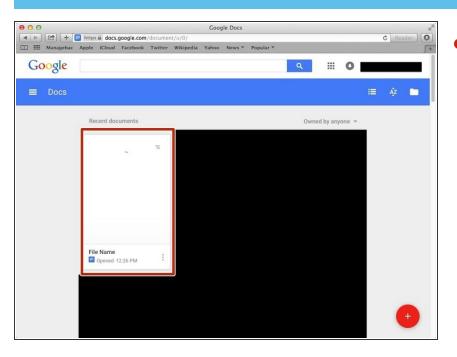
- Type your password into this box
- Click on the blue "Sign In" button

Step 5 — Opening Google Docs

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- 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

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Step 8 — Removing Row/Column

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		Table properties			 	

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