> **Tip** The Insert dialog box also includes options you can click to insert a new row or column; the Delete dialog box has similar options for deleting an entire row or column.

If you want to move the data in a group of cells to another location in your worksheet, select the cells you want to move and point to the selection's border. When the mouse pointer changes to a four-way arrow, you can drag the selected cells to the desired location on the worksheet. If the destination cells contain data, Excel 2007 displays a dialog box asking if you want to overwrite the destination cells' contents. If you want to replace the existing values, click the OK button. If you don't want to overwrite the existing values, click the Cancel button and insert the required number of cells to accommodate the data you want to move.

In this exercise, you will insert a column and row into a worksheet, specify insert options, hide a column, insert a cell into a worksheet, delete a cell from a worksheet, and move a group of cells within the worksheet.

> **USE** the *Route Volume* workbook. This practice file is located in the *Documents\ Microsoft Press\Excel2007SBS\Creating* folder.
>
> **OPEN** the *Route Volume* workbook.

1. On the May 12 worksheet, select cell A1.

2. On the **Home** tab, in the **Cells** group, click the **Insert** arrow, and then in the list, click **Insert Sheet Columns**.

   A new column A appears.

3. In the **Insert** list, click **Insert Sheet Rows**.

   A new row 1 appears.

4. Click the **Insert Options** button that appears below the lower-right corner of the selected cell, and then click **Clear Formatting**.

   Excel 2007 removes the formatting from the new row 1.

5. Right-click the column header of column E, and then click **Hide**.
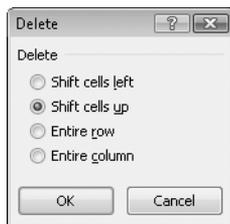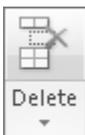
   Column E disappears.
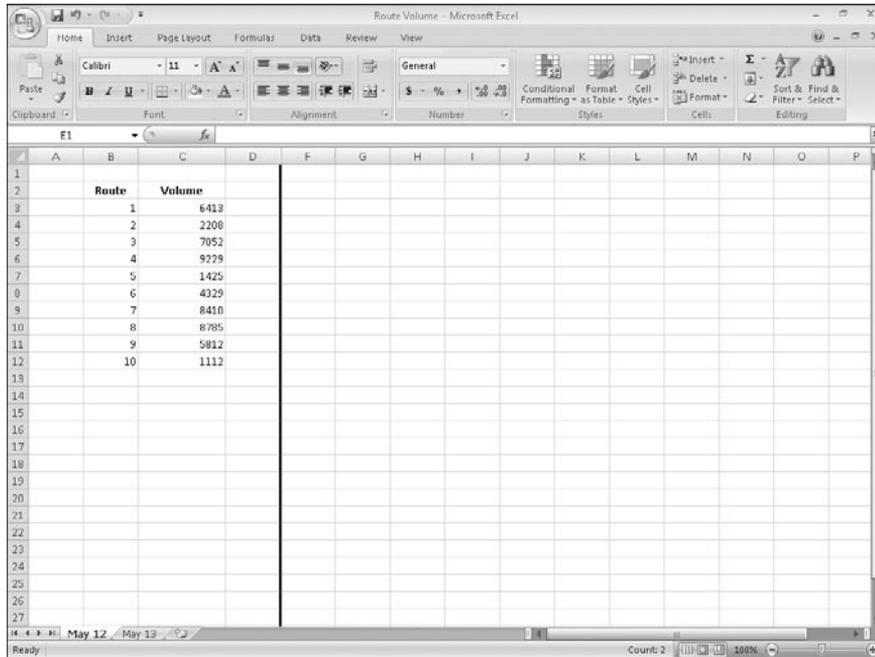
6. On the tab bar, click the **May 13** sheet tab.

The worksheet named *May 13* appears.

7. Click cell B6.

8. On the **Home** tab, in the **Cells** group, click the **Delete** arrow, and then in the list, click **Delete Cells**.

The Delete dialog box opens.

9. If necessary, click **Shift cells up**, and then click **OK**.

The Delete dialog box closes and Excel 2007 deletes cell B6, moving the cells below it up to fill in the gap.

10. Click cell C6.

11. In the **Cells** group, in the **Insert** list, click **Insert Cells**.

The Insert dialog box opens.

12. If necessary, click **Shift cells down**, and then click **OK**.

The Insert dialog box closes, and Excel 2007 creates a new cell C6, moving cells C6:C11 down to accommodate the inserted cell.

13. In cell C6, type **4499**, and then press `Enter`.

14. Select cells E13:F13.

15. Point to the border of the selected cells. When your mouse pointer changes to a four-pointed arrow, drag the selected cells to cells B13:C13.

The dragged cells replace cells C13:D13.

CLOSE the *Route Volume* workbook.