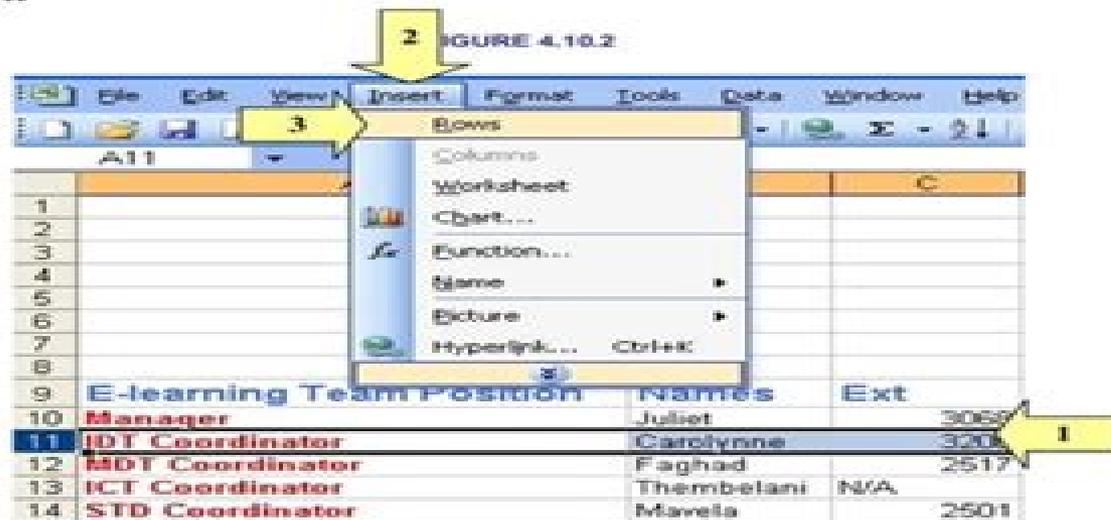


Inserting Row



- STEP 1: Highlight the Row you want to insert.
- STEP 2: Click Insert
- STEP 3: Click Row

FIGURE 4.10.2

The screenshot shows the Excel spreadsheet after a new row has been inserted. The new row is highlighted, and a yellow arrow labeled '1' points to it.

	A	B	C
1	E-learning Team Position	Names	Ext
2	Manager	Juliet	3068
3	IDT Coordinator	Carolynne	3200
4	MDT Coordinator	Faghad	2517
5	ICT Coordinator	Thembelani	N/A
6	STD Coordinator	Mavela	2501

Figure 4.10.2 after the ROW is inserted

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Richard Walters



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