

How to Add row in Excel?

To **insert** a **single** row: Right-click the whole **row** above which you want to **insert** the new row, and then select **Insert Rows**. To **insert** multiple **rows**: Select the same number of **rows** above which you want to **add** new ones. Right-click the selection, and then select **Insert Rows**.

The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. A right-click context menu is open over row 14 of a worksheet. The menu options are: Cut, Copy, Paste Options, Paste Special..., **Insert** (highlighted), Delete, Clear Contents, Format Cells..., Row Height..., Hide, and Unhide. The background table is titled 'ABC Sdn. Bhd. Annual Sales Staff Ranking' and contains columns for Name, Sales Target, Sales Result, Completion Rate, Sales Performance, and Rate of Completion. The table data is as follows:

No	Name	Sales Target	Sales Result	Completion Rate	Sales Performance	Rate of Completion
1		3,830	91,035	97.0%		
2		2,181	89,188	96.8%		
3		1,417	53,066	58.0%		
4		5,061	57,906	68.1%		
5		1,847	82,445	100.7%		
6		0,979	73,292	90.5%		
7		5,716	96,796	147.3%		
8		3,113	50,580	60.9%		
9		5,330	65,080	68.3%		
10		8,893	64,355	65.1%		
11		8,593	89,346	152.5%		
12		8,500	98,163	110.9%		
13		7,447	80,457	119.3%		
14		1,612	57,457	80.2%		
15		8,534	98,502	100.0%		
16		6,351	58,634	60.9%		
17		0,896	71,735	117.8%		
18		1,263	91,324	100.1%		
19		6,325	87,248	90.6%		
20		1,902	65,848	80.4%		
21		7,438	50,048	74.2%		
22		2,924	79,262	108.7%		
23	Name23	73,536	79,663	108.3%		
24	Name24	59,674	67,097	112.4%		
25	Name25	88,258	88,463	100.2%		
26	Name26	96,007	89,237	92.9%		
27	Name27	66,280	59,667	90.0%		
28	Name28	83,572	85,511	102.3%		
29	Name29	63,111	73,062	115.8%		
30	Name30	51,742	81,499	157.5%		
Total		2,402,332	2,275,966	94.7%		

Source :

<https://support.microsoft.com/en-us/office/insert-or-delete-rows-and-columns-6f40e6e4-85af-45e0-b39d-65dd504a3246#:~:text=To%20insert%20a%20single%20row,and%20then%20select%20Insert%20Rows.>