## **Dragging and dropping cells**

## **Microsoft Excel 2003**

This is a quicker way to move a group of cells, rather than cutting and pasting cells to the new location within the same spreadsheet.

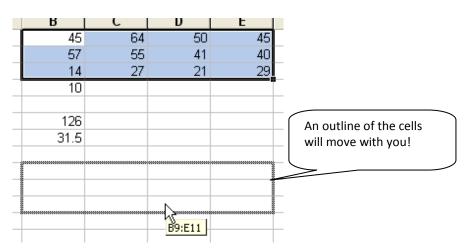
1. Highlight the cells to be moved

	Α	В	С	D	Е
1		45	64	50	45
2		57	55	41	40
3		14	27	21	29
4		10			
5					
6		126			
7		126 31.5			
8					

2. Mouse over on the outer borders of the selected block. The mouse cursor should change to a 4-way arrow (4).

	Α	В	С	D	Е
1		45 57	64	50	45
2		57	55	41	40
3		14	27	21	29
4		10	•	4 # # 4	
5				<b>⊕</b>	
6		126	u *	· /4	
7		126 31.5	**		
8					

3. Drag the block out to the new location



Tip: Quick Cells Copy!

Hold the **CTRL** key and you will see plus sign will come up next to the mouse cursor. \(\bar{k}\) . Then drag the block of cells. This will quickly make a copy of the data.