

Dragging & dropping cells

Microsoft Excel

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.

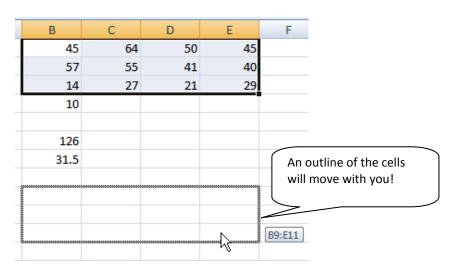
1. Highlight the cells to be moved

	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		31.5			

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

\square	Α	В	С	D	E	
1		45	64	50	45	
2		57	55	41	40	
3		14	27	21	29	Ĺ
4		10		•	1/3	
5				•,	****	
6		126				
7		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. This will quickly make a copy of the data.

 $lac{1}{2}$. Then drag the block of cells