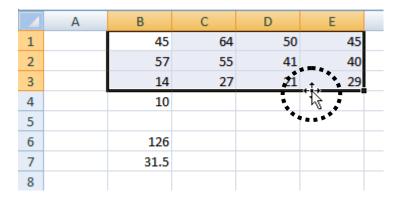**MASSEY UNIVERSITY**

Dragging and dropping cells

Microsoft Excel 2007

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.
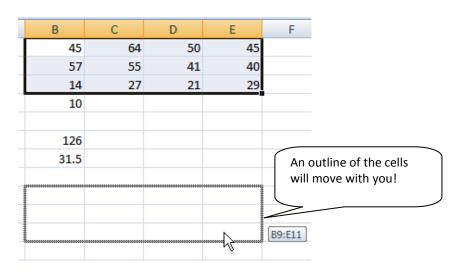
1. Highlight the cells to be moved

	A	B	C	D	E
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 (⊕).

	A	B	C	D	E
1		45	64	50	45
2		57	55	41	40
3		14	27	21	29
4		10			
5					
6		126			
7		31.5			
8					

3. Drag the block out to the new location

B	C	D	E	F
45	64	50	45	
57	55	41	40	
14	27	21	29	
10				
126				
31.5				

An outline of the cells will move with you!

B9:E11

Tip: Quick Cells Copy!

Hold the **CTRL** key and you will see plus sign will come up next to the mouse cursor. ⊕ . Then drag the block of cells. This will quickly make a copy of the data.