

How can I move cells in Excel?

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Moving cells in Excel refers to the process of rearranging the placement of data within a spreadsheet. This can be done by selecting the desired cells and dragging them to a new location, or by using the cut and paste function to move the cells to a different location. This allows for easier organization and manipulation of data within the spreadsheet. Additionally, cells can also be moved by using the "Insert" or "Delete" function to add or remove rows and columns, which can shift the placement of cells in the spreadsheet. Overall, the ability to move cells in Excel allows for more efficient and effective data management and organization.

Excel Move Cells

Moving Cells

There are two ways to move cells: **Drag and drop** or by **copy and paste**.

Drag and Drop

Let's start by typing or copying some values that we can work with:

A1 fx 309				
	A	B	C	D
1	309	39		
2	320	35		
3	318	45		
4	314	44		
5				
6				
7				
8				
9				
10				

Copy Values

Next, start by marking the area A1:B4:

A1	▼	f_x	309		
	A	B	C	D	
1	309	39			
2	320	35			
3	318	45			
4	314	44			
5					
6					
7					
8					
9					
10					

You can drag and drop the range by pressing and holding the left mouse button on the border. The mouse cursor will change to the move symbol when you hover over the border.

Drag and drop it when you see the symbol.

Move the range to B2:C5 as shown in the picture:

B2		▼	f_x	309
	A	B	C	D
1				
2		309	39	
3		320	35	
4		318	45	
5		314	44	
6				
7				
8				
9				
10				

Great! Now you have created more space, so that we have room for more data.

Note: It is important to give context to the data, making the spreadsheet easy to understand. This can be done by adding text which explains the data.

Let's go ahead and give the data more context. Type or copy the following values:

A1		f_x		
	A	B	C	D
1		Health	Attack	
2	Charmander	309	39	
3	Pikachu	320	35	
4	Bulbasaur	318	45	
5	Squirtle	314	44	
6				
7				
8				
9				
10				

Copy Values

Yes, that is right, we are looking at Pokemons! Giving context to the data is always helpful.

Next, lets see how we can move data by using cut and paste.

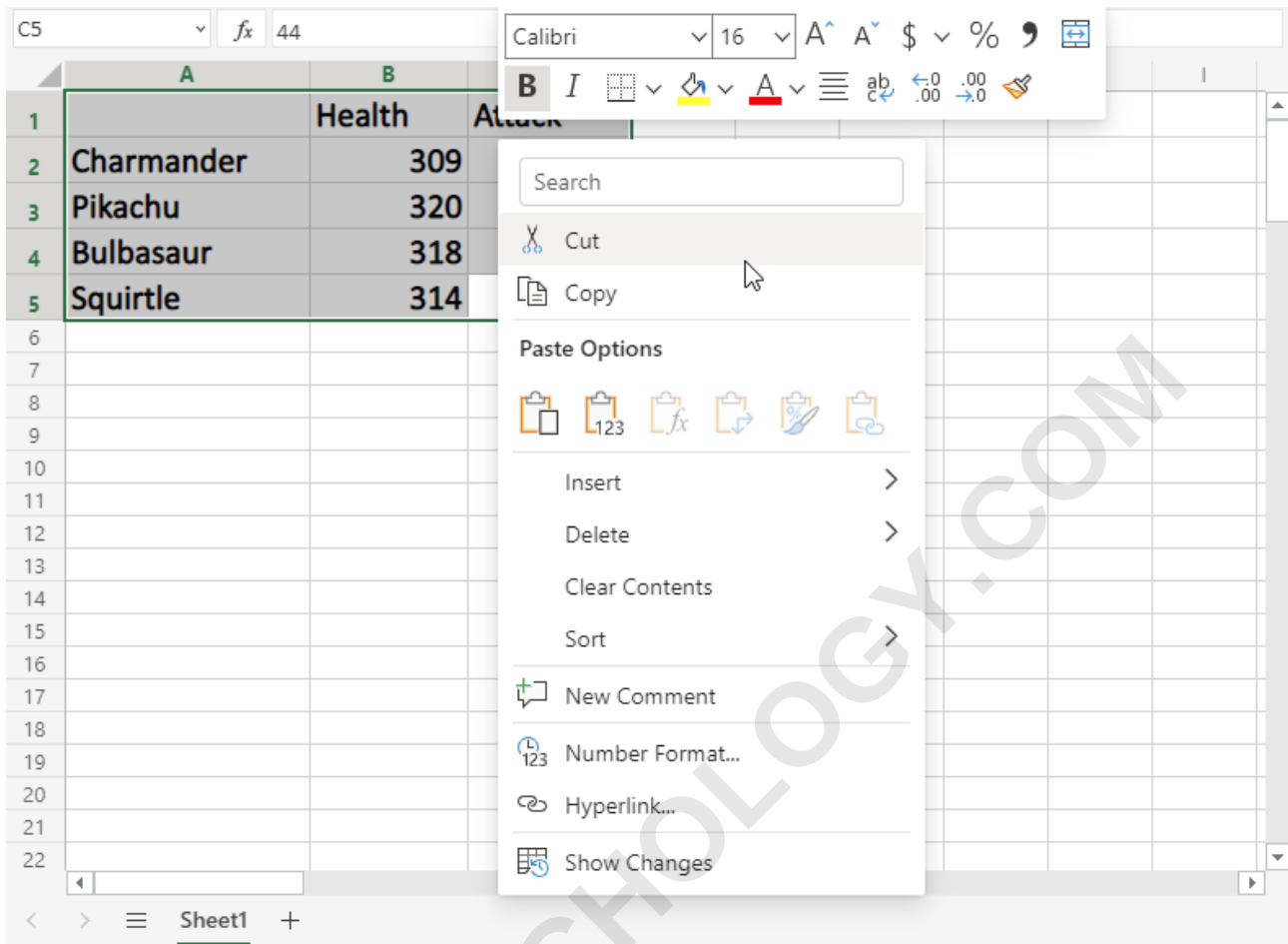
Cut and Paste

Ranges can be moved by cutting and pasting values from one place to another.

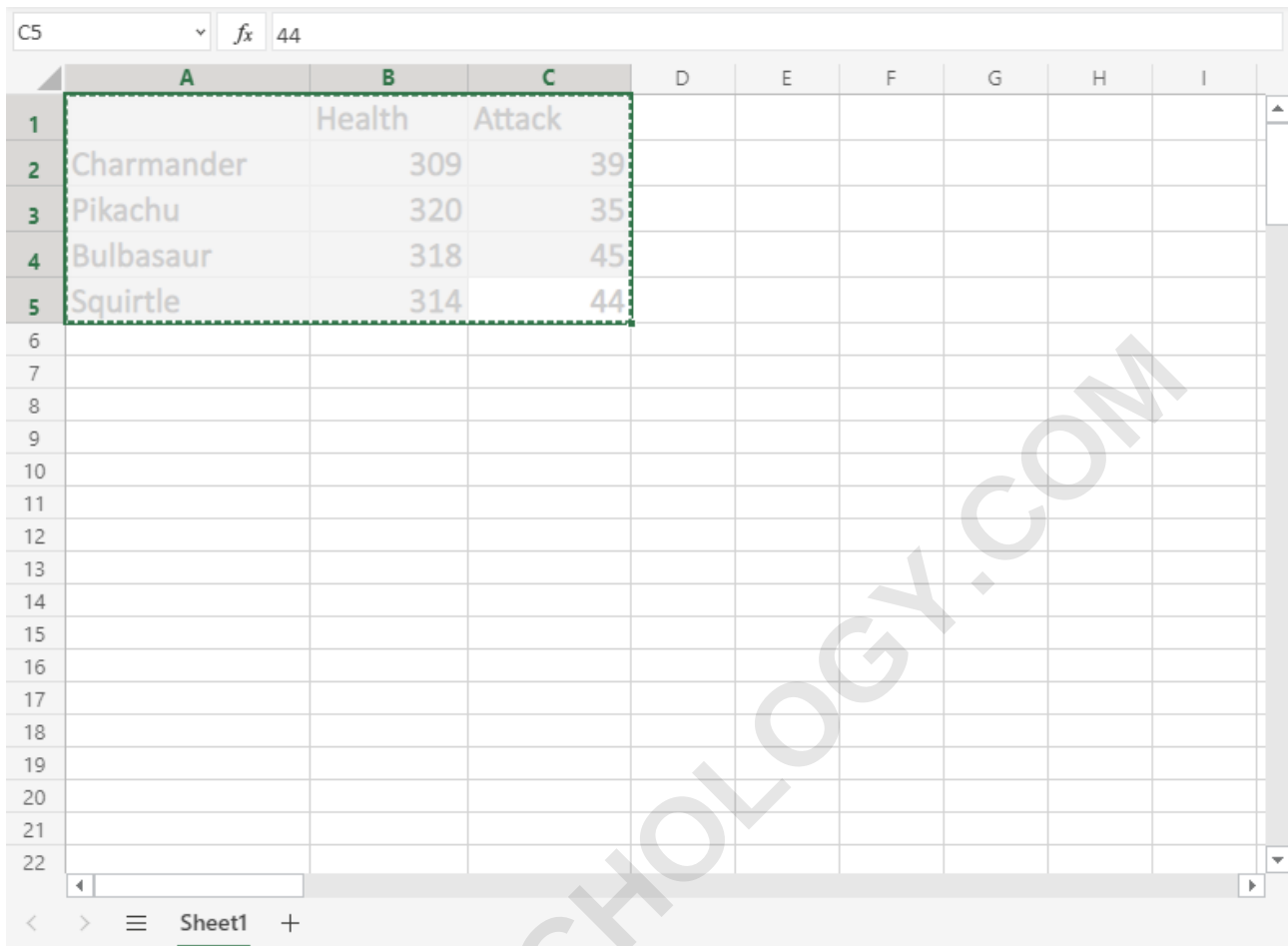
Tip: You can cut using the hotkey CTRL+X and paste by CTRL+V. This saves you time.

Mark the range A1:C5

Right click the marked area, and click on the "Cut" command, which has scissors as its icon:

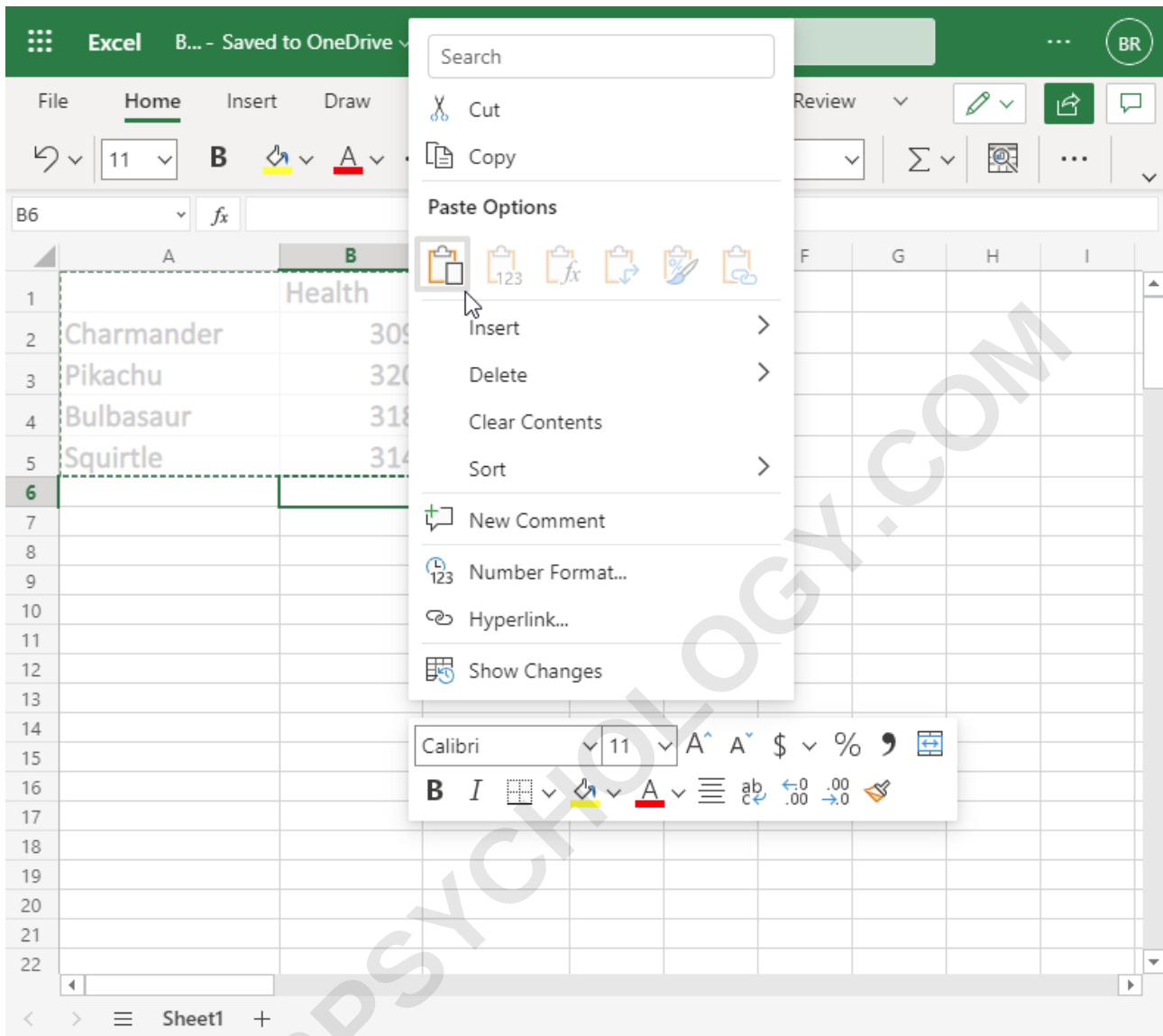


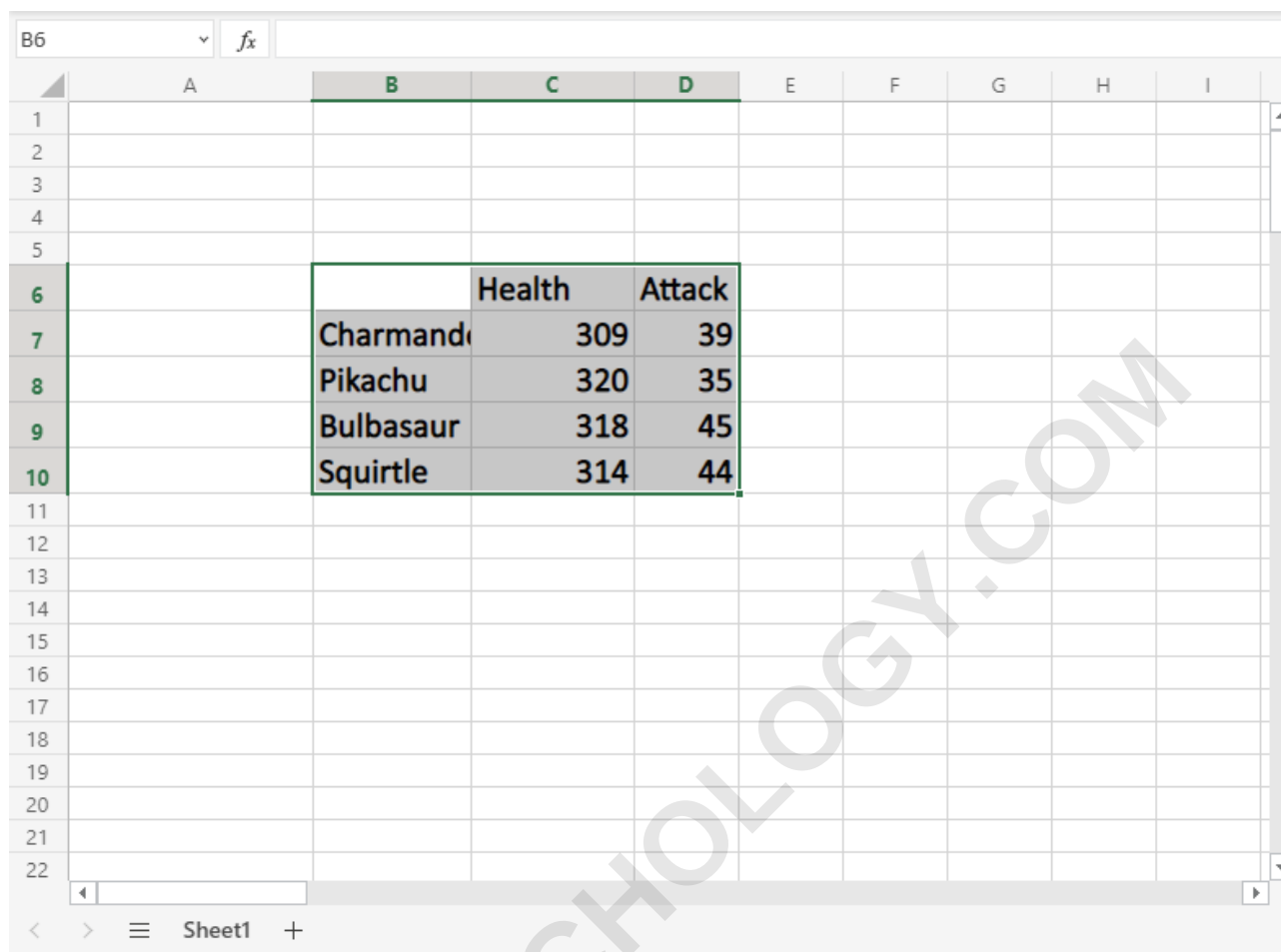
Cutting makes the range white-grey with dotted borders. This indicates that the range is cutted and ready for pasting.



	A	B	C	D	E	F	G	H	I
1		Health	Attack						
2	Charmander	309	39						
3	Pikachu	320	35						
4	Bulbasaur	318	45						
5	Squirtle	314	44						
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									

Right click the paste destination B6 and left click the paste icon.





	B	C	D
1			
2			
3			
4			
5			
6		Health	Attack
7	Charmander	309	39
8	Pikachu	320	35
9	Bulbasaur	318	45
10	Squirtle	314	44
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			

You have successfully cutted and pasted the range from A1 : C5 to B6 : D10.

Copy and paste

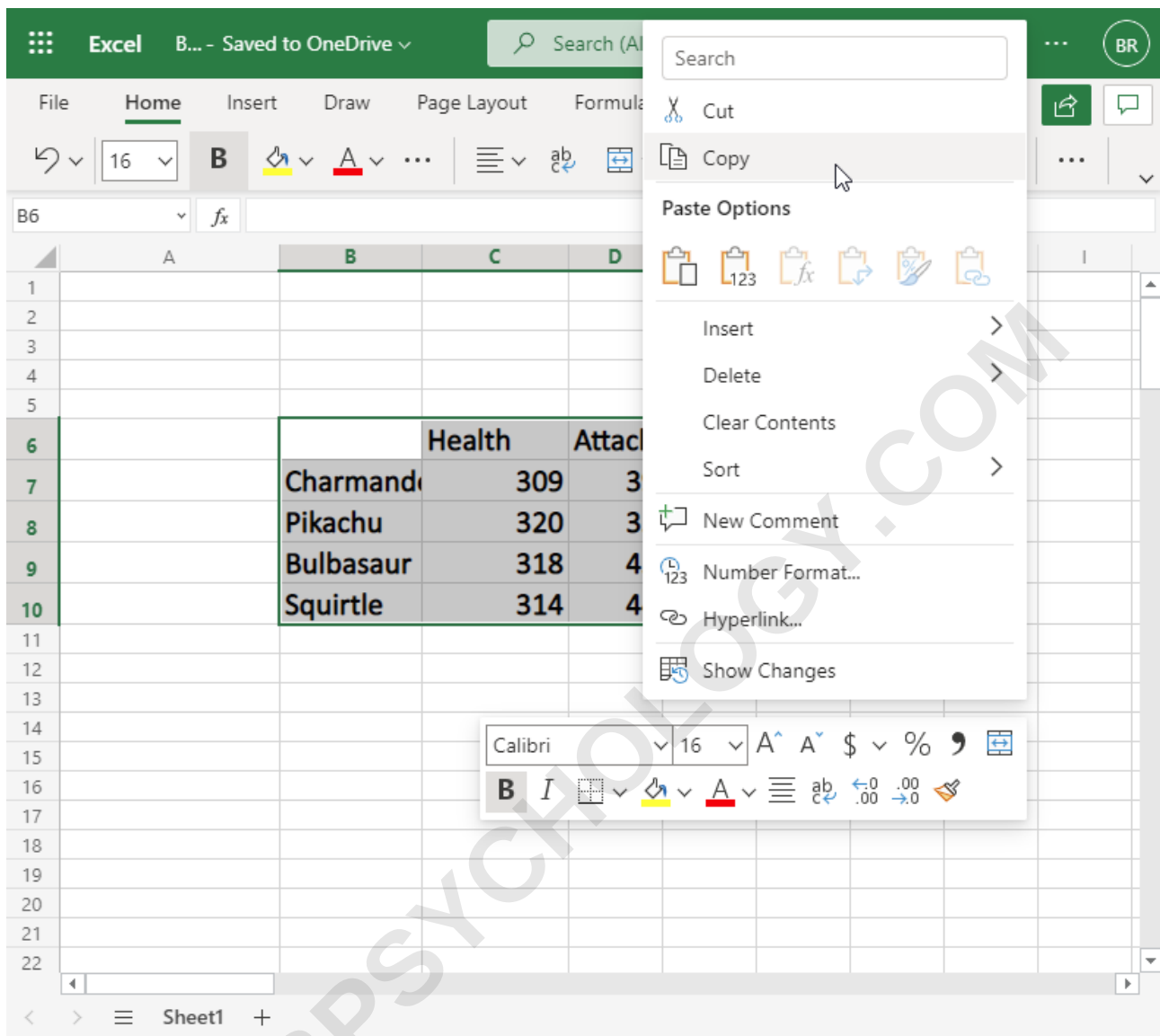
Copy and paste works in the same way as cut and paste. The difference is that it does not remove the original cells.

Let's copy the cells back from B6 : D10 to A1 : C5.

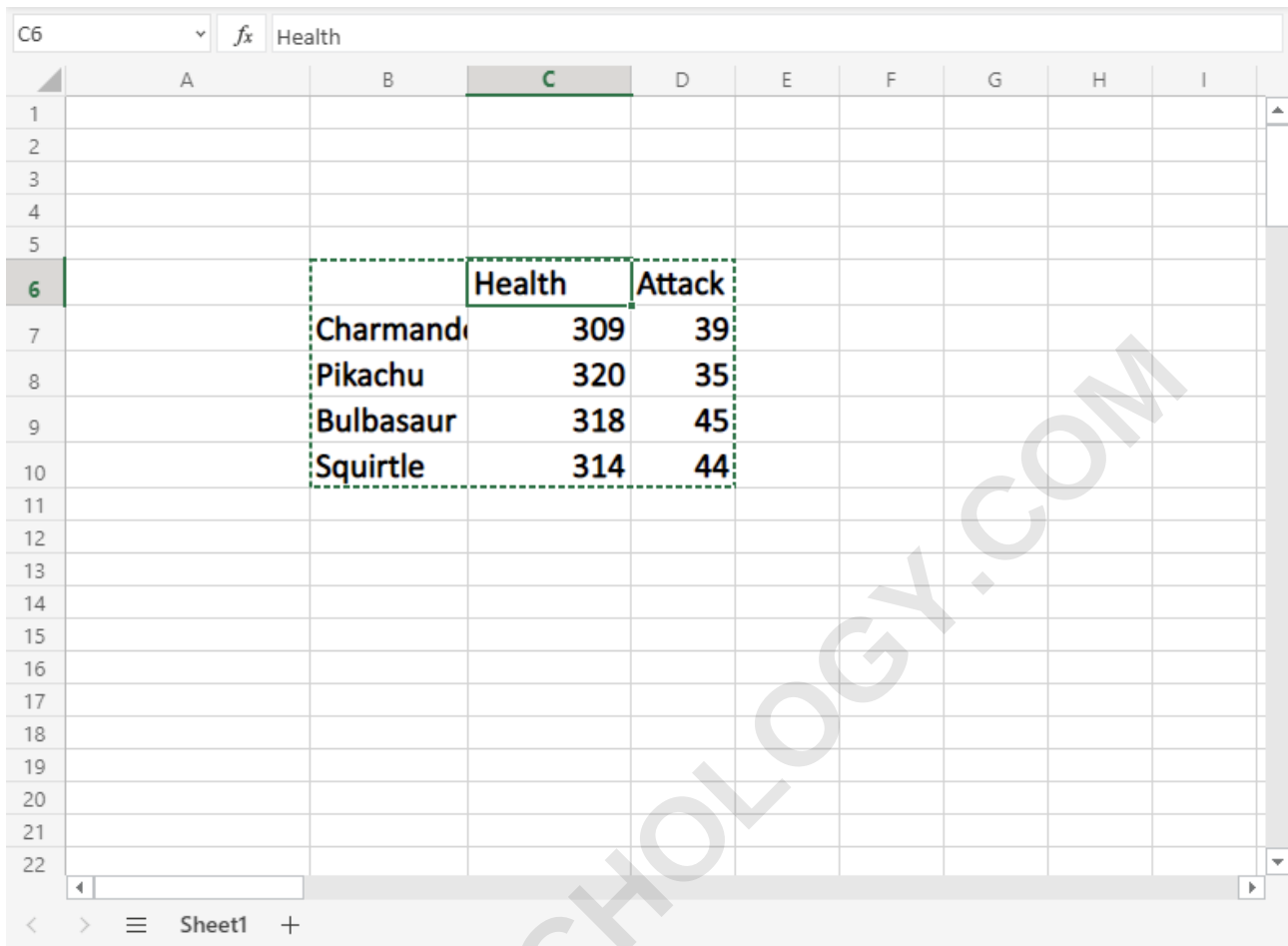
Tip: You can copy using the hotkey CTRL+C and paste by CTRL+V. This saves you time. Try it!

Mark the range B6 : D10.

Right click the marked area, and click on the "Copy" command which has two papers as its icon.

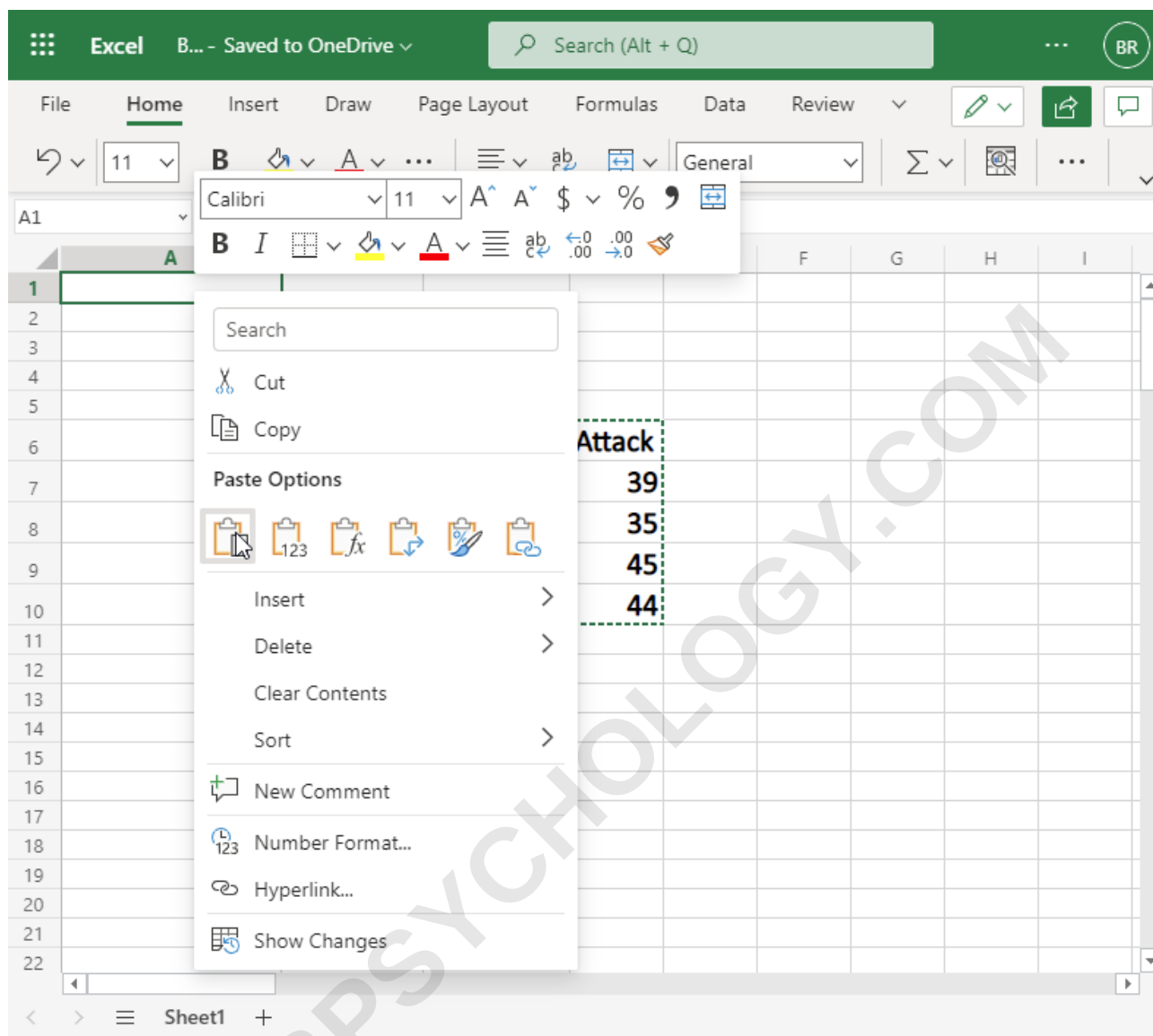


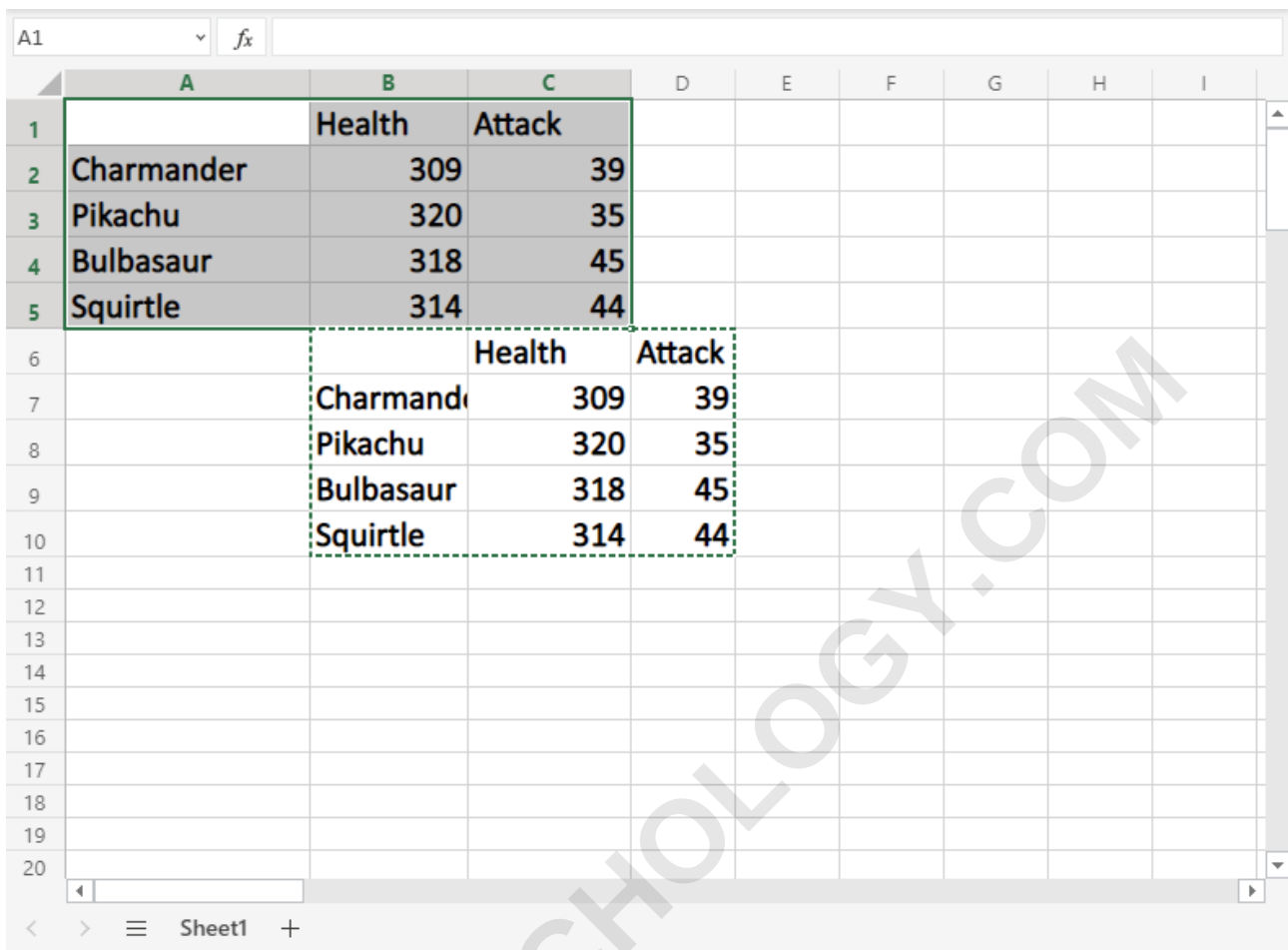
Copying gives the range a dotted green border. This indicates that the range is copied and ready for pasting.



	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									
6			Health	Attack					
7		Charmander	309	39					
8		Pikachu	320	35					
9		Bulbasaur	318	45					
10		Squirtle	314	44					
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									

Right click the paste destination A1 and left click the paste icon:





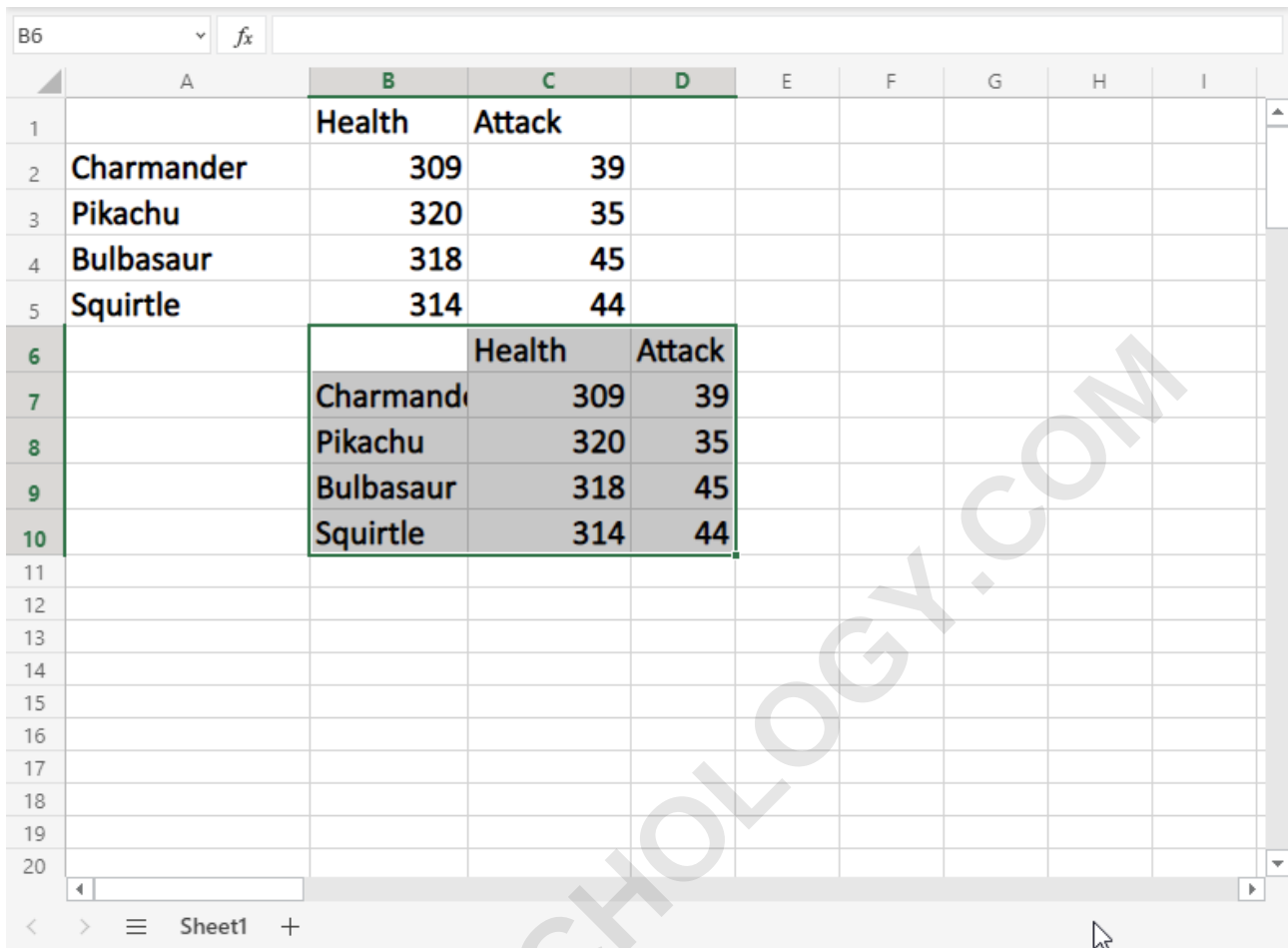
	A	B	C	D	E	F	G	H	I
1		Health	Attack						
2	Charmander	309	39						
3	Pikachu	320	35						
4	Bulbasaur	318	45						
5	Squirtle	314	44						
6		Health	Attack						
7	Charmander	309	39						
8	Pikachu	320	35						
9	Bulbasaur	318	45						
10	Squirtle	314	44						
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

The difference between cutting and copying, is that cutting removes the originals, while copying leaves the originals.

Next, let's delete the original data and keep the data in the A1:C5 range.

Delete Data

Select the original cells and remove them by pressing the "Delete" button on the keyboard:



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I
1		Health	Attack						
2	Charmander	309	39						
3	Pikachu	320	35						
4	Bulbasaur	318	45						
5	Squirtle	314	44						
6			Health	Attack					
7		Charmander	309	39					
8		Pikachu	320	35					
9		Bulbasaur	318	45					
10		Squirtle	314	44					
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

The bottom of the spreadsheet shows the 'Sheet1' tab and a watermark 'ARABPSYCHOLOGY.COM'.

	A	B	C	D	E	F	G	H	I
1		Health	Attack						
2	Charmander	309	39						
3	Pikachu	320	35						
4	Bulbasaur	318	45						
5	Squirtle	314	44						
6									
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20									

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