

How do I move cells in Google Sheets?

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Google Sheets is a powerful spreadsheet program that allows users to organize and manipulate data. One of its features is the ability to move cells within a spreadsheet. This can be done by selecting the desired cells, clicking and dragging them to the desired location, and releasing the mouse button. Alternatively, users can use the cut and paste function to move cells. This allows for efficient and organized data management within a Google Sheets document.

Google Sheets 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:

	A	B	C	D	E
A1	309				
1	309	39			
2	320	35			
3	318	45			
4	314	44			
5					
6					
7					
8					
9					
10					
11					

Next, start by marking the area `A1 : B4`:

A1:B4 fx 309

	A	B	C	D	E
1	309	39			
2	320	35			
3	318	45			
4	314	44			
5					
6					
7					
8					
9					
10					
11					

You can drag and drop the range by pressing and holding the left mouse button on the border. The mouse cursor will change to a hand 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:C5 fx 309

	A	B	C	D	E
1					
2		309	39		
3		320	35		
4		318	45		
5		314	44		
6					
7					
8					
9					
10					
11					

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:

	A	B	C	D	E
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					

Yes, that is right, we are looking at Pokemon! 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` (Command + X for Mac) and paste by `Ctrl+V` (Command + V for Mac). This saves you time.

Mark the range `A1:C5`

Press `Ctrl+X` (Command + X for Mac).

A1:C5 fx

	A	B	C	D	E
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					

Cutting highlights the borders in dashed lines.

A1:C5 fx

	A	B	C	D	E
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					

Click on the paste destination B6 and press **Ctrl+V** (Command + v for Mac).

B6:D10 fx

	A	B	C	D	E
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					

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` (Command + C for Mac) and paste by `Ctrl+V` (Command + V for Mac). This saves you time.

Mark the range B6:D10.

Press `Ctrl+C` (Command + C for Mac).

B6:D10 ▾ *fx* |

	A	B	C	D	E
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					

Copying highlights the borders in dashed lines.

B6:D10 ▾ *fx* |

	A	B	C	D	E
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					

Click on the paste destination **A1** and press **Ctrl+V** (Command + v for Mac).

A1:C5 ▾ | *fx* |

	A	B	C	D	E
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					

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:

B6:D10 ▾ | *fx* |

	A	B	C	D	E
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					

B6:D10 ▾ *fx* |

	A	B	C	D	E
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					

★+1

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