

# Microsoft Excel - Copying and Moving



## Copying and Moving

Excel allows you to copy or move the contents of any cell to another part of the workbook.

The cell may contain text, values, formatting attributes and formulae.

Moved formulas will keep the same cell references, but copied cells will make use of relative addressing and will change the cell references.

### Copying

There are three ways to copy cells:

- Dragging a selection of cells to adjacent cells (multiple copies).

- Dragging a selection of cells to non-adjacent cells (for single copies).

- Using the **Copy** and **Paste** commands.

Dragging a selection of cells for multiple copies.

- Select the cell(s) that you wish to copy.

- Position the mouse pointer over the bottom right corner of the cell. The pointer will change to a cross hair, also known as the **Fill Handle**.

- Drag the selection across blank cells.

- Release the mouse button.

Dragging a selection of cells for single copies.

- Select the cell(s) that you wish to copy.

- Position the mouse pointer over the border of the cells.

- Hold down the **CTRL** key and drag the selection to where you wish to place it.

- Release the mouse pointer.

Copying using the Copy and Paste commands.

- Select the cell(s) that you wish to copy

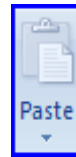
From the **Home** Tab on the Ribbon, select the **Copy** icon.



The selection will be placed on the Clipboard.

Select where you wish to place the copied cells.

From the **Home** Tab on the Ribbon, select the **Paste** icon.



Moving Entries.

There are two ways to move cells:

Dragging a selection of cells to another location.

Using the **Cut** and **Paste** commands.

Dragging a selection of cells

Select the cell(s) that you wish to move.

Position the mouse pointer over the border of the cells and the cross will change to an arrow.

Drag the selection to where you wish to place it ensuring that the pointer is inside a cell, then release the mouse button.

Moving using the Cut and Paste commands

Select the cell(s) that you wish to move

From the **Home** Tab on the Ribbon, select the **Cut** icon.



The selection will be placed on the Clipboard.

Select where you wish to place the copied cells.

From the **Home** Tab on the Ribbon, select the **Paste** icon.

