

Section 6 Moving and Copying Data

By the end of this section you will be able to:

- Use cut copy and paste
- Drag and drop information
- Transfer data between files



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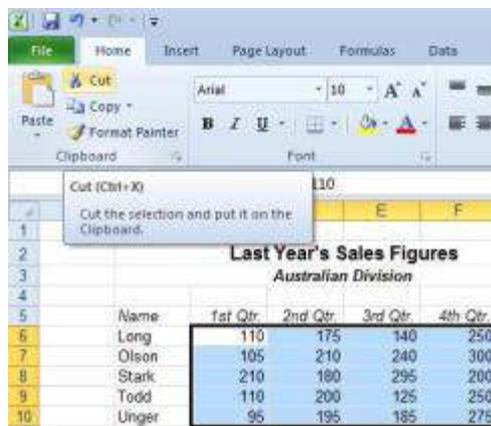
Having entered information in a worksheet, you may decide that you need to reposition it or use cell entries in another worksheet or file that you have created. The good thing about Excel is that once you have entered something once, you can move or copy it anywhere – to other Excel files and even to files that belong to other applications.

All Microsoft products use the same terminology when describing moving and copying items – cut, copy and paste. These terms stem from the times when typesetters would lay out templates by physically cutting an item from its current location, and gluing or pasting it in to the new location.

Moving Items

To Move Items:

MOUSE



1. Select the cells that you want to move.



2. Click the **CUT** button on the **HOME** Ribbon. The selected cells will display a marquee around them and Excel will show a prompt on the Status bar to tell you what to do next.



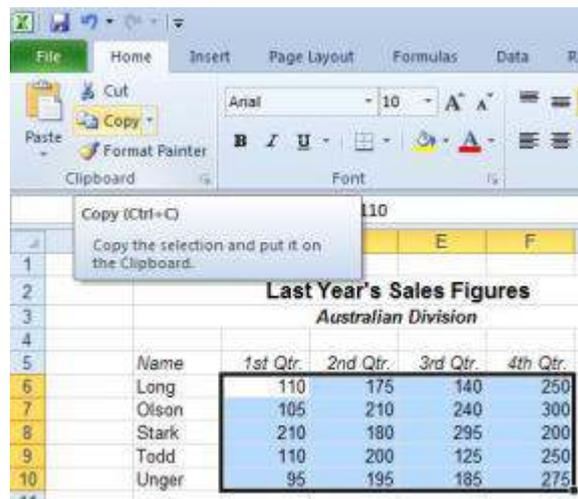
3. Move to the cell where you want to place the cells you cut. If you have cut a block of cells, the cell you select before you paste is where you want the top left cell in the cut block to move to.
4. Click the **PASTE** button from the **HOME** ribbon

OR

1. Press **ENTER**.

OR**KEYBOARD**

1. Select the cells you want to move.
2. Press **CTRL+[X]** to cut the cells out a marquee will appear around the cells, and you will see a prompt on the status bar.
3. Move to the cell where you want the cut cells to jump to. If you have cut a block of cells, the cell you select before you paste is where you want the top left cell in the cut block to move to.
4. Press **CTRL+[V]** to paste the cells into their new location.

Copying Items**To Copy Items:****MOUSE**

1. Select the cells that you want to copy.



2. Click the **COPY** button on the **HOME** Ribbon. The selected cells will display a marquee around them and Excel will show a prompt on the Status bar to tell you what to do next.



3. Move to the cell where you want to place the cells you cut. If you have cut a block of cells, the cell you select before you paste is where you want the top left cell in the cut block to be copied to.
4. Click the Paste button from the **HOME** ribbon the copied cells will appear

OR

1. Press **ENTER**. The copied cells will appear.

OR

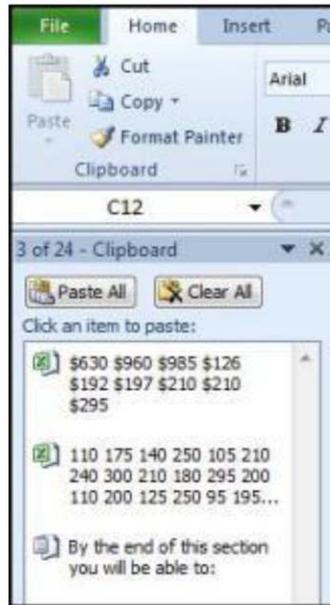
KEYBOARD

1. Select the cells you want to copy.
2. Press **CTRL+[C]** to make a copy. Excel displays a marquee around the copied cells and a prompt on the Status bar.
3. Move to the cell where you want the copy to go. If you have copied a block of cells, the cell you select before you paste is where you want the top left cell in the copied block to be positioned.
4. Press **CTRL+[V]** to paste the copy back in.

OR

1. Press **ENTER**.

Clipboard



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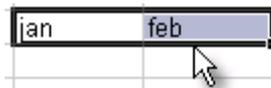
Clicking on the **DIALOG BOX LAUNCHER** the clipboard will open as a taskpane on the left hand side of the screen

The clipboard holds the last 24 items that have been cut or copied from any of the Microsoft applications and allows you to paste the same item many times in many places including other applications.

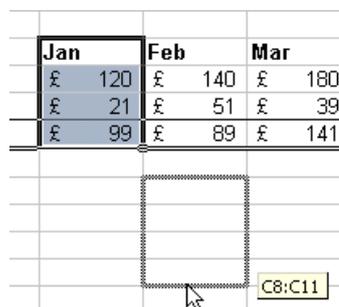
The clipboard is generic to all applications and needs merely to be displayed as it is here. The clipboard can be cleared at any time or single Items deleted

Drag And Drop

You can move and copy cells by selecting and dragging them with the mouse. When you do this, you must ensure that you have the correct mouse pointer shape displaying before dragging and dropping.



When you select a cell or a group of cells, Excel outlines them with a heavy border. When the mouse is moved slowly over this border, it will display a white arrow which points up and to the left – and a four arrowed cross in black this is your drag and drop pointer and allows you to move and copy cells with the mouse.



To Move:



MOUSE

1. Select the cells you want to move or copy.
 2. Point to the border of the selection.
 3. With the drag and drop pointer displaying, drag the selection to the upper-left cell of the paste area. You'll see a fuzzy box, the same size as the selected block that will follow your mouse – when you release the mouse the selected cells will jump to their new location.
- *When you move cells to an area that already has data, Microsoft Excel will ask you to confirm that you wish to replace the existing cell contents with the data you are moving.*

To Copy:MOUSE

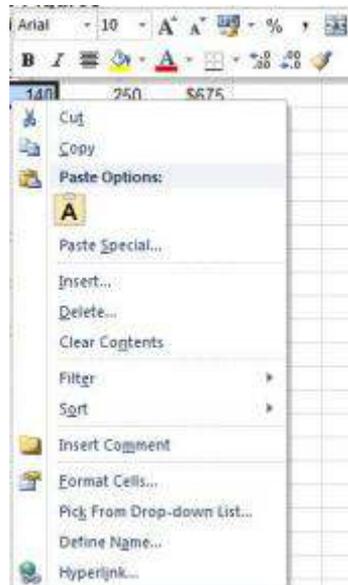
Jan	Feb	Mar
£ 120	£ 140	£ 180
£ 21	£ 51	£ 39
£ 99	£ 89	£ 141

C8:C11

1. If you want to copy the selection, repeat steps one and two above but before clicking on to it hold down the **CTRL** key on the keyboard, then begin clicking and dragging. You will see a plus sign appear next to the mouse pointer to signal the fact that you are copying rather than moving.
2. With the fuzzy box positioned where you want the copy, let go of the mouse first and then release the **CTRL** key.

Shortcut Menus

You can use commands from Excel's shortcut menus to move and copy items. The shortcut menus appear when you click the right mouse button over a cell or selection.

To Move Cells:**MOUSE**

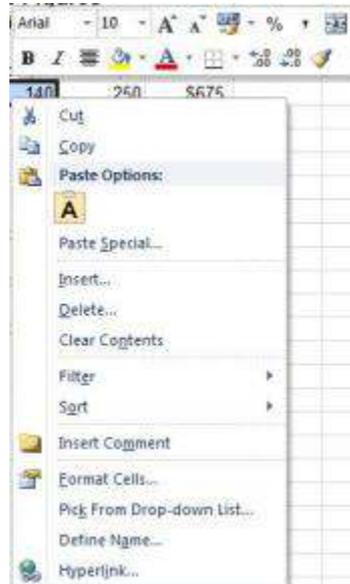
1. Select the cells you want to move.
2. With the mouse positioned anywhere within the highlighted area, click the right mouse button.
3. From the resulting shortcut menu, choose **CUT**. A marquee will appear around the selected cells and the Status bar will display a prompt.
4. Click the right mouse button over the cell where you want the cut cells to jump to. If you have cut a block of cells, the cell you click before you paste is where you want the top left cell in the cut block to move to.
5. Choose the **PASTE** button from the shortcut menu. The cut cells will jump to their new location.

OR

1. Press **ENTER**. The cut cells will jump to their new location.

To Copy Cells:

MOUSE



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1. Select the cells you want to copy.
2. With the mouse positioned anywhere within the highlighted area, click the right mouse button.
3. From the resulting shortcut menu, choose **COPY**. A marquee will appear around the selected cells and the Status bar will display a prompt.
4. Click the right mouse button over the cell where you want the cut cells to jump to. If you have cut a block of cells, the cell you click before you paste is where you want the top left cell in the cut block to move to.
5. Choose the **PASTE** button from the shortcut menu. The copied cells will appear at their new location you can paste several times if you wish to continually duplicate the copied selection.

OR

1. Press **ENTER**. The copied cells will appear at their new location but will be removed from the clipboard this is a one-time pasting method.
 - *If you want to insert the cut or copied cells between two rows or columns of existing data, you can use the Insert cut/copied cells option that also appears on the shortcut menu.*

Moving And Copying Between Files

You can use any of the methods described above (even drag and drop) to move and copy items from one workbook to another. When doing this, it is useful to be able to arrange the screen so that you can see the source file (the file containing the items that you want to move or copy) and the destination file (the document where you want to put them) at the same time.

To View Open Files:**MOUSE**

1. Open both workbooks using the techniques described in **SECTION 4**, File Operations.



2. Click **VIEW** ribbon, Choose **ARRANGE ALL** on the ribbon. A dialog box will open to allow you to choose how the files will be arranged. Choose horizontal and the two workbooks will be tiled on screen one above the other, each in its own window.
3. Use your preferred technique (as described above) to move or copy items from one file to the other.

**OR**

1. If you click the **SWITCH WINDOWS** icon, this will list the files that are currently open to allow you to switch from one file to another. Copying from one file and then switching to paste into another file.

Insert Paste

As already mentioned, Excel will overwrite existing data with cells that you are moving or copying. There are occasions where you want to swap the positions of cells without overwriting what you already have.

	A	B	C	D	E	F
1	Order Date	Cusomer	Product	Quantity	Price	Total
2	01/01/2001	Viking Supplies	Widget	10	5	50
3	02/01/2001	Bloggs & Co	Ratchet	23	7	161
4	03/01/2001	Jones Brothers	Gimlet	200	3	600
5	04/01/2001	Viking Supplies	Gimlet	201	3	603
6						

In the example above, if you wanted to move the selected cells up two rows so that both “Viking Supplies” orders were next to each other, you would have to use Insert paste to do it, otherwise the existing data (the “Bloggs & Co. order”) would be overwritten.

To Insert The Cells Between Existing Cells:**MOUSE**

1. Select the cells you want to move or copy.
2. Point to the border of the selection.
3. Hold down **SHIFT** (if moving) or **SHIFT+CTRL**(if copying) as you drag. You’ll see a fuzzy line that you can position horizontally (between rows) or vertically (between columns). Release the mouse, then the keyboard. Your cells will jump to their new location.

Moving And Copying Between Worksheets

When you drag cells to areas not currently visibly, Excel will scroll the display down or across allowing you to move or copy the cells to those areas. Sometimes, you may want to drag an item to a different worksheet within the workbook.

To Move And Copy To Another Worksheet:Mouse

1. Select the cells to move or copy and position the mouse over the selection border.
2. Hold down the **ALT** key as you drag the cells (**ALT+CTRL** if you are copying).
3. Drag down over the sheet tab that you want to put the cells on and Excel will jump to that sheet. Continue dragging until you are in the location on the selected sheet that you want the cells in. Release the mouse **then** the keyboard.

Paste Special

The Paste Special option gives you the ability to choose what should be pasted into the destination cells. For example, you may want to paste data without its formats, or you might want to convert a formula to a static value – Paste special gives you the choice. You can also use **PASTE SPECIAL** to add/subtract/divide or multiply the copied cells with the destination cell data.

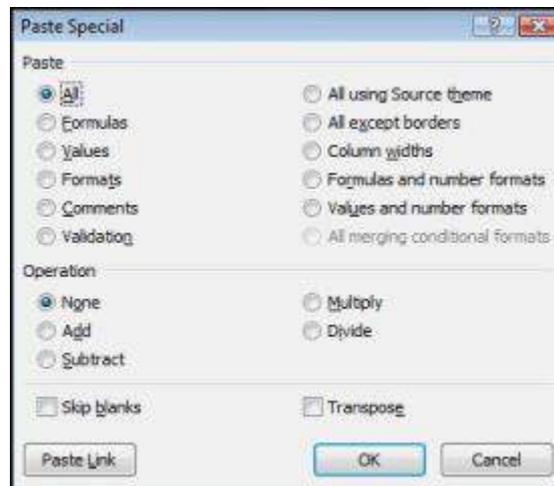


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...I finally learned to speak it in just six lessons"
Jane, Chinese architect

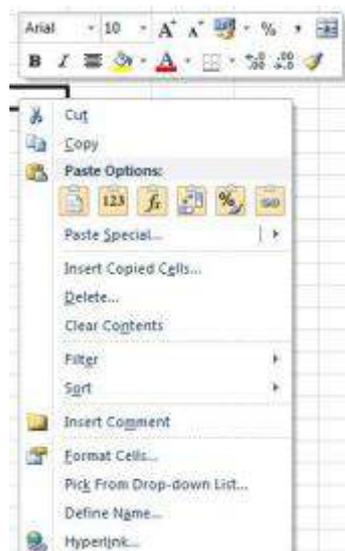
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To Use Paste Special:**MOUSE**

1. Select the cells you want to copy. Right click anywhere within the highlighted block and choose Copy from the shortcut menu.
2. Click the right mouse button over the cell where you want the copied data to appear. If you have copied a block of cells, the cell you click before you paste is where you want the top left cell in the copied block to move to.
3. Choose **PASTE SPECIAL**. The following dialog box will appear:
4. Select an option in the **PASTE** section of the dialog to choose what will be pasted into the destination cells



5. Select an option from the **OPERATION** section of the dialog to choose the mathematical operation you want to perform on the copied data.
6. Check the **SKIP BLANKS** box to suppress empty cells being pasted.
7. Check the **TRANSPOSE** box to change the arrangement of the copied cells from column to row and vice versa. Click **OK** to close the dialog and paste the data.

OR

1. Follow steps 1 and 2 above then when you right click move your mouse to paste options and you will see the quick paste special options related to your copied selection. When you move your mouse over them you will see a preview on your worksheet as to what would happen for each choice.
2. Click on a button to apply that choice

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