


Copy and Move Cell Entries

There are three ways you can copy or move cells and ranges (or the contents within them) from one location to another: the Cut, Copy, and Paste buttons on the HOME tab on the Ribbon; the fill handle in the lower-right corner of the active cell or range; or the drag-and-drop feature. When you copy cells, the original data remains in the original location; when you cut or move cells, the original data is deleted from its original location. You can also cut, copy, and paste cells or ranges from one worksheet to another. **CASE**  *In addition to the 20% rise in tour expenses, you also want to show a 30% rise. Rather than retype this information, you copy and move the labels in these cells.*

1. Select the range B3:E3, then click the Copy button  in the Clipboard group on the HOME tab

The selected range (B3:E3) is copied to the **Clipboard**, a temporary Windows storage area that holds the selections you copy or cut. A moving border surrounds the selected range until you press [Esc] or copy an additional item to the Clipboard.

2. Click the dialog box launcher  in the Clipboard group

The Office Clipboard opens in the Clipboard task pane, as shown in **FIGURE B-9**. When you copy or cut an item, it is cut or copied both to the Clipboard provided by Windows and to the Office Clipboard. Unlike the Windows Clipboard, which holds just one item at a time, the Office Clipboard contains up to 24 of the most recently cut or copied items from any Office program. Your Clipboard task pane may contain more items than shown in the figure.

3. Click cell B19, then click the Paste button in the Clipboard group

A copy of the contents of range B3:E3 is pasted into the range B19:E19. When pasting an item from the Office Clipboard or Clipboard into a worksheet, you only need to specify the upper-left cell of the range where you want to paste the selection. Notice that the information you copied remains in the original range B3:E3; if you had cut instead of copied, the information would have been deleted from its original location once it was pasted.


4. Press [Delete]

The selected cells are empty. You have decided to paste the cells in a different row. You can repeatedly paste an item from the Office Clipboard as many times as you like, as long as the item remains in the Office Clipboard.

5. Click cell B20, click the first item in the Office Clipboard, then click the Close button  on the Clipboard task pane

Cells B20:E20 contain the copied labels.

6. Click cell A14, press and hold [Ctrl], point to any edge of the cell until the pointer changes to , drag cell A14 to cell A21, release the mouse button, then release [Ctrl]

The copy pointer  continues to appear as you drag, as shown in **FIGURE B-10**. When you release the mouse button, the contents of cell A14 are copied to cell A21.

7. Click to the right of 2 in the formula bar, press [Backspace], type 3, then press [Enter]

8. Click cell B21, type =, click cell B12, type *1.3, click the Enter button  on the formula bar, then save your work

This new formula calculates a 30% increase of the expenses for Quarter 1, though using a different method from what you previously used. Anything you multiply by 1.3 returns an amount that is 130% of the original amount, or a 30% increase. Compare your screen to **FIGURE B-11**.

FIGURE B-9: Copied data in Office Clipboard

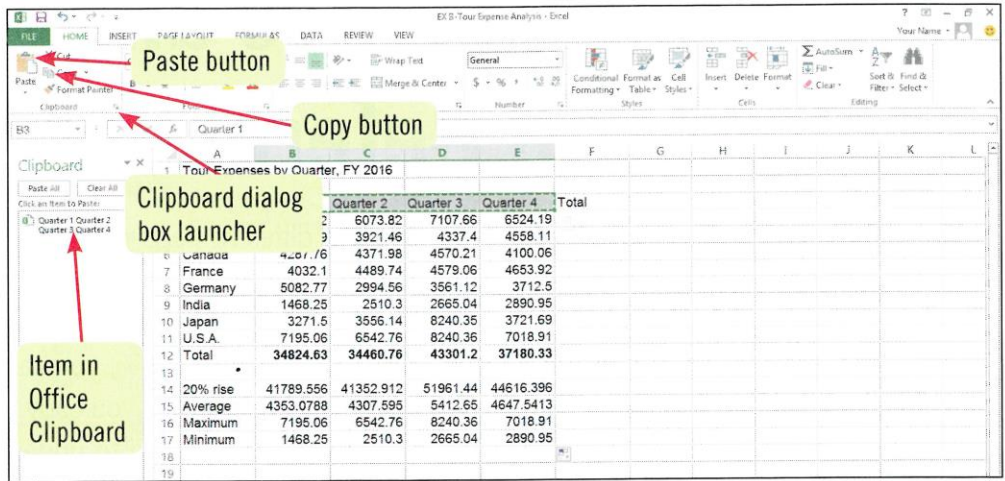


FIGURE B-10: Copying cell contents with drag-and-drop

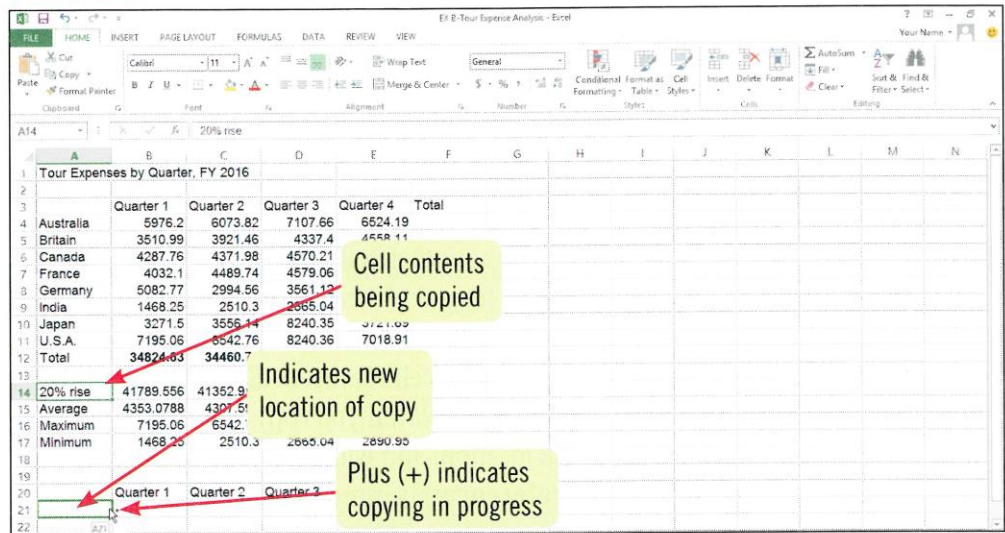


FIGURE B-11: Formula entered to calculate a 30% increase

