MOVING DATA

When a worksheet is first created, it may be difficult to envisage exactly where all the data should appear. Similarly, over time, spreadsheets may grow and as a result data may need to be moved to another location. You can easily change the placement of information in cells to new locations.

In this session you will:

- ✓ gain an understanding of moving data in *Excel*
- ✓ learn how to move cell content to a new location
- ✓ learn how to move data to another worksheet
- ✓ learn how to move data to another workbook.

UNDERSTANDING MOVING IN EXCEL

When *moving data in Excel*, it is possible to move information contained within a single cell or within a range of cells. As long as you indicate the source cell(s) (i.e. where the information is coming from) and the destination cell (i.e. where you want the information moved to), Excel will do all the hard work. It is possible to move data within or between worksheets or across workbooks.

Four Simple Steps...

When moving data in Excel, there are four simple steps required:

1

Select the data – the data that you want to move might exist in a single cell or in a range of cells. The process of moving data is the same irrespective of the number of cells selected. The selected range is referred to as the **source**.

A4 🗸 🦳			<i>f</i> ∗ Melbourne Sales Staff Records				
	А	В	С	D	E	F	
1							
2							
3							
4	Melbourne S	ales Staff R	ecords				
5							
6	First Name	Last Name	Started				
7	Quentin	Engels	11/07/1998				
8	Larry	Graham	17/06/2002				
9	Jim	Harrison	7/08/2001				

2

Cut the data – once the data is selected, you can then cut it from the current position. When you cut the data, Excel places a dashed marquee around the cells.

	A4	- (**	<i>f</i> ∗ Melb	bourne Sales Staff Records		
1	А	В	С	D	E	F
1						
2						
3						
4	Melbourne Sales Staff Records					
5		1				
6	First Name	Last Name	Started			
7	Quentin	Engels	11/07/1998			
8	Larry	Graham	17/06/2002			
9	Jim	Harrison	7/08/2001			



Select the destination – once the data is cut, you then need to indicate the *destination*. Irrespective of whether you have cut a single cell or a range of cells, you only need to click on the top left corner destination cell to indicate where you want the data to start.

	A1	-	f _x					
	А	В	С	D	E	F		
1]						
2								
3								
4	Melbourne Sales Staff Records							
5								
6	First Name	Last Name	Started					
7	Quentin	Engels	11/07/1998					
8	Larry	Graham	17/06/2002					
9	Jim	Harrison	7/08/2001					

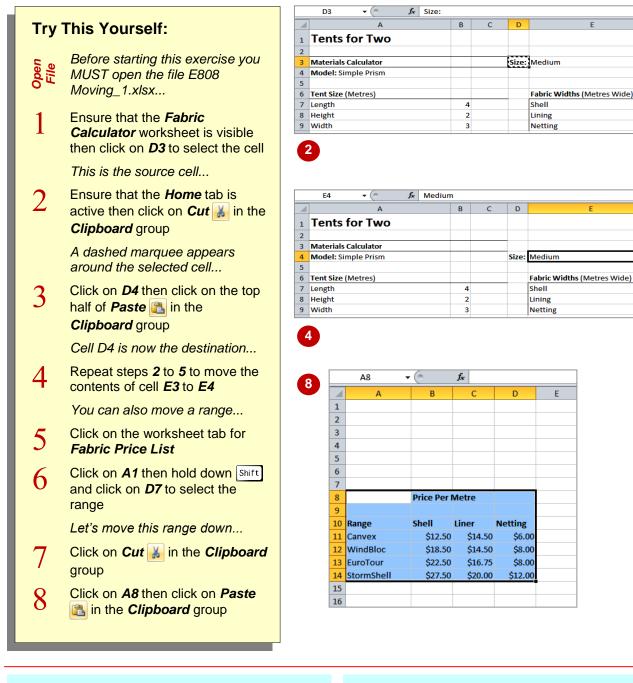
4

Paste the data – once the destination is selected, you can then paste the data.

A1 🔹 🍙 🖌 Melbourne Sales Staff Records							
	А	В	С		D	E	F
1	Melbourne Sales Staff Records						
2							
3							
4							
5							
6	First Name	Last Name	Started	i			
7	Quentin	Engels	11/07/	1998			
8	Larry	Graham	17/06/	2002			
9	Jim	Harrison	7/08/	2001			

MOVING CELLS AND RANGES

As you are creating a worksheet, you might find that you need to **move** the contents of a cell or a range of cells to a new location within that worksheet. To achieve this you need to nominate the cell or range to move (the source) and then where you want to place it (the destination). Using the *Cut* and *Paste* commands enables you to move the data between the source and destination.



For Your Reference...

To move a cell or range to a new location:

- 1. Select the cell or range of cells
- 2. Click on *Cut* 🕌 in the *Clipboard* group
- 3. Click on the destination cell
- 4. Click on the top half of Paste

Handy to Know...

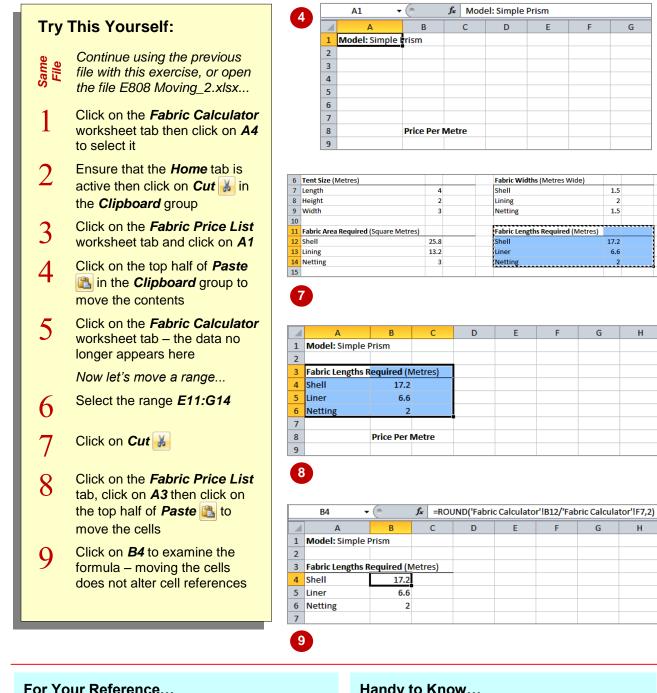
- You can also use the keyboard shortcuts
 Ctrl + X to cut content from the source cell(s) and Ctrl + V to paste the content into the destination.
- When you cut data you are only able to paste it once to another location.

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MOVING DATA TO OTHER WORKSHEETS

As well as moving data within a worksheet, you can move data to other worksheets. This may come in handy if you decide to reorganise information in your workbook - for instance, in a workbook storing client data, you might later decide to place each client's details onto a separate worksheet. The process is the same as that for moving data within a worksheet.



When you cut and paste cells containing formulas, the details of the formula adjust so that the original calculation is still valid, based on the new location. This is achieved by adding full cell references, including the worksheet name.

For Your Reference...

To move data to another worksheet:

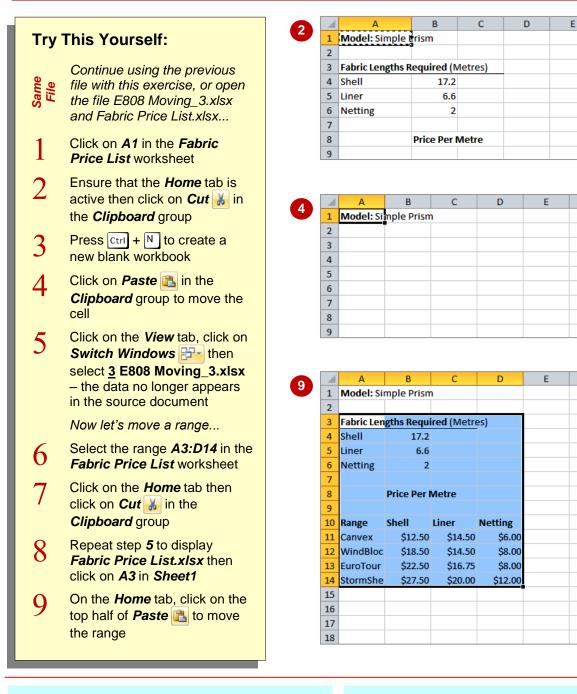
- 1. Select the range
- 2. Click on Cut 👪 in the Clipboard group
- 3. Select the destination worksheet and the top left corner of the destination range
- 4. Click on the top half of Paste

Handy to Know...

MOVING DATA TO OTHER WORKBOOKS

As well as moving data within a worksheet, you can *move data to other workbooks*. This becomes useful if you need to replicate a cell with complex formatting rather than having to

re-type it in a new workbook. The process of cutting and pasting across workbooks is applied in the same manner as moving cells within the same workbook.



For Your Reference...

To move data to a new workbook:

- 1. Select the cell(s) then click on Cut
- 2. Create a new, or open an existing, workbook
- 3. Click on the destination cell
- 4. Click on the top half of Paste

Handy to Know...

 When you move formulas across workbooks, the destination workbook will contain links to the source workbook. The next time that you open the workbook, Excel will ask if you want to update the links – this will cause Excel to recalculate the formulas based on current values.

NOTES:

