

CHAPTER 2

MOVING DATA**INFocus**

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**.

A screenshot of an Excel spreadsheet titled 'Melbourne Sales Staff Records'. The active cell is A4, which contains the text 'Melbourne Sales Staff Records'. The cell is highlighted in yellow, and a dashed marquee is visible around it, indicating it has been selected.

	A	B	C	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			

- 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.

A screenshot of the same Excel spreadsheet. The data from cell A4 ('Melbourne Sales Staff Records') is now surrounded by a dashed marquee, indicating it has been cut.

	A	B	C	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			

- 3 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.

A screenshot of the Excel spreadsheet. The active cell is now A1, which is highlighted in yellow. The dashed marquee from the previous step is still visible around cell A4.

	A	B	C	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.

A screenshot of the Excel spreadsheet. The data 'Melbourne Sales Staff Records' has been pasted into cell A1. The dashed marquee is no longer visible.

	A	B	C	D	E	F
1	Melbourne Sales Staff Records					
2						
3						
4						
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			

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.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *E808 Moving_1.xlsx...*

- 1 Ensure that the **Fabric Calculator** worksheet is visible then click on **D3** to select the cell
This is the source cell...
- 2 Ensure that the **Home** tab is active then click on **Cut**  in the **Clipboard** group
A dashed marquee appears around the selected cell...
- 3 Click on **D4** then click on the top half of **Paste**  in the **Clipboard** group
Cell D4 is now the destination...
- 4 Repeat steps 2 to 5 to move the contents of cell **E3** to **E4**
You can also move a range...
- 5 Click on the worksheet tab for **Fabric Price List**
- 6 Click on **A1** then hold down  and click on **D7** to select the range
Let's move this range down...
- 7 Click on **Cut**  in the **Clipboard** group
- 8 Click on **A8** then click on **Paste**  in the **Clipboard** group

D3

	A	B	C	D	E
1	Tents for Two				
2					
3	Materials Calculator			Size:	Medium
4	Model: Simple Prism				
5					
6	Tent Size (Metres)			Fabric Widths (Metres Wide)	
7	Length	4		Shell	
8	Height	2		Lining	
9	Width	3		Netting	

2

E4

	A	B	C	D	E
1	Tents for Two				
2					
3	Materials Calculator				
4	Model: Simple Prism			Size:	Medium
5					
6	Tent Size (Metres)			Fabric Widths (Metres Wide)	
7	Length	4		Shell	
8	Height	2		Lining	
9	Width	3		Netting	



4

A8

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8	Price Per Metre				
9					
10	Range	Shell	Liner	Netting	
11	Canvex	\$12.50	\$14.50	\$6.00	
12	WindBloc	\$18.50	\$14.50	\$8.00	
13	EuroTour	\$22.50	\$16.75	\$8.00	
14	StormShell	\$27.50	\$20.00	\$12.00	
15					
16					

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.

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.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file E808 Moving_2.xlsx...

- 1 Click on the **Fabric Calculator** worksheet tab then click on **A4** to select it
- 2 Ensure that the **Home** tab is active then click on **Cut**  in the **Clipboard** group
- 3 Click on the **Fabric Price List** worksheet tab and click on **A1**
- 4 Click on the top half of **Paste**  in the **Clipboard** group to move the contents
- 5 Click on the **Fabric Calculator** worksheet tab – the data no longer appears here
Now let’s move a range...
- 6 Select the range **E11:G14**
- 7 Click on **Cut** 
- 8 Click on the **Fabric Price List** tab, click on **A3** then click on the top half of **Paste**  to move the cells
- 9 Click on **B4** to examine the formula – moving the cells does not alter cell references

4

	A	B	C	D	E	F	G
1	Model: Simple Prism						
2							
3							
4							
5							
6							
7							
8			Price Per Metre				
9							

Tent Size (Metres)		Fabric Widths (Metres Wide)		
7	Length	4	Shell	1.5
8	Height	2	Lining	2
9	Width	3	Netting	1.5
10				
11	Fabric Area Required (Square Metres)		Fabric Lengths Required (Metres)	
12	Shell	25.8	Shell	17.2
13	Lining	13.2	Liner	6.6
14	Netting	3	Netting	2
15				

7

	A	B	C	D	E	F	G	H
1	Model: Simple Prism							
2								
3	Fabric Lengths Required (Metres)							
4	Shell	17.2						
5	Liner	6.6						
6	Netting	2						
7								
8			Price Per Metre					
9								

8



	A	B	C	D	E	F	G	H
1	Model: Simple Prism							
2								
3	Fabric Lengths Required (Metres)							
4	Shell	17.2						
5	Liner	6.6						
6	Netting	2						
7								

9

	A	B	C	D	E	F	G	H
1	Model: Simple Prism							
2								
3	Fabric Lengths Required (Metres)							
4	Shell	17.2						
5	Liner	6.6						
6	Netting	2						
7								

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...

- 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.

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.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E808 Moving_3.xlsx* and *Fabric Price List.xlsx*...

- 1 Click on **A1** in the **Fabric Price List** worksheet
- 2 Ensure that the **Home** tab is active then click on **Cut**  in the **Clipboard** group
- 3 Press **Ctrl** + **N** to create a new blank workbook
- 4 Click on **Paste**  in the **Clipboard** group to move the cell
- 5 Click on the **View** tab, click on **Switch Windows**  then select **3 E808 Moving_3.xlsx** – the data no longer appears in the source document
Now let's move a range...
- 6 Select the range **A3:D14** in the **Fabric Price List** worksheet
- 7 Click on the **Home** tab then click on **Cut**  in the **Clipboard** group
- 8 Repeat step 5 to display **Fabric Price List.xlsx** then click on **A3** in **Sheet1**
- 9 On the **Home** tab, click on the top half of **Paste**  to move the range

2

	A	B	C	D	E
1	Model: Simple Prism				
2					
3	Fabric Lengths Required (Metres)				
4	Shell	17.2			
5	Liner	6.6			
6	Netting	2			
7					
8	Price Per Metre				
9					

4



	A	B	C	D	E	F
1	Model: Simple Prism					
2						
3						
4						
5						
6						
7						
8						
9						

9

	A	B	C	D	E	F
1	Model: Simple Prism					
2						
3	Fabric Lengths Required (Metres)					
4	Shell	17.2				
5	Liner	6.6				
6	Netting	2				
7						
8	Price Per Metre					
9						
10	Range	Shell	Liner	Netting		
11	Canvex	\$12.50	\$14.50	\$6.00		
12	WindBloc	\$18.50	\$14.50	\$8.00		
13	EuroTour	\$22.50	\$16.75	\$8.00		
14	StormShe	\$27.50	\$20.00	\$12.00		
15						
16						
17						
18						

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.

