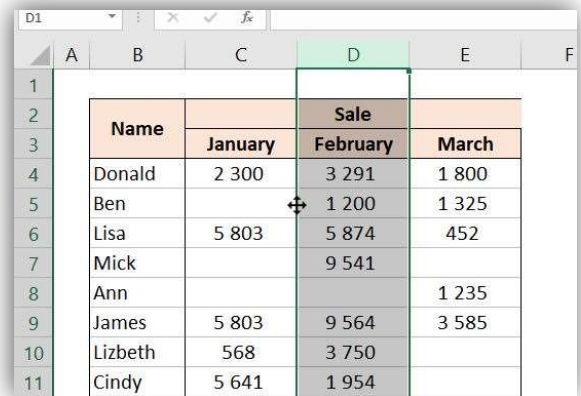# Move rows or columns

One function that certainly is handy to know is the one that makes you able to move columns or rows where you want them by use of drag and drop. Before we learned this function the most used way to move columns or rows was by cut and paste. The steps were to add an empty column/row, select the column/row to be moved, cut it ([Ctrl] + [X]), select new empty column and paste in ([Ctrl] + [C]) the column cut out earlier. This was kind of time consuming and lots of unnecessary steps. By using the following method movement is solved much easier.

Movement of columns in 1 2 3:

1. Select the column that needs to be moved by clicking with left mouse button on the column letter, "D" in our example.
2. Press and hold [Shift] and move the mouse cursor over the frame that goes around the selected column. Placed in row 5 between column C and D in our example.
3. When the mouse cursor changes to arrows in all directions can you press left mouse button and drag the column to its new designated position.
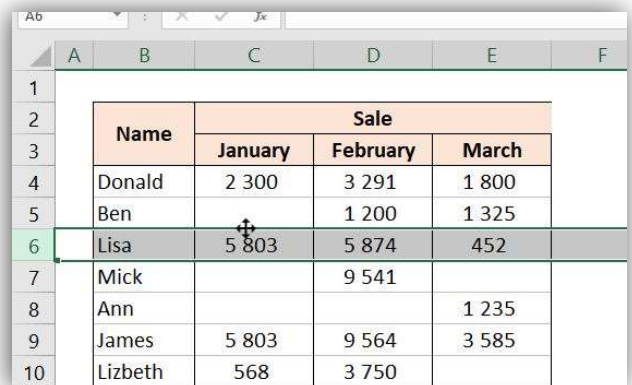

Movement of rows in 1 2 3:

1. Select the row that needs to be moved by clicking with left mouse button on the row number, "6" in our example.
2. Press and hold [Shift] and move the mouse cursor over the frame that goes around the selected row. Placed in column C between row 5 and 6 in our example.
3. When the mouse cursor changes to arrows in all directions can you press left mouse button and drag the row to its new designated position.