

10.5 Reasons

Why OmniSkills courseware is different...and better

1. Just one idea per page

2. One clear learning objective per page

3. Side headings make it easy to follow & find what you need

4. Step-by-step how-to's

5. Steps are generic - not written in the context of an in-class exercise - which provides the trainer complete freedom to teach how they choose.

6. Unlike ANY OTHER MANUAL, these generic steps can be followed anytime, even long after the class, providing ongoing learning and support.

7. Time tested, created by trainers for trainers, and used in our classrooms since 1993

8. Extensive illustrations so you'll know if you're doing it right

9. Not just how-to, but also why-to

10. Every page is self-standing; no page EVER continues to the next page

10 1/2. Modular: easily combine pages in any way you like to create your own courses

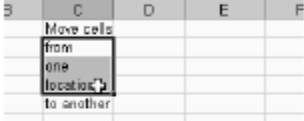
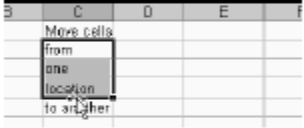
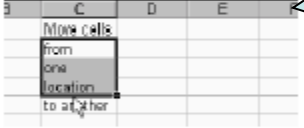
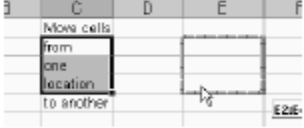

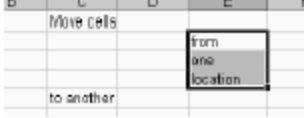
Moving cells with drag-and-drop

Objective Move the contents of worksheet cells from one place to another by dragging

Why move with drag-and-drop?

- > **Drag-and-drop** – using the mouse to drag cells from one place to another – is usually the quickest method when the source and destination cells are near each other.
- ✓ You can also move cells with cut-and-paste. See *How to move cells with cut-and-paste*, page 33.

How to move cells with drag-and-drop

- 1 Select the cell or range of cells to move. ⇒

- 2 Point to one edge of the cell/range.
✓ In Excel 2002, the pointer changes to a standard mouse pointer with a four-headed arrow at its tip. ⇒
✓ In Excel 2000, the pointer changes to a standard Windows mouse pointer. ⇒


- 3 Drag-and-drop the cell/range to its new location.
✓ To move cells to another sheet, hold the ALT key and drag the cells to the sheet tab to activate the sheet.

- 4 You will be prompted if the moved cells will overwrite other cells. Click OK to overwrite, or Cancel to stop.
✓ The cells are moved.



32 - Moving & Copying © 1993-2002 C