Chapter 6 Drag and Drop Techniques

Section 1: Accelerate copy and move tasks within cells and worksheets

- Using LMB, click the border and drag the data
  - Formulas come with it and use the new location of data
  - Hold Alt to change sheets by dragging over the sheet in the sheets bar at the bottom
  - Hold Ctrl to make a Copy
- Copy Sheet
  - Right click sheet and hit Make Copy
  - Hold Ctrl Key and drag sheet to the left of the original sheet
- Make new workbook out of data

Section 2: Drag and insert cells with the Shift Key

- Select column then Shift+LMB-and-Hold-edge = Move column
- Select column then Shift+RMB-and-Hold-edge = Move column with options
- Select group of cels then Shift+RMB-and-Hold-edge = Move column group

Section 3: Display the Paste Special options

- Ctrl+Alt+V = Paste Special
  - Transpose Paste
- Also Findable through the Home tab, Click the Past drop down then "Paste Special"
  - Transpose is also preset if you'd like that more

Section 4: Accelerate copy, move paste actions with the right mouse button

- Using the RMB on the lower right square and dragging to fit an area brings up the smart-fill options menu
  - Select "Fill Formatting Only" to Paste the formatting of the first cell into the rest of the copied tiem
- Using the RMB on any edge of a selection and dragging it elsewhere brings up the move-special options menu.
  - Select "Fill Formatting Only" to Paste the formatting of the pre-selected area to the newly desired one
- You can also right click and drag the selected area to another area and use "Shift right and copy"