

# Move Columns in Excel

To move columns in Excel, use the shift key or use Insert Cut Cells. You can also change the order of all columns in one magic move.

## ◆ Shift Key

To quickly move columns in Excel without overwriting existing data, press and hold the shift key on your keyboard.

1. First, select a column.

	A	B	C	D ↓	E
1	Last Name	Sales	Country	Quarter	
2	Smith	\$16,753.00	UK	Qtr 3	
3	Johnson	\$14,808.00	USA	Qtr 4	
4	Williams	\$10,644.00	UK	Qtr 2	
5	Jones	\$1,390.00	USA	Qtr 3	
6	Brown	\$4,865.00	USA	Qtr 4	
7	Williams	\$12,438.00	UK	Qtr 1	
8	Johnson	\$9,339.00	UK	Qtr 2	
9	Smith	\$18,919.00	USA	Qtr 3	
10	Jones	\$9,213.00	USA	Qtr 4	
11	Jones	\$7,433.00	UK	Qtr 1	
12	Brown	\$3,255.00	USA	Qtr 2	
13	Williams	\$14,867.00	USA	Qtr 3	
14	Williams	\$19,302.00	UK	Qtr 4	
15	Smith	\$9,698.00	USA	Qtr 1	
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2. Hover over the border of the selection. A four-sided arrow appears.

	A	B	C	D	E
1	Last Name	Sales	Country	Quarter	
2	Smith	\$16,753.00	UK	Qtr 3	
3	Johnson	\$14,808.00	USA	Qtr 4	
4	Williams	\$10,644.00	UK	Qtr 2	

5	Jones	\$1,390.00	USA	Qtr 3	
6	Brown	\$4,865.00	USA	Qtr 4	
7	Williams	\$12,438.00	UK	Qtr 1	
8	Johnson	\$9,339.00	UK	Qtr 2	
9	Smith	\$18,919.00	USA	Qtr 3	
10	Jones	\$9,213.00	USA	Qtr 4	
11	Jones	\$7,433.00	UK	Qtr 1	
12	Brown	\$3,255.00	USA	Qtr 2	
13	Williams	\$14,867.00	USA	Qtr 3	
14	Williams	\$19,302.00	UK	Qtr 4	
15	Smith	\$9,698.00	USA	Qtr 1	
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3. Press and hold the Shift key on your keyboard.

4. Click and hold the left mouse button.

	A	B	C	D	E
1	<b>Last Name</b>	<b>Quarter</b>	<b>Sales</b>	<b>Country</b>	
2	Smith	Qtr 3	\$16,753.00	UK	
3	Johnson	Qtr 4	\$14,808.00	USA	
4	Williams	Qtr 2	\$10,644.00	UK	
5	Jones	Qtr 3	\$1,390.00	USA	
6	Brown	Qtr 4	\$4,865.00	USA	
7	Williams	Qtr 1	\$12,438.00	UK	
8	Johnson	Qtr 2	\$9,339.00	UK	
9	Smith	Qtr 3	\$18,919.00	USA	
10	Jones	Qtr 4	\$9,213.00	USA	
11	Jones	Qtr 1	\$7,433.00	UK	
12	Brown	Qtr 2	\$3,255.00	USA	
13	Williams	Qtr 3	\$14,867.00	USA	
14	Williams	Qtr 4	\$19,302.00	UK	
15	Smith	Qtr 1	\$9,698.00	USA	
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5. Move the column to the new position.

	A	B:B	C	D	E
1	<b>Last Name</b>	<b>Sales</b>	<b>Country</b>	<b>Quarter</b>	
2	Smith	\$16,753.00	UK	Qtr 3	
3	Johnson	\$14,808.00	USA	Qtr 4	
4	Williams	\$10,644.00	UK	Qtr 2	
5	Jones	\$1,390.00	USA	Qtr 3	
6	Brown	\$4,865.00	USA	Qtr 4	
7	Williams	\$12,438.00	UK	Qtr 1	
8	Johnson	\$9,339.00	UK	Qtr 2	
9	Smith	\$18,919.00	USA	Qtr 3	
10	Jones	\$9,213.00	USA	Qtr 4	
11	Jones	\$7,433.00	UK	Qtr 1	
12	Brown	\$3,255.00	USA	Qtr 2	
13	Williams	\$14,867.00	USA	Qtr 3	
14	Williams	\$19,302.00	UK	Qtr 4	

15	Smith	\$9,698.00	USA	Qtr 1	
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6. Release the left mouse button.

7. Release the shift key.

Result:

	A	B	C	D	E
1	Last Name	Quarter	Sales	Country	
2	Smith	Qtr 3	\$16,753.00	UK	
3	Johnson	Qtr 4	\$14,808.00	USA	
4	Williams	Qtr 2	\$10,644.00	UK	
5	Jones	Qtr 3	\$1,390.00	USA	
6	Brown	Qtr 4	\$4,865.00	USA	
7	Williams	Qtr 1	\$12,438.00	UK	
8	Johnson	Qtr 2	\$9,339.00	UK	
9	Smith	Qtr 3	\$18,919.00	USA	
10	Jones	Qtr 4	\$9,213.00	USA	
11	Jones	Qtr 1	\$7,433.00	UK	
12	Brown	Qtr 2	\$3,255.00	USA	
13	Williams	Qtr 3	\$14,867.00	USA	
14	Williams	Qtr 4	\$19,302.00	UK	
15	Smith	Qtr 1	\$9,698.00	USA	
16					

To move multiple columns in Excel without overwriting existing data.

8. First, select multiple columns by clicking and dragging over the column headers.

	A	B	C	D	E
1	Last Name	Quarter	Sales	Country	
2	Smith	Qtr 3	\$16,753.00	UK	
3	Johnson	Qtr 4	\$14,808.00	USA	
4	Williams	Qtr 2	\$10,644.00	UK	
5	Jones	Qtr 3	\$1,390.00	USA	
6	Brown	Qtr 4	\$4,865.00	USA	
7	Williams	Qtr 1	\$12,438.00	UK	
8	Johnson	Qtr 2	\$9,339.00	UK	
9	Smith	Qtr 3	\$18,919.00	USA	
10	Jones	Qtr 4	\$9,213.00	USA	
11	Jones	Qtr 1	\$7,433.00	UK	
12	Brown	Qtr 2	\$3,255.00	USA	
13	Williams	Qtr 3	\$14,867.00	USA	
14	Williams	Qtr 4	\$19,302.00	UK	
15	Smith	Qtr 1	\$9,698.00	USA	
16					

9. Repeat steps 2-7.

Result:

	A	B	C	D	E
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1	Sales	Last Name	Quarter	Country	
2	\$16,753.00	Smith	Qtr 3	UK	
3	\$14,808.00	Johnson	Qtr 4	USA	
4	\$10,644.00	Williams	Qtr 2	UK	
5	\$1,390.00	Jones	Qtr 3	USA	
6	\$4,865.00	Brown	Qtr 4	USA	
7	\$12,438.00	Williams	Qtr 1	UK	
8	\$9,339.00	Johnson	Qtr 2	UK	
9	\$18,919.00	Smith	Qtr 3	USA	
10	\$9,213.00	Jones	Qtr 4	USA	
11	\$7,433.00	Jones	Qtr 1	UK	
12	\$3,255.00	Brown	Qtr 2	USA	
13	\$14,867.00	Williams	Qtr 3	USA	
14	\$19,302.00	Williams	Qtr 4	UK	
15	\$9,698.00	Smith	Qtr 1	USA	
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Note: in a similar way, you can move a single row or multiple rows in Excel.

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## ◆ Insert Cut Cells

If you prefer the old-fashioned way, execute the following steps.

1. First, select a column.

	A	B	C	D ↓	E
1	Last Name	Sales	Country	Quarter	
2	Smith	\$16,753.00	UK	Qtr 3	
3	Johnson	\$14,808.00	USA	Qtr 4	
4	Williams	\$10,644.00	UK	Qtr 2	
5	Jones	\$1,390.00	USA	Qtr 3	
6	Brown	\$4,865.00	USA	Qtr 4	
7	Williams	\$12,438.00	UK	Qtr 1	
8	Johnson	\$9,339.00	UK	Qtr 2	
9	Smith	\$18,919.00	USA	Qtr 3	
10	Jones	\$9,213.00	USA	Qtr 4	
11	Jones	\$7,433.00	UK	Qtr 1	
12	Brown	\$3,255.00	USA	Qtr 2	
13	Williams	\$14,867.00	USA	Qtr 3	
14	Williams	\$19,302.00	UK	Qtr 4	
15	Smith	\$9,698.00	USA	Qtr 1	
16					



2. Right click, and then click Cut.

3. Select a column. The column will be inserted before the selected column.

4. Right click, and then click Insert Cut Cells.



Result:

Note: in a similar way, you can move multiple columns, a single row or multiple rows.

### ◆ Magic Move

Finally, you can change the order of all columns in one magic move. Are you ready?

1. Select row 1.
2. Right click, and then click Insert.
3. Use the first row to indicate the new order of the columns (Sales, Quarter, Country, Last Name).

4. Select the data.

5. On the Data tab, in the Sort & Filter group, click Sort.

The Sort dialog box appears.

6. Click Options.

7. Click Sort left to Right and click OK.

8. Select Row 1 from the 'Sort by' drop-down list and click OK.

9. Delete row 1.

Result:

Note: this technique is pretty impressive if you need to rearrange the order of many columns.



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