

# Editing items in your project

## In this article

- Copying and pasting cells in a table
- Dragging a cell's contents to set neighboring table cells
- Clearing the content of multiple table cells
- Undoing bulk changes in a table

There are several methods you can use within your project to quickly make changes to multiple items.

## Copying and pasting cells in a table [↗](#)

You can copy the contents of one cell and paste the contents into multiple other cells in the same field.

- 1 Navigate to a project view that is using the table layout.
- 2 Select the cell that you would like to copy.

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- 3 To copy the contents of the selected cell, press `Command + C` (Mac) or `Ctrl + C` (Windows.)
- 4 Select the destination cells for the copied content.
  - Hold `Command` (Mac) or `Ctrl` (Windows/Linux) and select each cell.
  - Select a cell then press `Shift + ↑` or `Shift + ↓` to select additional cell above or below the selected item.
  - Select a cell then press `Shift` and select another item to select all items between the two items.
  - Holding your mouse button down, move the cursor over the cells you want to select.

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- 5 To paste the previously copied content, press `Command + V` (Mac) or `Ctrl + V` (Windows.)






## Dragging a cell's contents to set neighboring table cells [↗](#)

You can quickly copy one cell's content over other cells in the same field by dragging up or down.






- 1 Navigate to a project view that is using the table layout.
- 2 Select the cell that you would like to copy.
- 3 If it's possible to copy the cell's content, a blue handle will be shown on the lower right of the selected cell.

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- 4 Drag the handle up or down over the cells where you would like to copy the contents.

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- 5 When you finish dragging, the contents of the originally selected cell will be copied over the cells you selected while dragging.

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## Clearing the content of multiple table cells [↗](#)

You can quickly clear the same field for multiple items.

- 1 Navigate to a project view using the table layout.
- 2 Select the cells you would like to clear.
  - Hold **Command** (Mac) or **Ctrl** (Windows/Linux) and select each cell.
  - Select a cell then press **Shift + ↑** or **Shift + ↓** to select additional cell above or below the selected item.
  - Select a cell then press **Shift** and select another item to select all items between the two items.
  - Holding your mouse button down, move the cursor over the cells you want to select.

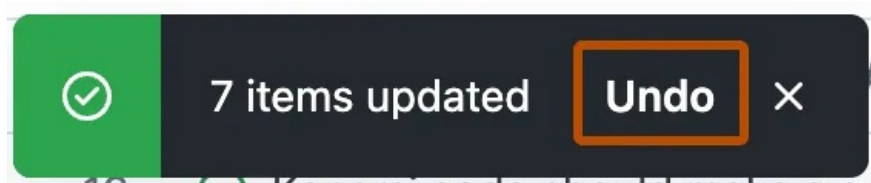
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- Press `Delete` or `Backspace` on your keyboard.

## Undoing bulk changes in a table [🔗](#)

When you make a bulk change in the table layout, GitHub Enterprise Cloud will display the option to undo that change.

- Make a bulk change to your table.
- When the notice appears in the lower right of your table, click **Undo**.



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