



Microsoft Office: Drag n' Drop

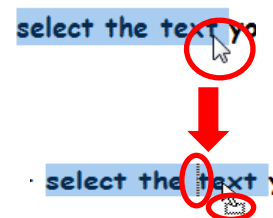
An often-quicker alternative to cut (or copy) and paste...

To begin:

- If you're in Word or Outlook – select the text you want to move (or copy). *And you'd better be using a shortcut to select the text!*
- If you're in Excel – select the cells you want to move (or copy) – again with the shortcut warning!

To Drag (move) and Drop:

- First, select the data:
 - In Excel: point to the outer edge (black outline) of the selected cell/range that the mouse pointer appears as a black four-headed arrow and white arrow together (as shown here) – stay away from Phil (the Fill Handle);
 - In Word or Outlook: point to a portion of the highlighted text – so the mouse pointer appears as a leftward-facing arrow (shown here)
- Now...hold down the (regular) mouse button:
 - In Excel, you'll see the four-headed arrow disappear – but you'll still have the white arrow (as long as you're still holding down the mouse button);
 - In Word or Outlook, you will see two changes: you'll see a small faint rectangle appear beneath the white arrow and you'll see a faded (dashed) insertion mark appear. Again – this is only while you are still holding down the mouse button.
- Next, drag the data to the new location:
 - In Excel, you'll see a gray cell (or range) outline moving with you;
 - In Word or Outlook, you'll see the faded, dashed insertion point moving (relatively) with you.
- Drop it:
 - In Excel, when the cell/range outline is in the right (desired) location – release the mouse button;
 - In Word or Outlook, when the INSERTION POINT (not the white arrow!) is in the right (desired) location – release the mouse button.
- Done.



SHOW SOME CONTROL

To COPY & DROP (so the data is both in the source *and* destination locations) – just hold down the [CTRL] key after selecting the data...but before holding down the mouse button.