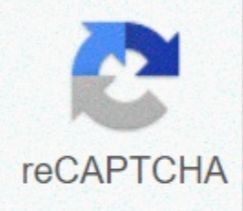




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## How to swap cells in excel 2013

Adam has to swap the contents of two cells and wonders if there is a way to do it without making a move in three ways. There are actually a few ways you can perform this task, depending on how the two cells are located in relation to each other. If the two cells are adjacent, you can use the mouse to perform the swap: select the first cell, such as cell C3. Then, hold down SHIFT while you drag one of the cell's edges on the cell you want to swap with (for example, cell D3). This requires a bit of practice, but when you move the mouse pointer around the cell you want to trade with, you'll see heavy markers appear indicating where the exchange will occur. Actually, what's happening is that you're pointing to where you want to move the original cell (C3). Because you want to swap with cell D3, you want to continue holding down SHIFT until you see the heavy marker to the right of cell D3. (See Figure 1.) Figure 1. The heavy marker indicates where the original cell will be copied. Because the original cell is moved to the right, cell D3 moves to the left to fill where cell C3 was. The result is that cells C3 and D3 are exchanged. If you don't want to use the mouse and keyboard together, these steps might be a little easier: select the rightest cell you want to swap (in this case, Cell D3). Press Ctrl+X. This cuts the cell in the Clipboard and you should see ants marching around cell D3. Select the left most cell to swap (in this case, cell C3). Press Ctrl++ (or CTRL plus sign plus, or equal to press Shift+Ctrl+=). A third way to swap adjacent cells is to select two cells, and then use Excel sorting features to sort only the two selected cells. You may need to play with ascending or descending sorting, but you should be able to get the cells in the order you want. If the cells are not adjacent to each other, you must rely on a macro to perform the swap. The following macro will swap two nonadjacent cells or two adjacent cells; Never mind. Sub SwapCells() Dim sHolder As String If Selection.Cells.Count = 2 Then With Selection sHolder = .Cells(1).Formula If .Areas.Count = 2 Then ' Selected cells using ctrl .Sectors(1).Formula = .Sectors(2).Formula.Sectors(2).Formula = sHolder Else ' Adjacent cells are selected .Cells(1).Formula = .Cells(2).Formula.Cells(2).Formula = sHolder End If End With Else MsgBox Select only TWO cells to swap, vbCritical End If End Sub Note that the macro only swaps what is in the cells, not cell formatting. Previous approaches to the mouse and Keyboard for use with adjacent cells have replaced cell formatting and content. ExcelTips is the source for microsoft excel economic training. This tip (1664) applies to Microsoft Excel 2007, 2010, 2013, and 2016. There is an easy way to exchange the contents of in Microsoft Excel? By simple, I mean a keyboard shortcut or menu item, without implying copying to temporary cells or writing VBA scripts or anything like that. In other words, I'm looking for a way to select just two cells and click on some menu items or press a key combination that will swap their content. Surely, there must be a way to do it? I love products! They saved me thousands of hours and are responsible for me getting a promotion to my last job, which helped me get my current position as a manager. David Johnston convinced my supervisor to take Ultimate Suite. I often deal with huge tables and matching between versions has always been a nightmare. He asked me about the new tools and I said: It's the best \$100 we've ever spent! It actually saved me hours of work. So, a big thank you! Mike Cavanagh uses AbleBits every day and continues to find new uses. By changing jobs, I make my new employer cough up the very reasonable cost of this software. There are things I can't complete in any other way in large datasets. My colleagues think I'm a magician. But I'm just a religious user of AbleBits. Deborah Bryant I've been using Ultimate Suite for almost a year and found it priceless for my projects. I like the ability to merge tables based on 1 or more attributes, transpose columns and rows, and transform data with the Cell Cleaner utility. In addition, Ablebits support is reliable, fast and courteous. Jackie LeeEver since I found your add-ons, it was a lifesaving or I should say a big time s saving. I bought two packages for both work computers. Excel is at its best now thanks to you. Thank you! Annie C. IT thought she knew how the sales department should work and destroyed some data files. With AbleBits I was able to regenerate my database in just a few clicks. This was GREAT. CONGRATULATIONS to you guys for solving a problem that even our IT department does not understand. Erik Peterson Having AbleBits suite really helped me when I was in crisis! It was intuitive and saved time on my job! Now I'm finding other features I wasn't aware of (I used to need the easy merge feature). The other features are also value time savers. Thank you for the product! Nelda FinkAblebits is a fantastic product that I also pride myself on, because it is easy to use and so efficient. Debra Celmer I have this add-on and she's doing a great job for me. I liked every part and the weather is using it. Great from AbleBits... I recommend it for any data management and excel user. Christian Onyekachi for your commitment to Ultimate Suite. I love the program and can't imagine using Excel without it! The program paid for itself on the first day I used it. The team has created a really great set of tools to use in Excel. Thank you, thank you, thank you! Robert MadsenA word... Wow! I recently bought the package of for Excel. I used it ONCE and paid for it myself. It literally saved me HOURS of work. Congratulations! Dave Brown I don't know how to thank you enough. I came across your site to figure out how to join 2 tables. When I saw a free trial, did I think about how well it will work? I downloaded it and I'm AMAZED. I don't know how I lived without it. THANK YOU for making my life easier. Jennifer MorningstarAny experiences it, she's bound to love it! There are only 2 ways to harness Excel's potential: be a geek or embrace Ultimate Suite. Why waste time on routines that can happen with a click of the mouse? Take advantage of Excel's features without wasting time and energy. Kumar Nepal loves your product. It really saves me a lot of time and makes my job a lot easier. Brad Gibson I just have to tell you that I love your AbleBits collection. It is not possible to insercie how much time it has saved me, especially Merge Tables Wizard, Duplicate Removers, Merge Cells Wizard and Split Names. This was the best money spent on the software I've ever spent! Patrick RaughAwesome!!! I love the tools and have used the comparison one every day since I downloaded it. Sheila Blanchard I'm glad there's a company (Ablebits) where support can really solve the customer problem! Good job! Tibori feels that Ablebits has people like me in mind with software development. It's like having an expert on my shoulder that helps me work more efficiently. Now I have more time to go to work. The last statement is not true, I just have a lot less stress as things go much smoother. Linda Shakespeare Your software really helps simplify my work. I don't know what I would do without Duplicate Remover, I use it several times a day for every project I work on. Thank you for making my life easier. Jeannie C. In this article, you'll find some ways to swap columns in Excel. You'll learn how to drag columns with a mouse and how to move some non-contiguous columns at a time. The latter is often considered unfeasible, but there is actually a tool that allows moving nonadjacent columns in Excel 2016, 2013, and 2010 with one click. If you use Excel tables extensively in your daily work, you know that whatever the logical and well-thought-out structure of a table, you need to reorder columns from time to time. For example, you might need to swap a couple of columns to display data side-by-side. Of course, you can try to hide nearby columns for a while, however this isn't always the best approach because you might need to see the data in those columns as well. surprisingly microsoft excel doesn't provide an easy way to do this If you're just trying to drag a column name, which seems to be the most obvious way to move columns, you might be confused to find that it doesn't work. In all, there are four possible ways to change columns in Excel: How to drag columns Excel As already mentioned, dragging columns in Excel is a little more complex than you might expect. In fact, it is one of those cases that can be classified as easier said than done. But maybe it's just my lack of skill (sight of :) However, with a bit of practice, I was able to make it work, so you'll definitely handle it too. Suppose you have a worksheet with information about your company's products and want to quickly swap a couple of columns. I will use the AbleBits price list for this example. What I want is to change the License Type and Product ID columns so that a product ID comes right after the product name. Select the column you want to move. Point to the edge of the selection until you move from a normal cross to a 4-sided arrow cursor. It's best not to do it anywhere around the column header because the cursor can have too many different shapes in that area. But it works well on the left or right edge of the selected column, as shown in the screenshot. Hold down SHIFT, and then drag the column to a new location. You'll see a weak I bar along the entire length of the column and a box indicating where the new column will be moved. That's all! Release the mouse button, and then leave the SHIFT key and find the column moved to a new location. You can use the same technique to drag multiple columns to the Excel table. To select multiple columns, click the header of the first column that you want to move, hold down SHIFT, and then click the header for the last column. Then follow steps 2 through 4 above to move the columns, as shown in the screenshot. Note. Columns and nonadjacent rows cannot be dragged into Excel. The drag-and-drop method works in Microsoft Excel 2016, 2013, 2010, and 2007, and can also be used for row movement. It may require some practice, but once mastered it could be real-time savings. However, I guess the Microsoft Excel team is unlikely to ever win an award for the most intuitive interface on this feature :) Swap Excel columns by cutting and pasting them If manipulation of the mouse pointer is not the technique you choose, you can change the order of the columns by cutting and pasting them. Keep in mind that there are some tricks here depending on whether you want to move a single column or multiple columns at a time: Move a column Change multiple columns How to move a column in Excel Select the entire column by clicking the column header. cut the selected column by pressing ctrl + x or right-click column and then click Cut on the shortcut menu. You can skip step 1 and simply right-click the column heading to choose Cut. Select the column before which you want to insert the cut column, right-click it, and then click Insert Cut Cells from the pop-up menu. If you're more comfortable with Excel, Excel, shortcuts and keyboard, This might be the following way to move columns in Excel: Select any cell in the column and press CTRL+BLANK SPACEBAR to select the entire column. Press Ctrl+X to trim the column. Select the column before which you want to paste the cut column. Press CTRL along with the Plus sign (+) on the numeric keypad to insert the column. How to move multiple columns in Excel The cut/paste method that works well for a single column doesn't allow you to change multiple columns at a time. If you try to do this, you will dare the following error: the command you chose cannot run with multiple selections. To reorder some columns in the worksheet, choose one of the following options: If dragging columns with a mouse doesn't work for some reason, you can try rearranging several columns in the Excel table like this: select the columns you want to change (click the header of the first column, press SHIFT, and then click the header of the last column). An alternative way is to select only the column headers that you want to move, and then press Ctrl+Space. This will select only cells with data instead of entire columns, as shown in the following screen shot. Note. If you are repositioning columns in a range, it will do so both ways. If you need to swap some columns in an Excel table, select the columns using the second way (cells with data only), otherwise you may see the error The operation is not allowed. This operation is attempting to move cells to a worksheet table. Copy the selected columns by pressing CTRL+C, or right-click the columns and click Copy. Select the column before which you want to insert the copied columns, and right-click it and select Insert Copy Cells, or press CTRL and plus sign (+) on the numeric keypad at the same time. Delete the original columns. Of course, this is a somewhat longer process than dragging columns, but it might work for those who prefer shortcuts to fiddling with the mouse. Unfortunately, it does not even work for non-contingent columns. Change the order of columns in Excel by using VBA If you have some knowledge of VBA, you can try writing a macro that would automate moving columns in Excel sheets. This is in theory. In practice, you would most likely end up spending more time specifying which columns exactly to swap and define new placements than manually dragging columns. In addition, there is no guarantee that the macro will always work as expected and each time you need to anyway the result. Overall, a VBA macro doesn't seem to be suitable for this task. Re-arrange columns with Column Manager If you're looking for a quick and reliable tool to change columns in your Excel sheets, the Column Manager included in our Ultimate Suite is definitely worth your attention. Allows you to change the order of columns on the fly, without copying/affecting or learning manually manually handful of shortcuts. With Ultimate Suite installed in Excel, on the Ablebits Data tab. In the Manage group, click the Column Manager pane on the right side of the Excel window and display a list of columns on the active worksheet. To move one or more columns, select them in the pane and click the Up or Down arrow on the toolbar. The first moves the selected columns to the left in the sheet, the second to the right; or, drag the columns into the pane with your mouse. Both methods work for adjacent and nonadjacent columns: all manipulations performed in the Column Manager pane are performed simultaneously on the worksheet, which allows you to visually view all changes and have full control over the process. Another really wonderful feature is the ability to move a single column or multiple columns to the beginning (far left) or end (far right) of the table with one click: And finally, a couple of nice bonuses: - Click on this icon to automatically fit the width of the selected columns. - Click this icon to insert a new column. I have to admit, I love this little smart add-on. Along with the other over 60 tools included in Ultimate Suite, it makes common operations in Excel not only faster and easier, but also fun. Of course, you shouldn't take my words for granted because I've gotten used to them and so I'm kind of :) Then, go ahead and download a trial version to see for yourself. If you like the tools, go back and take advantage of this special offer: Get promo code for Ultimate Suite - exclusive offer for our blog readers! Readers!

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