

## **Excel to Word**

### **DRAGGING FROM EXCEL TO WORD**

Here is a question from reader Steve M.:

"When you drag a block of selected cells from an Excel worksheet to a Word document, how do you keep from deselecting your block of cells? Every time I try to do this, I deselect the block."

First select the block of cells in Excel. Now move the mouse pointer over an edge of the selected block. When the pointer turns to a white arrow, press the left mouse button and drag the selection to your Word document.

By the way, this method moves the cells to the Word document. If you want to COPY the cells instead, move the mouse pointer over the edge; when it turns to a white arrow, press Ctrl, then press the left mouse button to drag the selection to the Word document.

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