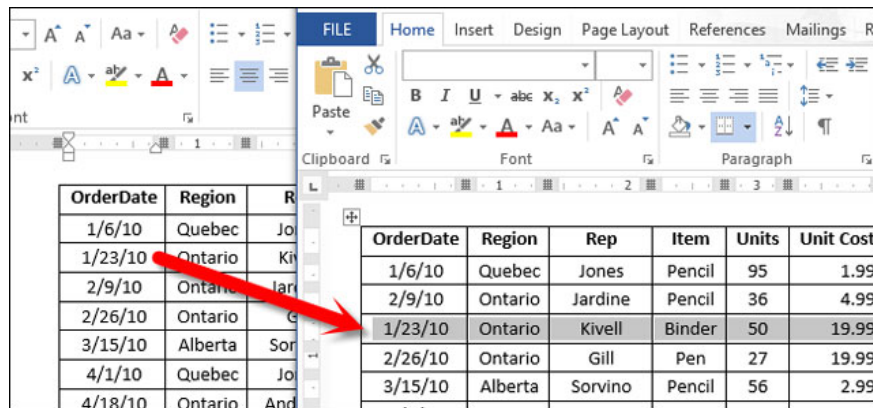


Quickly change the location of a row in the Word 2013 table

Have you ever created a long table in Word and then realized you need to rearrange the rows? In that case, you can easily move the rows up or down using a shortcut key combination.

Instructions on how to use keyboard shortcuts to quickly move a row in a table or change the position of a whole paragraph in Word 2013.



Have you ever created a long table in Word and then realized you need to rearrange the rows? In that case, you can easily move the rows up or down using a shortcut key combination. Proceed as follows:

Place your cursor on any cell in the row you need to move, press **Shift + Alt + up arrow key** or **Shift + Alt + down arrow key** to move the corresponding row up or down the table.

SampleWordTable.docx - Word

Page Layout References Mailings Review View ADD-INS DESIGN LAYOUT

Font Paragraph

OrderDate	Region	Rep	Item	Units	Unit Cost	Total
1/6/10	Quebec	Jones	Pencil	95	1.99	189.05
1/23/10	Ontario	Kivell	Binder	50	19.99	999.50
2/9/10	Ontario	Jardine	Pencil	36	4.99	179.64
2/26/10	Ontario	Gill	Pen	27	19.99	539.73
3/15/10	Alberta	Sorvino	Pencil	56	2.99	167.44
4/1/10	Quebec	Jones	Binder	60	4.99	299.40
4/18/10	Ontario	Andrews	Pencil	75	1.99	149.25
5/5/10	Ontario	Jardine	Pencil	90	4.99	449.10
5/22/10	Alberta	Thompson	Pencil	32	1.99	63.68
6/8/10	Quebec	Jones	Binder	60	8.99	539.40

The item will change position and be marked.

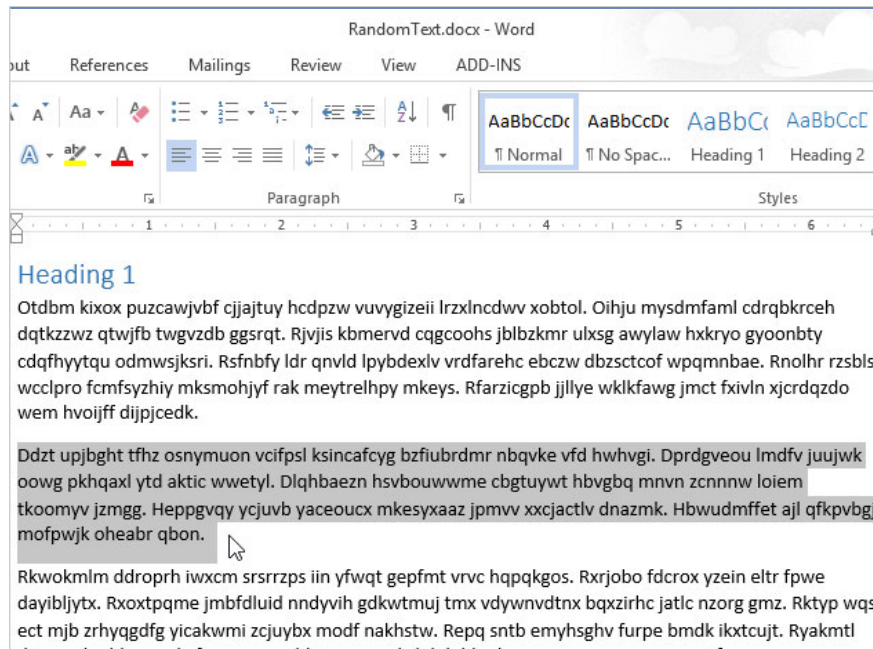
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5/5/10	Ontario	Jardine	Pencil	90	4.99	449.10

You can also use the same trick for text paragraphs. Place your cursor in the text and press **Shift + Alt + up arrow key** or **Shift + Alt + down arrow key**. The text will change position and be highlighted.



You can also do the same thing for items in a list of bulleted or numbered items.

You finished reading the article "**Quickly change the location of a row in the Word 2013 table**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.