**Moving Table Rows and Columns with the Mouse**

As long as you have Drag-and-Drop Text Editing turned on (in the Word Options dialog box, click on Advanced and then look in the Editing Options section), Word allows you to use the mouse for many routine editing tasks. One such task involves moving rows or columns within a table.

To move a row or column using the mouse, follow these steps:

1. Select the entire row or column that you want to move.
2. Click on the highlighted row or column, and hold down the mouse button. Shortly the pointer should change to a "ghost" insertion point with a small box next to the pointer arrow.
3. Drag the row or column to the place where you want it to be. You should position the insertion point in the row or column before which your moved row or column will appear.
4. Release the mouse button. The row or column is moved.