**Moving Table Rows Quickly**

Word provides a handy shortcut that allows you to easily move rows around in a table. Simply follow these steps:

1. Position the insertion point in the row you want to move, or select the rows you want to move.
2. While holding down the **Shift** and **Alt** keys, press the **Up Arrow** or **Down Arrow** to move the row.

It is interesting to note that when you are using this method, you can even move a row (or rows, since you can select more than one row in step 1) right out of the table. In other words, the moving doesn't stop when you reach the top or bottom of the table. As you continue pressing the **Up Arrow** or **Down Arrow** keys, the rows continue to move away from the table in the direction you choose.

This technique will not work to move columns, however. You should note that when you hold down the **Shift** and **Alt** keys and press the **Left Arrow** or **Right Arrow**, the heading level of the entire row is changed.