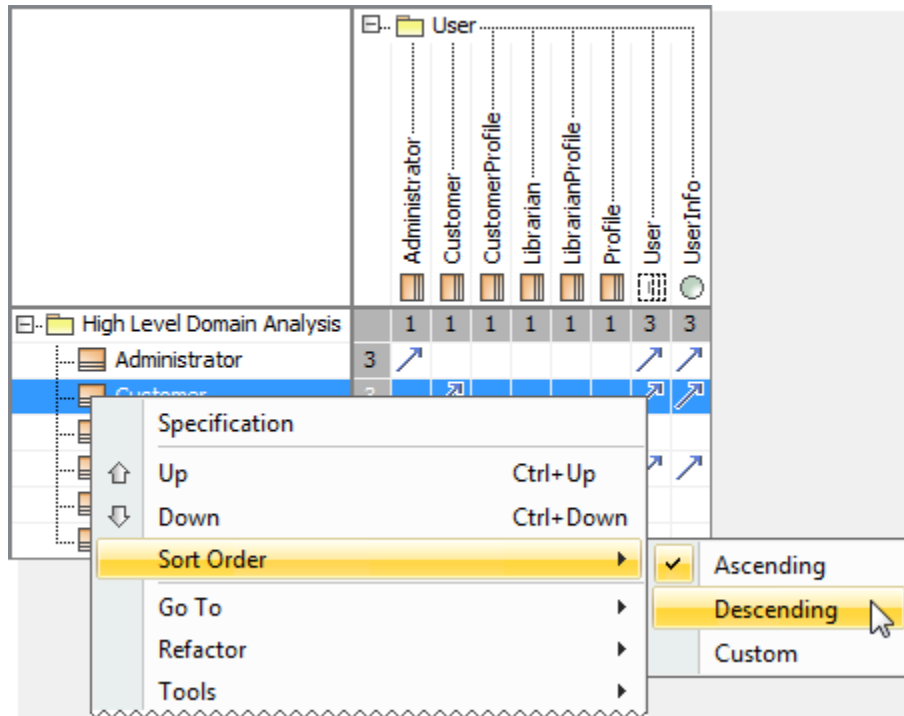# Rearranging rows and columns

You can sort both rows and columns either in ascending or descending order (see the following figure) or create your own order by shifting selected items (either grouped or non-grouped) from one place to another. The sort order persists after changing the row or column owner's display mode, which can be defined by the **Row Owner Display Mode** or **Column Owner Display Mode** property in the matrix Specification window.
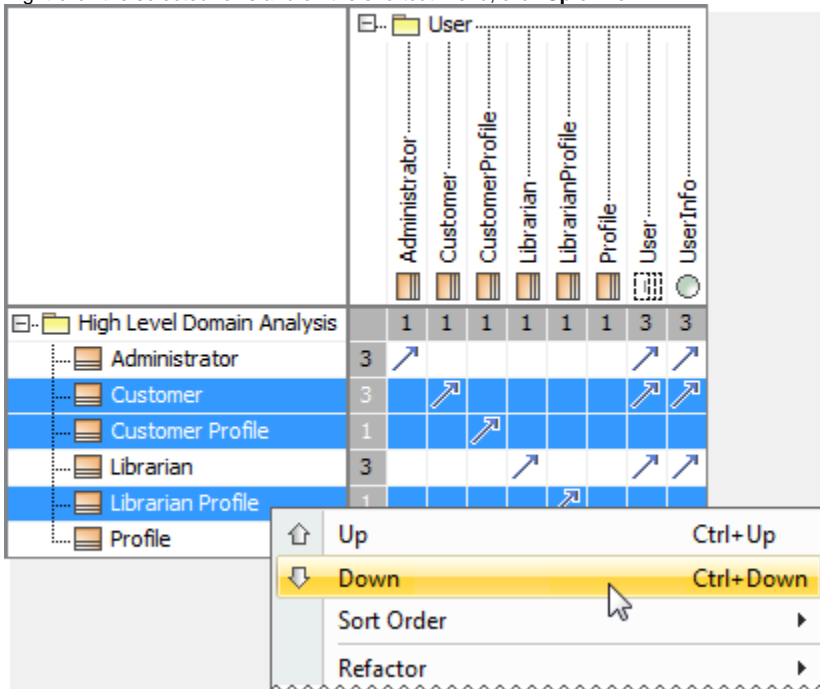

To shift rows up or down

1. Select rows you need to move.

   > ℹ️
   > - To select *nonadjacent rows*, select a single row, and then hold down the Ctrl key while you click other rows that you want to select.
   > - To select *adjacent rows*, select a single row, and then hold down the Shift key while you click other rows that you want to select

2. Do either:

- Right-click the selected rows and on the shortcut menu, click **Up** or **Down**.

- Press Ctrl+Up Arrow or Ctrl+Down Arrow.

⚠ After the manual rearrangement of rows, the sort order of the rows automatically changes to **Custom**.
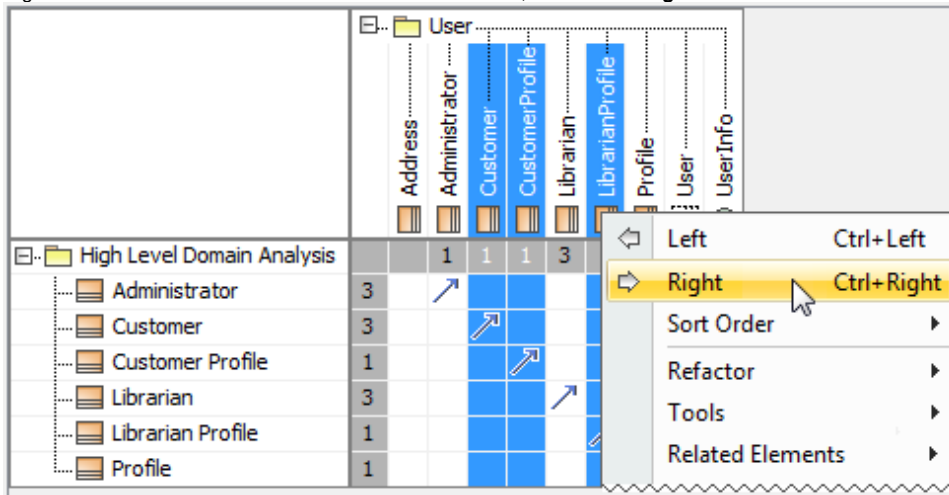
To shift columns left or right

1. Select columns you need to move.

   ⓘ
   - To select *nonadjacent columns*, select a single column, and then hold down the Ctrl key while you click other columns that you want to select.
   - To select *adjacent columns*, select a single column, and then hold down the Shift key while you click other columns that you want to select

2. Do either:

- Right-click the selected columns and on the shortcut menu, click **Left** or **Right**.

		Address	Administrator	Customer	CustomerProfile	Librarian	LibrarianProfile	Profile	User	UserInfo
High Level Domain Analysis				1	1	1	3			
Administrator	3		↗							
Customer	3			↗						
Customer Profile	1				↗					
Librarian	3					↗				
Librarian Profile	1									
Profile	1									

⇦	Left	Ctrl+Left
⇨	Right	Ctrl+Right
	Sort Order	▶
	Refactor	▶
	Tools	▶
	Related Elements	▶

- Press Ctrl+Left Arrow or Ctrl+Right Arrow.

⚠ After the manual rearrangement of columns, the sort order of the columns automatically changes to **Custom**.