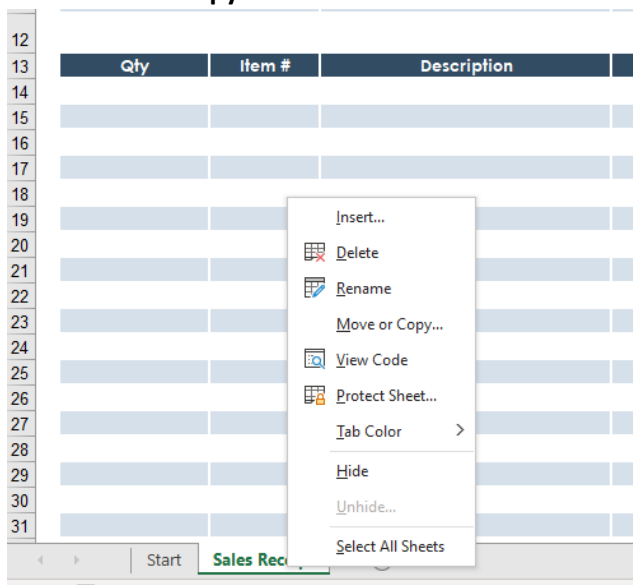


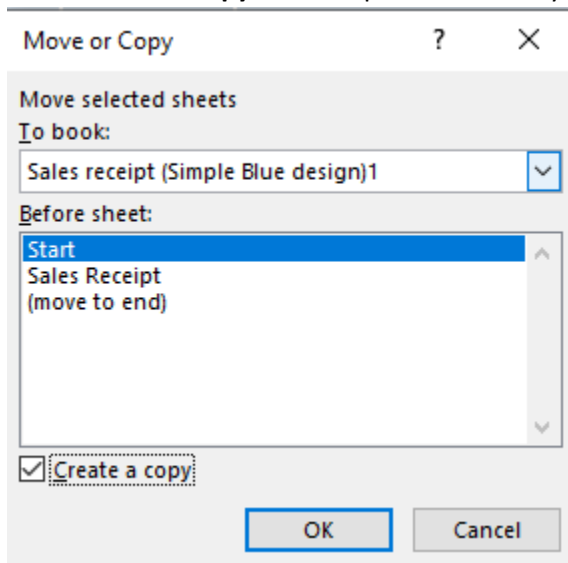


## Instructions: Copy a worksheet

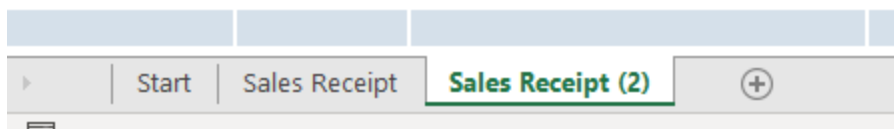
1. Right click on a Sheet (e.g. Sales Receipt)
2. Click **Move or Copy...**



3. Check **Create a copy**. Select a position where you want to put the new worksheet. Click OK

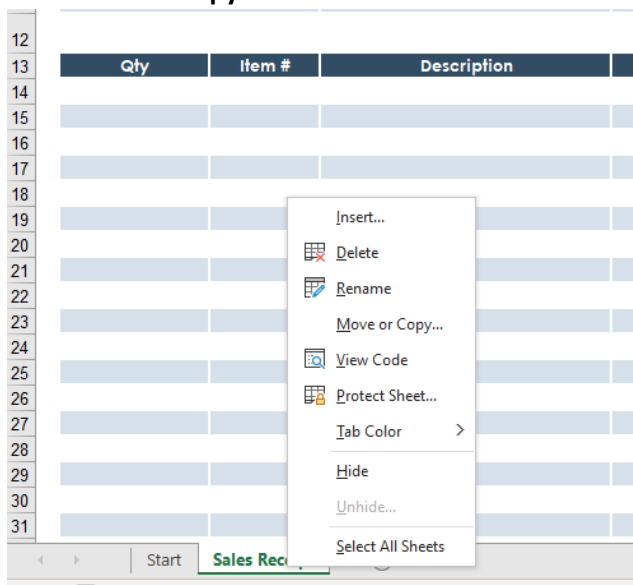


4. You can see that it created a new worksheet.

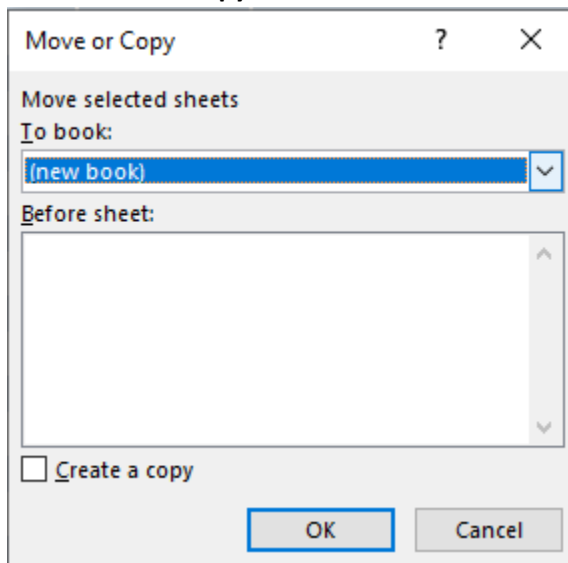


## Instructions: Move a worksheet

1. Right click on a Sheet (e.g. Sales Receipt)
2. Click **Move or Copy...**



3. Leave **Create a copy** unchecked. Select **new book** from the **To book** dropdown. Click OK



4. You will see that a new workbook has been created with the worksheet you moved. And the worksheet is removed from the old workbook.

