

## Microsoft Excel 2013 – Copy or Move a Worksheet

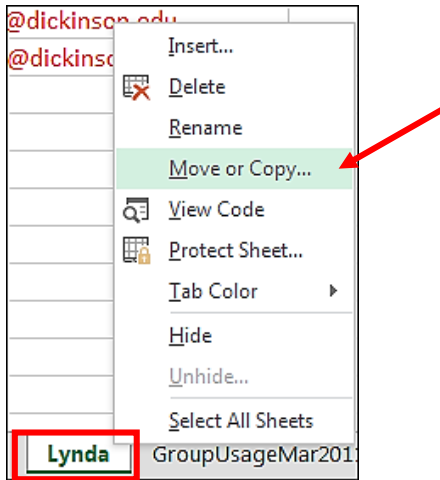
Do you need to make a new workbook or copy a worksheet filled with data? If so you can make a copy or even move a worksheet around easily.

Be care by default it will **MOVE** it.

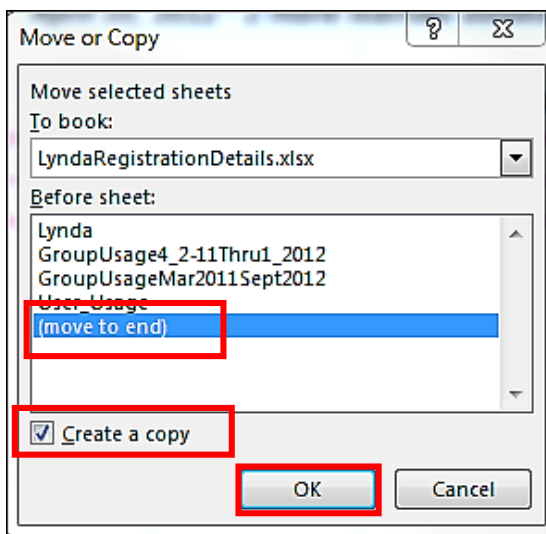
### Make a Copy of a worksheet within the Workbook you have open

Start by right mouse clicking on the tab of the worksheet you want to copy.

Click on **Move or Copy**.



Shown below is a workbook called LyndaReg.xlsx and the various worksheets with their names. If want to copy this worksheet into this same workbook, put a check in the **Create A Copy** at the bottom. Click **OK**. A new worksheet with the same name and a (2) is created.

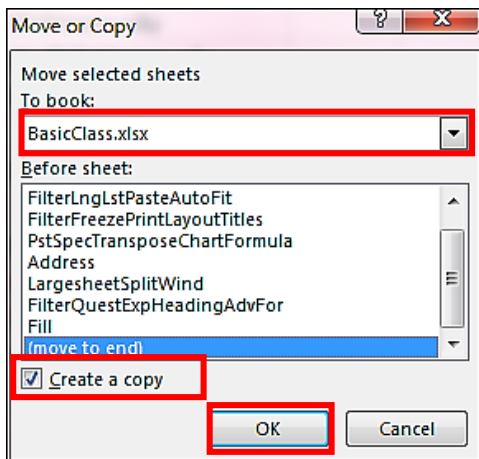


## Make a Copy of a Worksheet into another workbook

To make a copy of the worksheet into another workbook be sure that workbook is open. Right mouse click on the tab of the worksheet you want to copy. Click on **Move or Copy**. Click on the drop down arrow under the **To Book:**

Choose the workbook that is opened, the example below is called Basic Class. This workbook has a lot of worksheets, notice you can scroll down or click on **(move to end)**, or place it anywhere you want.

Be sure to check in the **Create a copy**, otherwise it will Move it. Click **OK** It will then bring forward the worksheet you just copied it into.



## Make a Copy of a Worksheet into a new workbook

Follow the same steps as above, except under the **To Book:** choose **(new book)**.

Remember to put check in the **Create a copy**. Click **OK**. The new workbook is created and will come forward.

