PRODUCTIVITY

Copy or Move Worksheets from one Workbook to Another

Copying and pasting cells from one worksheet to another would be tedious if you are working with a large spreadsheet. But with Excel, this task is easy with just a few mouse clicks.

Click here to learn how to copy or move worksheets from one workbook to another.

Excel

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Copy or Move Worksheets from one Workbook to Another

1. Open the workbook that contains the worksheet(s) that you want to move or copy [Source] and the worksheet where you want it to be copied/moved to [Destination].

Source   Destination
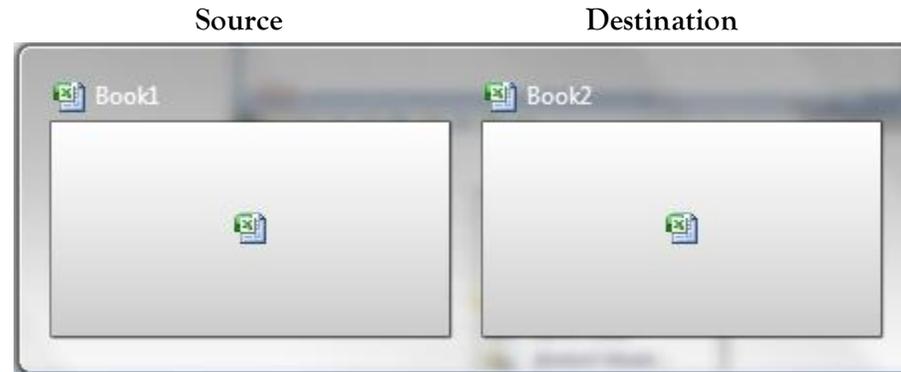
2. Select the worksheet [from the source] that you want to move or copy. Then right-click the selected sheet tab and choose **Move or Copy...** on the shortcut menu.
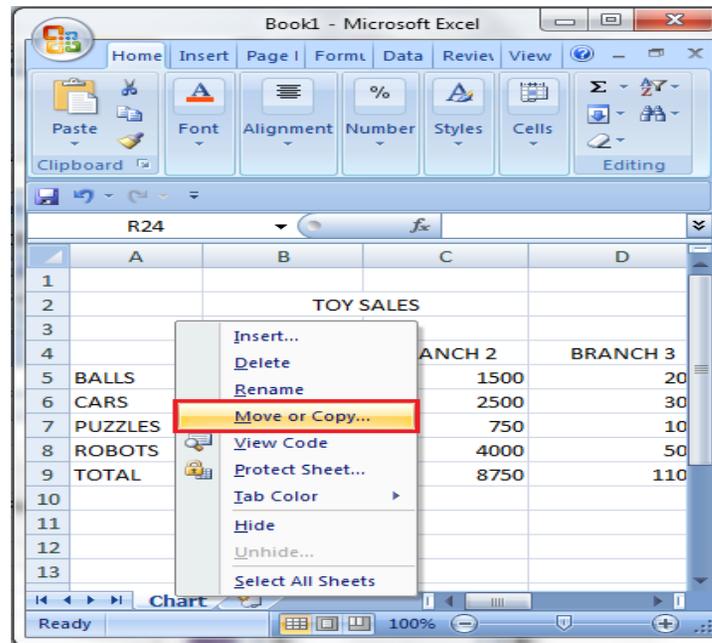
3. When the **Move or Copy** window appears, use the **To book** dropdown to select the workbook that you want to copy the worksheet to [destination workbook]. Check the **Create a copy** checkbox.
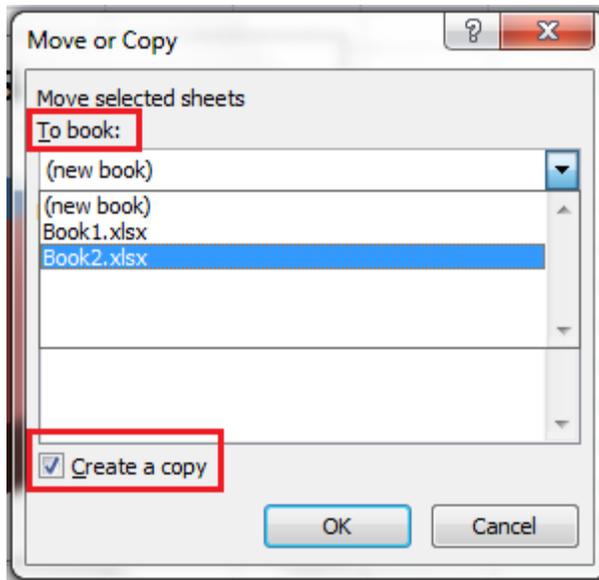
4. Click OK. You will now have the same worksheet in both workbooks.

Before	After
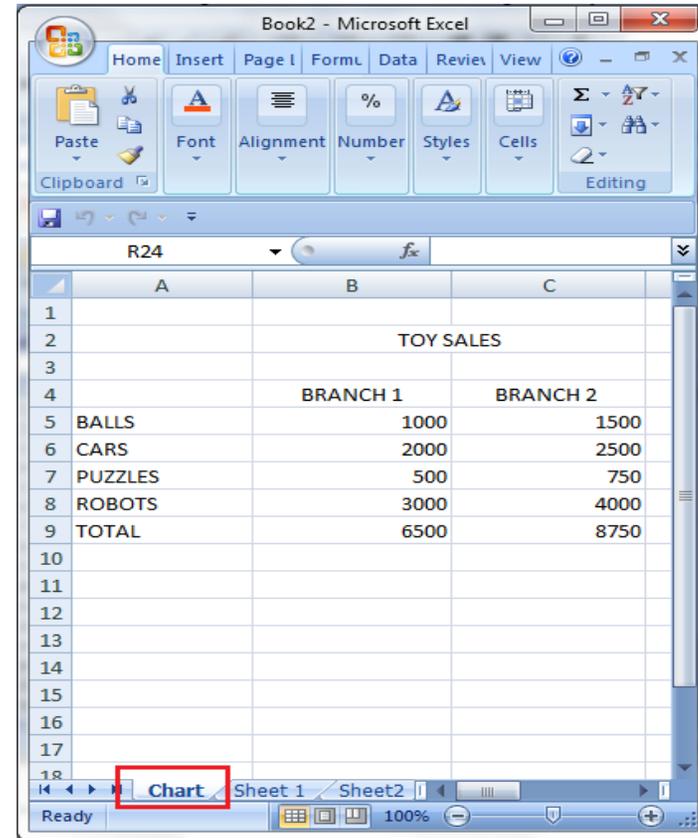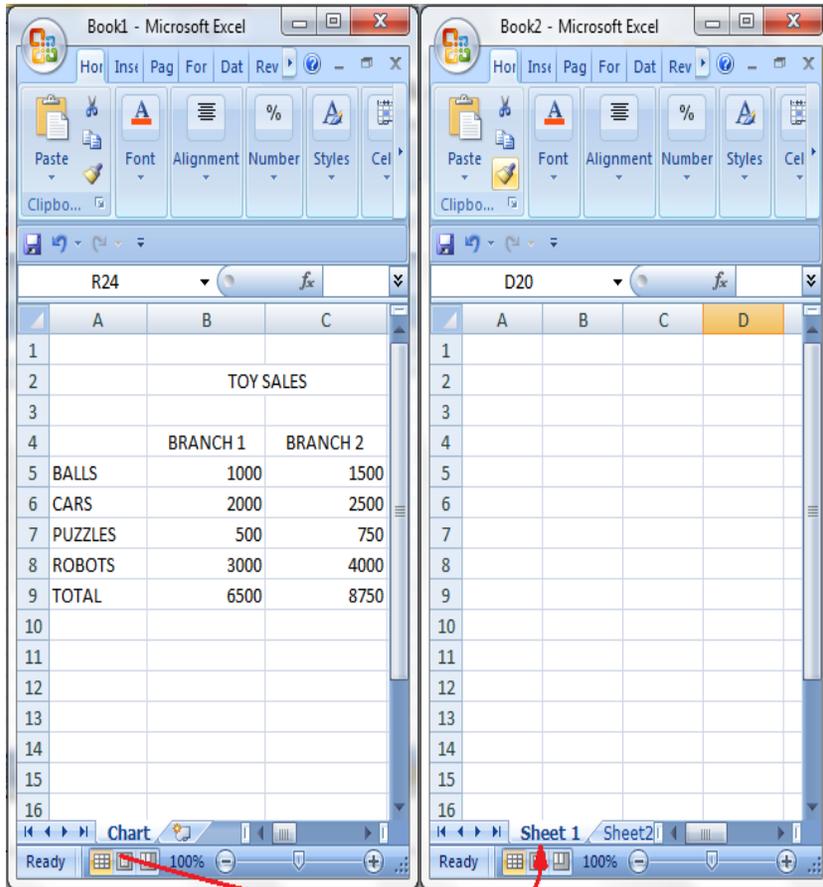
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