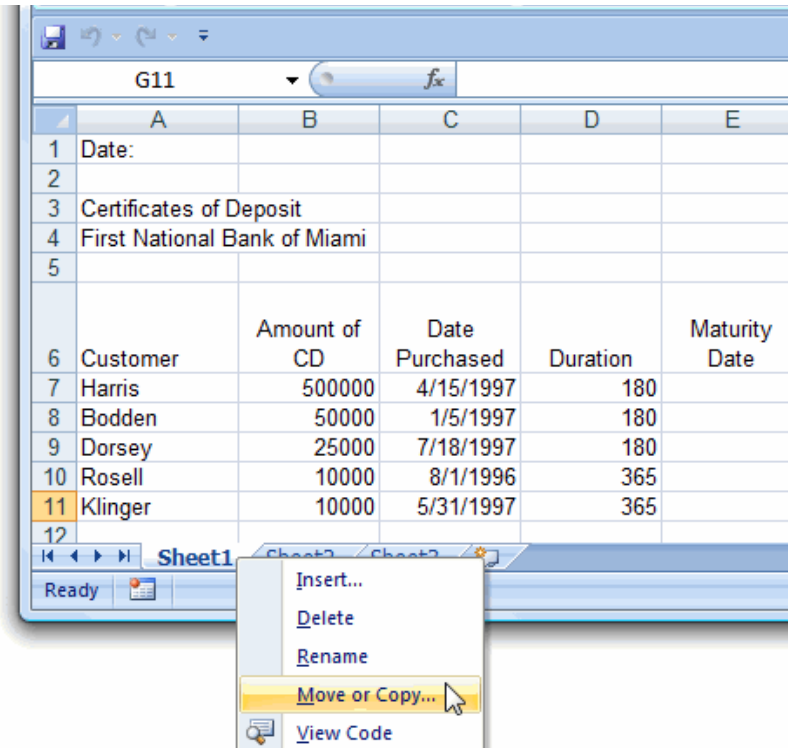
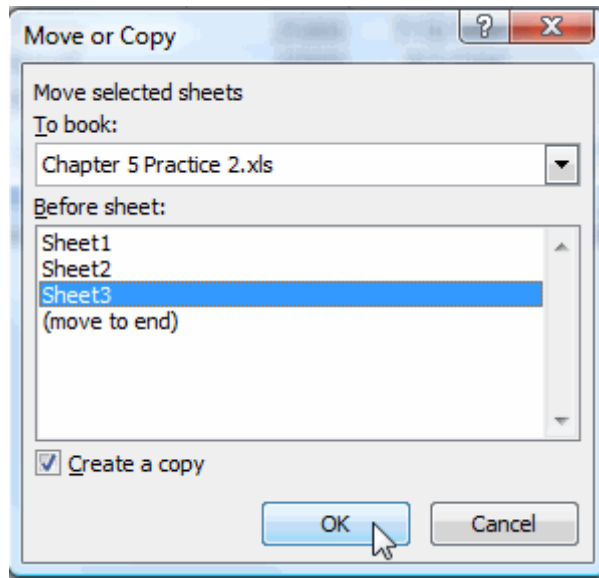


## Move/Copy a Spreadsheet:

1. Open the spread sheet. Right click on the spreadsheet Tab and click *Move or Copy*.



2. Select the destination sheet to move the spreadsheet. To copy the spreadsheet, select the destination sheet and check the *Create a copy* box.



3. Click *OK*.