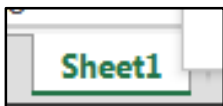
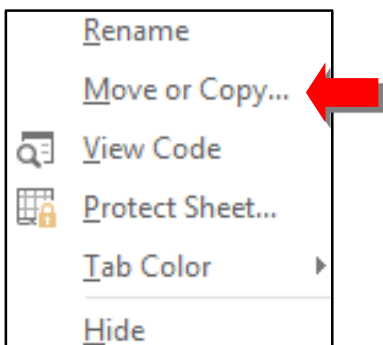


Importing a Spreadsheet

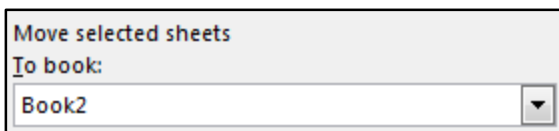
1. Open the Excel file with the data you want to copy.
2. Open the Excel file where you want to place the data.
3. In the file with the data, right-click on the sheet tab at the bottom of the screen.



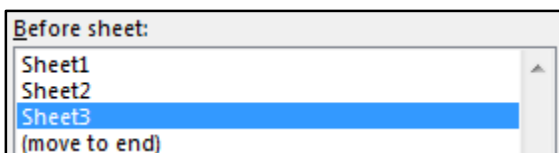
4. Select **Move or Copy**.



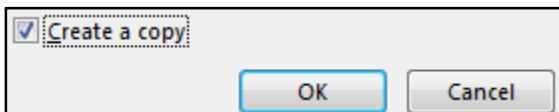
5. In **To book**, select the file where you want to place the data.



6. In **Before sheet**, select the location where you want the sheet to be placed.



7. If you only want to copy the data, check the box **Create a copy**.



8. Select **OK**.
9. The data will be moved/copied to the chosen Excel file.