

Copying between Word and Excel

1. In the Word or Excel document, highlight the information that you want to copy.
2. Select Ctrl+C on the keyboard to copy the highlighted information.
3. Go to the other document and select the location where you want to place the information.
4. Select Ctrl+V on the keyboard to paste a copy of the information.

Note: When copying from Word to Excel, Excel will place each line of text into a different cell. When copying from Excel to Word, Word will place the text into a textbox.