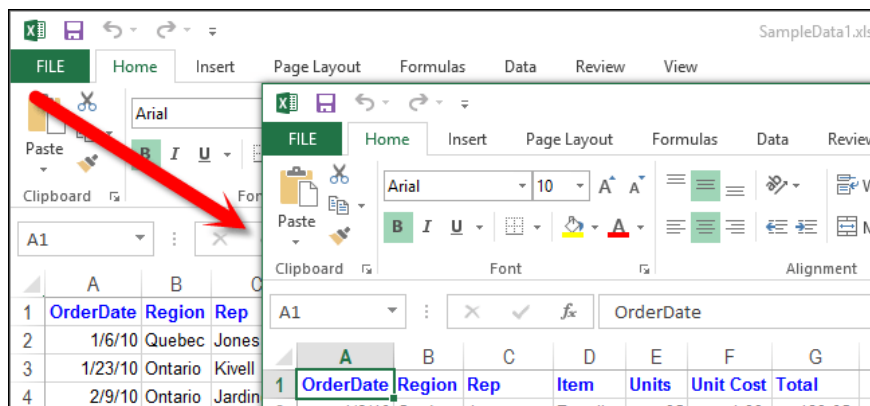


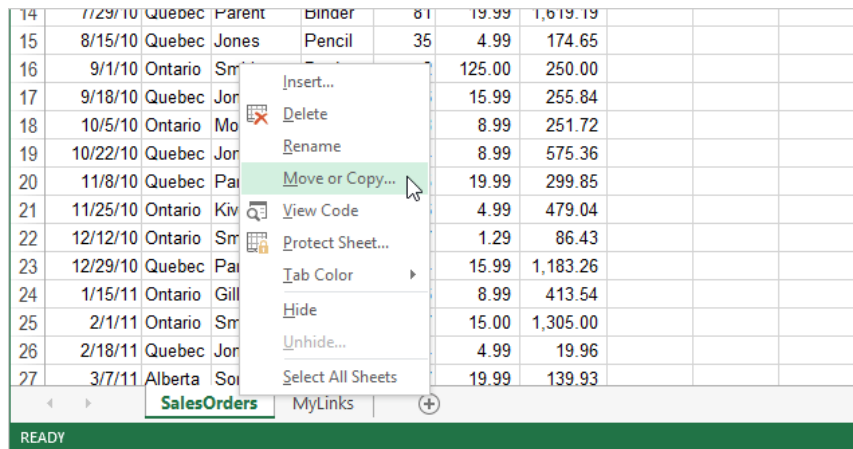
Instructions for copying or moving Worksheet in Excel 2013

The Move or Copy command allows you to easily move or copy the entire worksheet, including all data and formats in Excel, in case you create a new sheet or a new book that wants to copy data from Excel. old to.

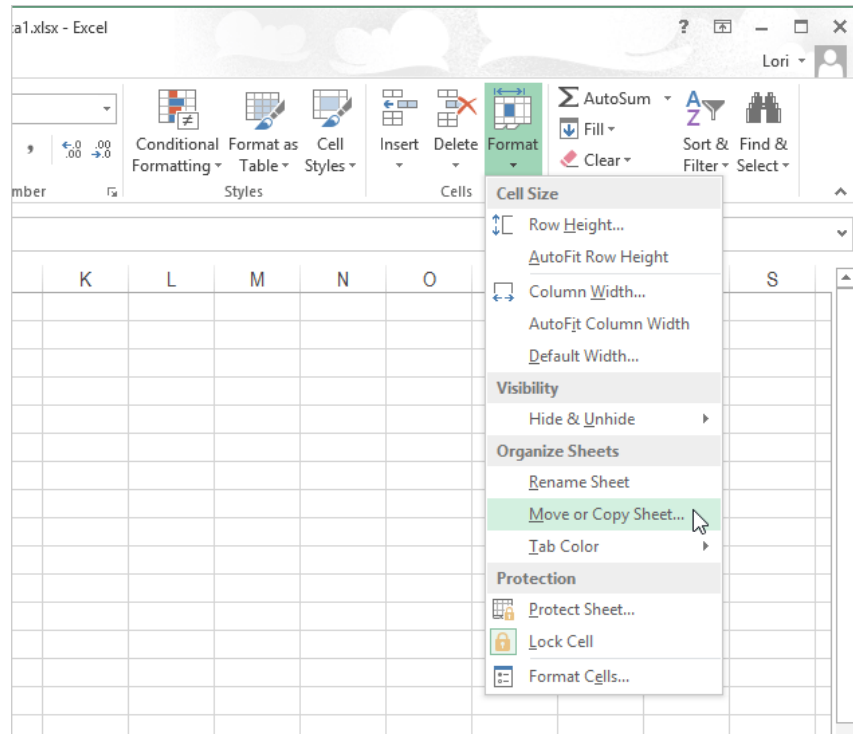
Suppose in case you want to create a new Excel worksheet then copy the data from the existing Excel worksheet to this new Excel. However, you don't know how to copy data. In the following article, Network Administrator will show you how to copy and move Worksheet in Excel 2013.



To copy or move worksheets in Excel 2013, first select the worksheet you want to copy or move, then right-click the worksheet tab located under the Excel window. A popup window appears, in this popup window select the **Move or Copy option** (move or copy).



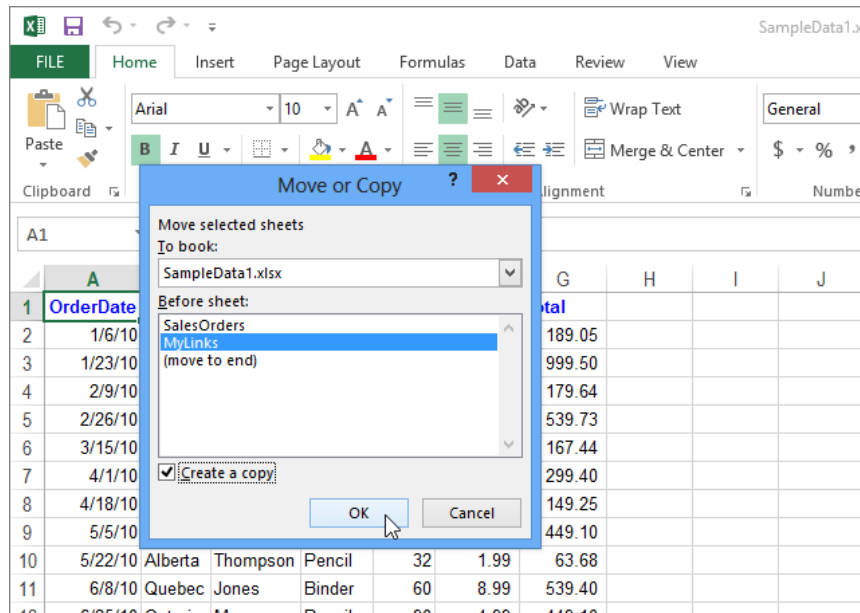
Note: Alternatively, you can do it another way, after selecting the worksheet, in the **Home** tab on the Ribbon, in the **Cell** section, click on **Format** . At this time, the drop-down menu of **Organize Sheets** , in this menu, select the **Move or Copy Sheet** option .



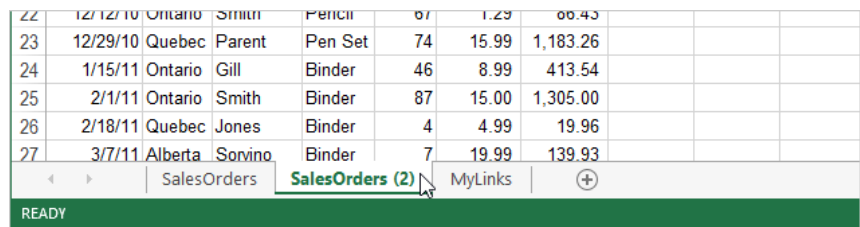
The **Move or Copy** dialog box appears. Select the Workbook you want to move or copy in the dropdown menu **To book** . You can select an existing Workbook (by default), or another Workbook exists or you can create a new book containing the worksheet you want to copy or move.

If you move or copy an existing Worksheet or Worksheet that exists on another Workbook, you must select Worksheet before you proceed to copy or move the Worksheet in the **Before Sheet** dialog box. Select the Worksheet after all Worksheet exist on the Workbook.

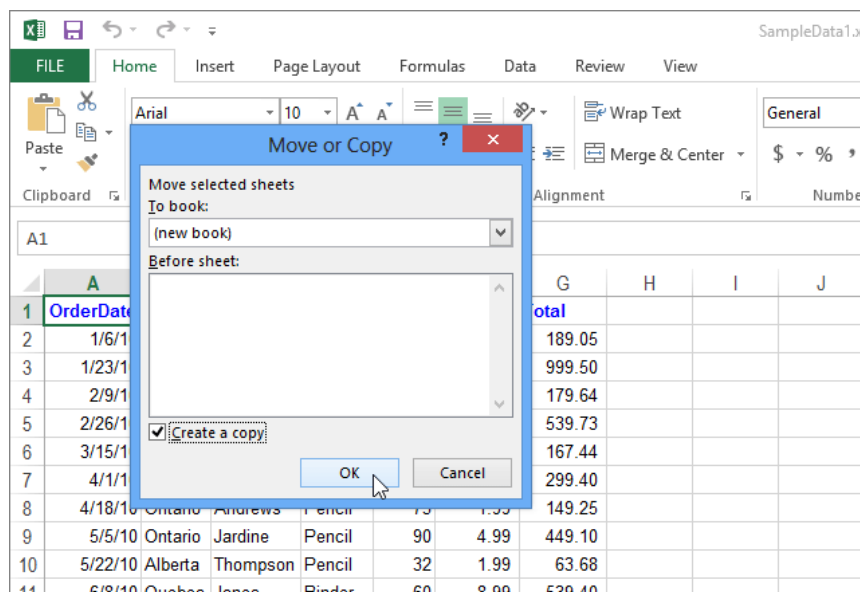
Check the check box **Create a copy** if you want to copy Worksheet and remove the original Worksheet. Then click **OK**.



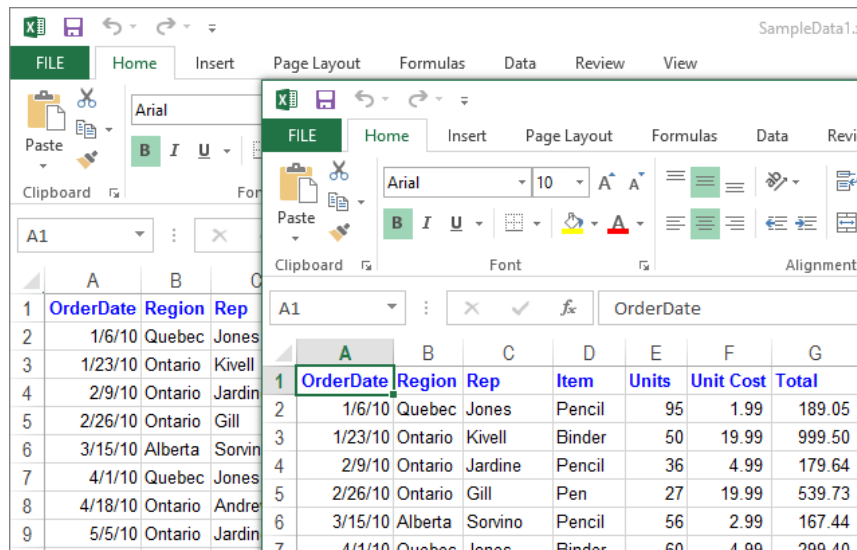
If you copy an existing Worksheet or another Worksheet exists, the new Worksheet will be pasted at the end of the Worksheet name to distinguish it from the original.



To copy or move the selected Worksheet to a new Workbook, select (New Workbook) from the **To Book** menu in the **Move or Copy** dialog box. Check the box **Create a copy** again. Next Click **OK**.



A new Workbook has been created and the selected Worksheet is moved or copied to the new file.



Alternatively, you can copy Worksheet by pressing and holding **Ctrl** and dragging the Worksheet tab to the new location. If you want to copy or move Worksheet to a new Workbook, you must first create a new Workbook. Worksheet will be inserted after default Sheet 1.

You can refer to more:

1. **Summary - 38 'priceless' shortcuts in Microsoft Excel**
2. **MS Excel - 4 basic steps to print in Excel documents**
3. **10 ways to recover corrupted Excel files**

Good luck!

You finished reading the article "**Instructions for copying or moving Worksheet in Excel 2013**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.