

Instructions to copy and move Sheet in Excel

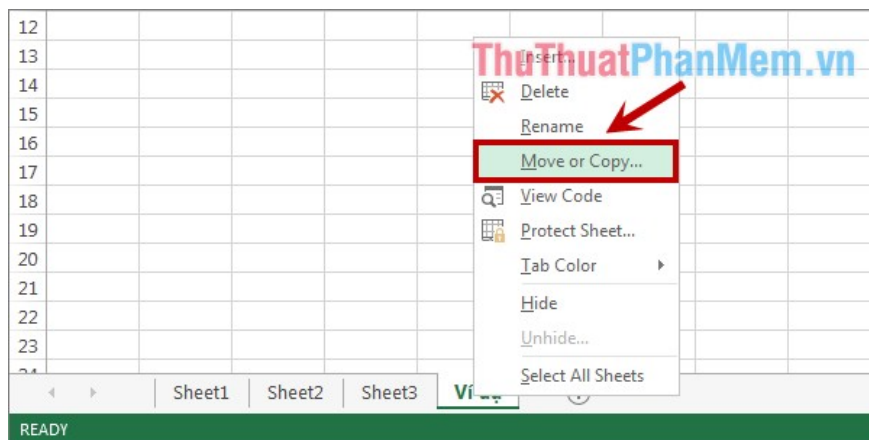
Instructions to copy and move Sheet in Excel. You can move sheets to different locations in the file or move, copy sheets to other Excel files.

Using Excel to process data, moving and copying sheets in Excel is a lot of people to do. It helps users to search, view and organize data quickly.

You can move sheets to different locations in the file or move, copy sheets to other Excel files.

How to move Sheet in Excel

Step 1: Select the sheet you want to move then right-click the sheet name and select **Move or Copy** .

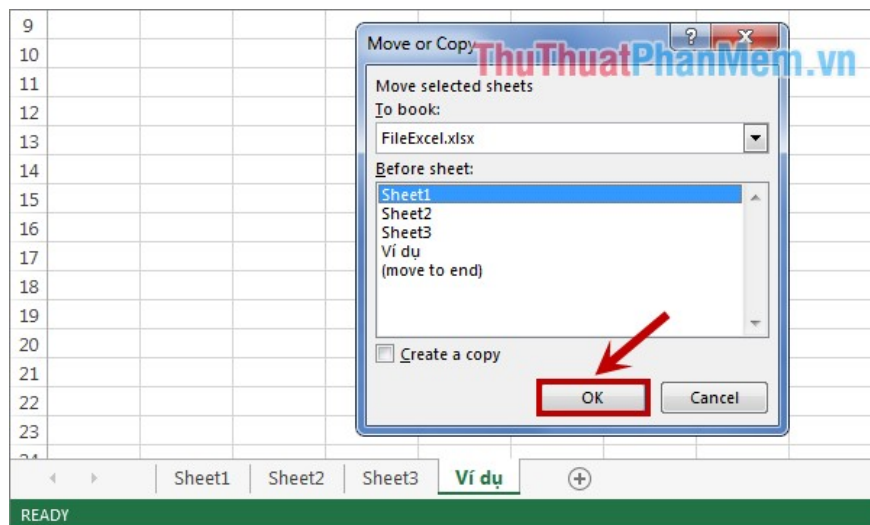


Step 2: The **Move or Copy** dialog box appears , you can move the sheet in the current file or move the sheet to another Excel file (*Note:* This Excel file also needs to be opened).

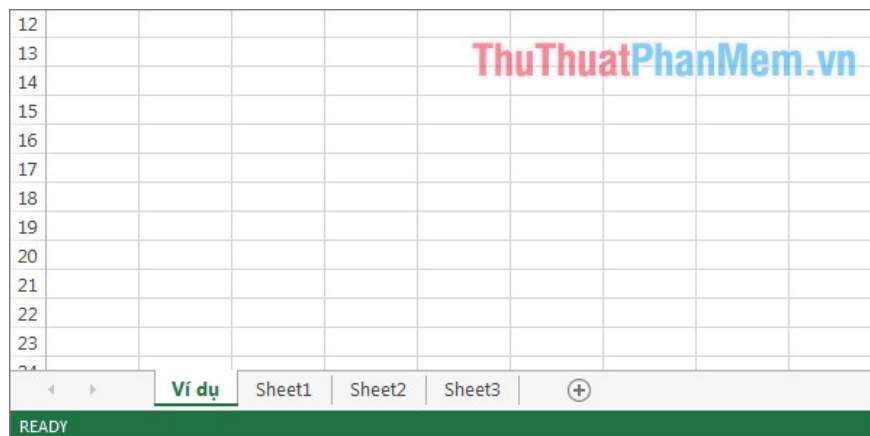
Move sheet in current file

In the **Move or Copy** dialog box , the **To book** will default to the current Excel file name, select the position to move the sheet in the **Before sheet** (before the sheet).

For example, if you want to move the sheet to the first position of the Excel file (before sheet 1), select Sheet 1 in the **Before sheet** and click **OK** to move.

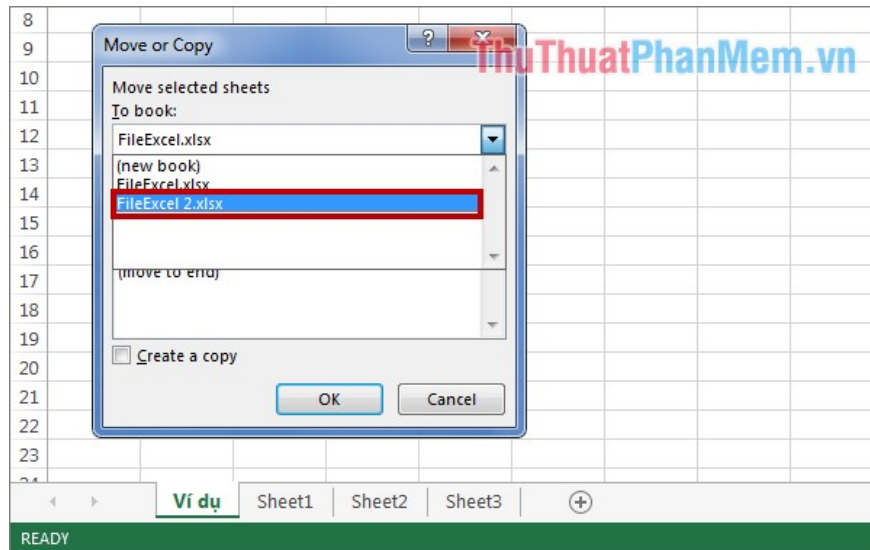


Your results will be as follows:

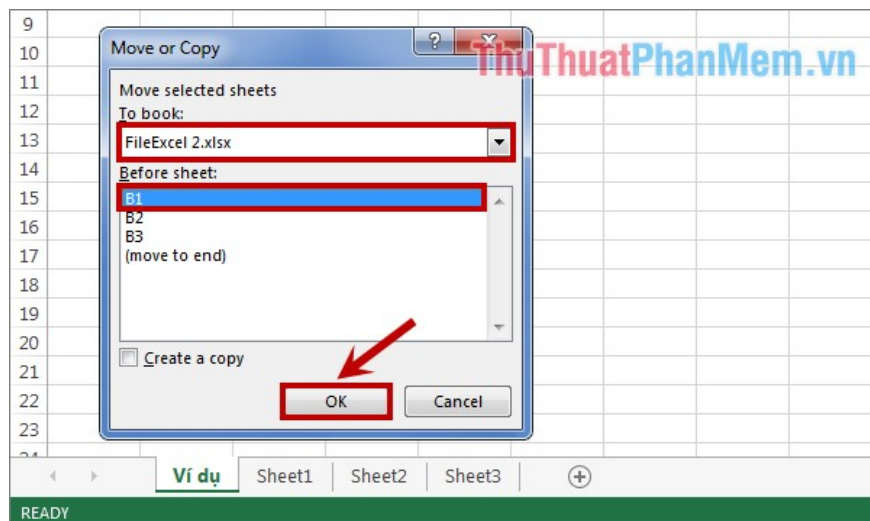


Move the sheet to another Excel file

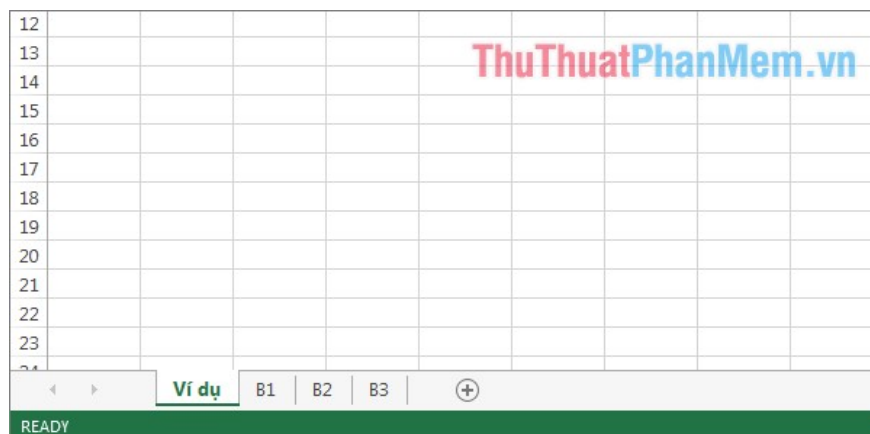
In the **Move or Copy** dialog box , select the Excel file names that you need to move the sheet to in the **To book** section (for example, move the sheet to FileExcel 2).



Once you have selected the file name, the sheet names of the file will be displayed and you also choose the position of the sheet in the **Before sheet** and click **OK** to move the sheet.

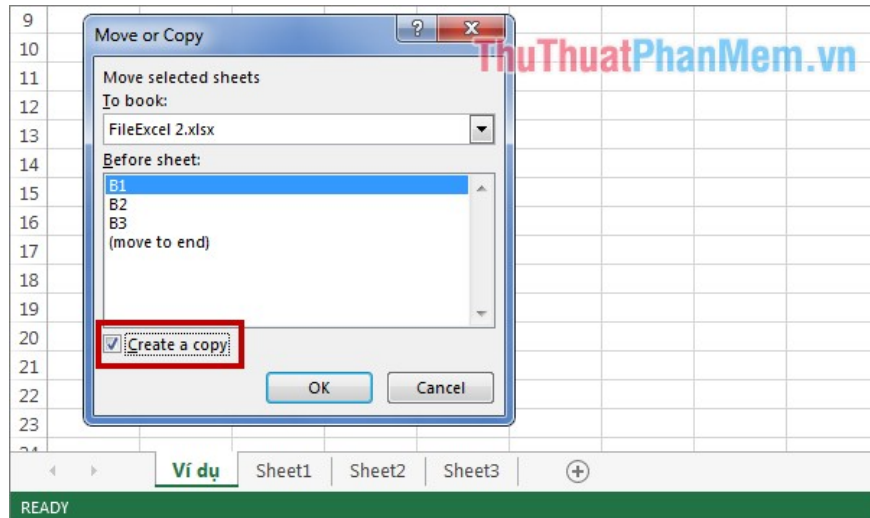


Your results will be as follows:



How to copy Sheet in Excel

To copy a sheet to another Excel file, you do the same move sheet, but in the **Move or Copy** dialog box you need to select the **Create a copy** before clicking **OK** to make Excel copy the sheet.



Note: When moving a sheet, the sheet will move completely to the new file without retaining the original.

And when you copy the sheet, the sheet will be preserved and create a new sheet to the copy position.

Good luck!

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