

Copy worksheets to another location in the same workbook

1. Select the worksheets that you want to move or copy.

Click the sheet tab.



If you don't see the tab that you want, click the tab scrolling buttons to display the tab, and then click the tab.



2. On the **Home** tab, in the **Cells** group, click **Format**, and then under **Organize Sheets**, click **Move or Copy Sheet**.



3. To copy the sheet, in the **Move or Copy** dialog box, select the **Create a copy** check box.

Note When you create a copy of the worksheet, the worksheet is duplicated in the workbook, and the sheet name indicates that it is a copy — for example, the first copy that you make of Sheet1 is named Sheet1 (2).