Copy worksheets to another location in the same workbook

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

   Click the sheet tab.

   ![Sheet1, Sheet2, Sheet3]

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

   ![Sheet1, Sheet2, Sheet3]

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

   ![Cells]

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).