Copying Worksheets
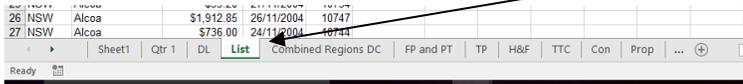
When you have formatted and set up a worksheet and want to copy the layout to another worksheet:

- Click on the Worksheet tab you want to copy

- Holding down the Control key, drag the tab to the right until you see an arrow.

- Release the mouse key then the Control Key and the sheet will be duplicated