

How to copy Information from one Excel spreadsheet to another

Check that your existing and new spreadsheets have the same columns and are in the same order. If your existing spreadsheet is missing some columns, this is easily rectified.

- First you need to click on the column to the right of where you want the new column to be.
- Right click on this column
- A drop down menu should appear
- Click on 'insert'
- A new column should now be inserted.

If the columns are not in the correct order when compared to the new spreadsheet this needs to be changed. To do this you need to:

- Right click on the column that is in the wrong place
- Click on 'cut'
- The column should then appear highlighted
- Right click on the column to the right of where you want the new column to be
- Click on 'insert cut cells'
- The column should now appear in the correct place.

Now that you have all the columns needed and in the correct place, it is time to transfer the membership data from your current spreadsheet to the new one. To do this:

- You need to select the columns you want to transfer by clicking and holding over the rows.
- Right click on the highlighted cells
- Select copy
- Then go to the new spreadsheet and click on the top cell
- Right click
- Then select 'insert'
- This will insert all the data needed.
- Finally you just need to make sure that the columns line up and that the correct data has been inserted.