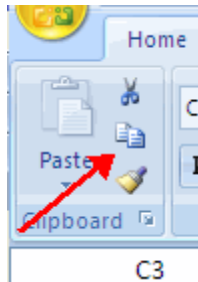


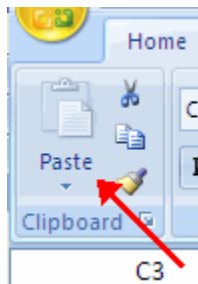
Copy and Paste

To copy and paste data:

- Select the cell(s) that you wish to copy
- On the **Clipboard** group of the **Home** tab, click **Copy**



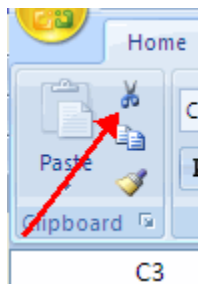
- Select the cell(s) where you would like to copy the data
- On the **Clipboard** group of the **Home** tab, click **Paste**



Cut and Paste

To cut and paste data:

- Select the cell(s) that you wish to copy
- On the **Clipboard** group of the **Home** tab, click **Cut**



- Select the cell(s) where you would like to copy the data
- On the **Clipboard** group of the **Home** tab, click **Paste**

Undo and Redo

To undo or redo your most recent actions:

- On the **Quick Access Toolbar**
- Click **Undo** or **Redo**

