
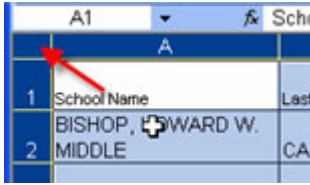

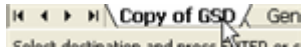
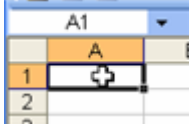
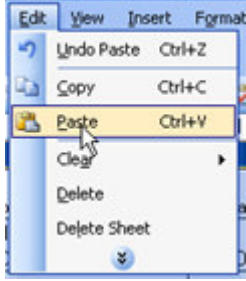


COPYING AND PASTING DATA

It is a good idea to make a copy of your data onto a second worksheet before you begin manipulating the data (for example, you may want to delete some of the columns, as you also need to keep the original data for a different analysis.)

1. Create a new worksheet if one is not available. Give the new worksheet a more relevant name.	
2. Select all of the cells you want to copy into the new worksheet. To easily select all of the data, click on the box in the upper left corner between the 1 (row) and the A (column).	
3. With the entire worksheet now highlighted, go to Edit in the top menu bar and select Copy from the drop down list.	
4. Open the destination worksheet by clicking on its tab at the bottom of the worksheet.	
5. When the destination worksheet opens, click on cell A1.	
6. Go to Edit in the top menu and select Paste from the drop-down list.	

**NOW FREEZE THE COLUMNS AND ROWS YOU WANT VISIBLE
AT ALL TIMES WHEN LOOKING AT YOUR DATA!**