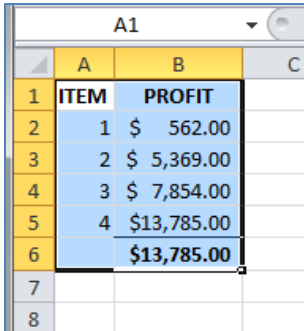


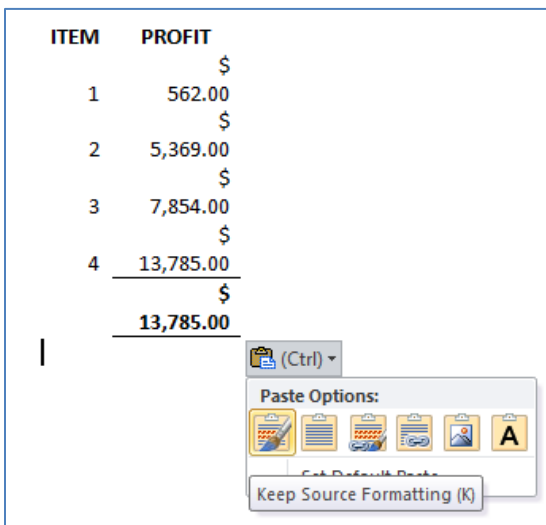
COPY & PASTE NOTES

In **Excel** – select the table cells you want to copy and press **CTRL+C** to copy



	A	B	C
1	ITEM	PROFIT	
2	1	\$ 562.00	
3	2	\$ 5,369.00	
4	3	\$ 7,854.00	
5	4	\$13,785.00	
6		\$13,785.00	
7			
8			

Go to **Word** and press **CTRL+V** to **paste** the table into the report and *Keep Source Formatting*:

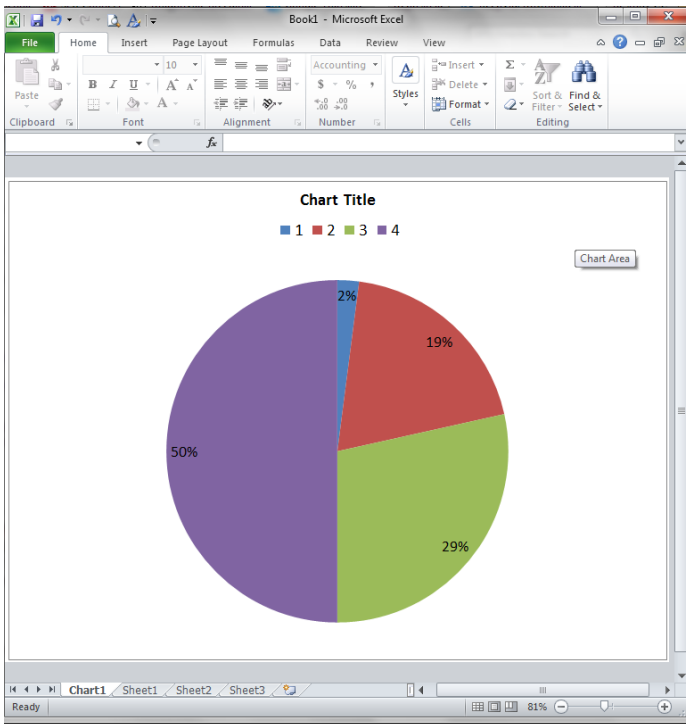


ITEM	PROFIT
	\$
1	562.00
	\$
2	5,369.00
	\$
3	7,854.00
	\$
4	13,785.00
	\$
	13,785.00

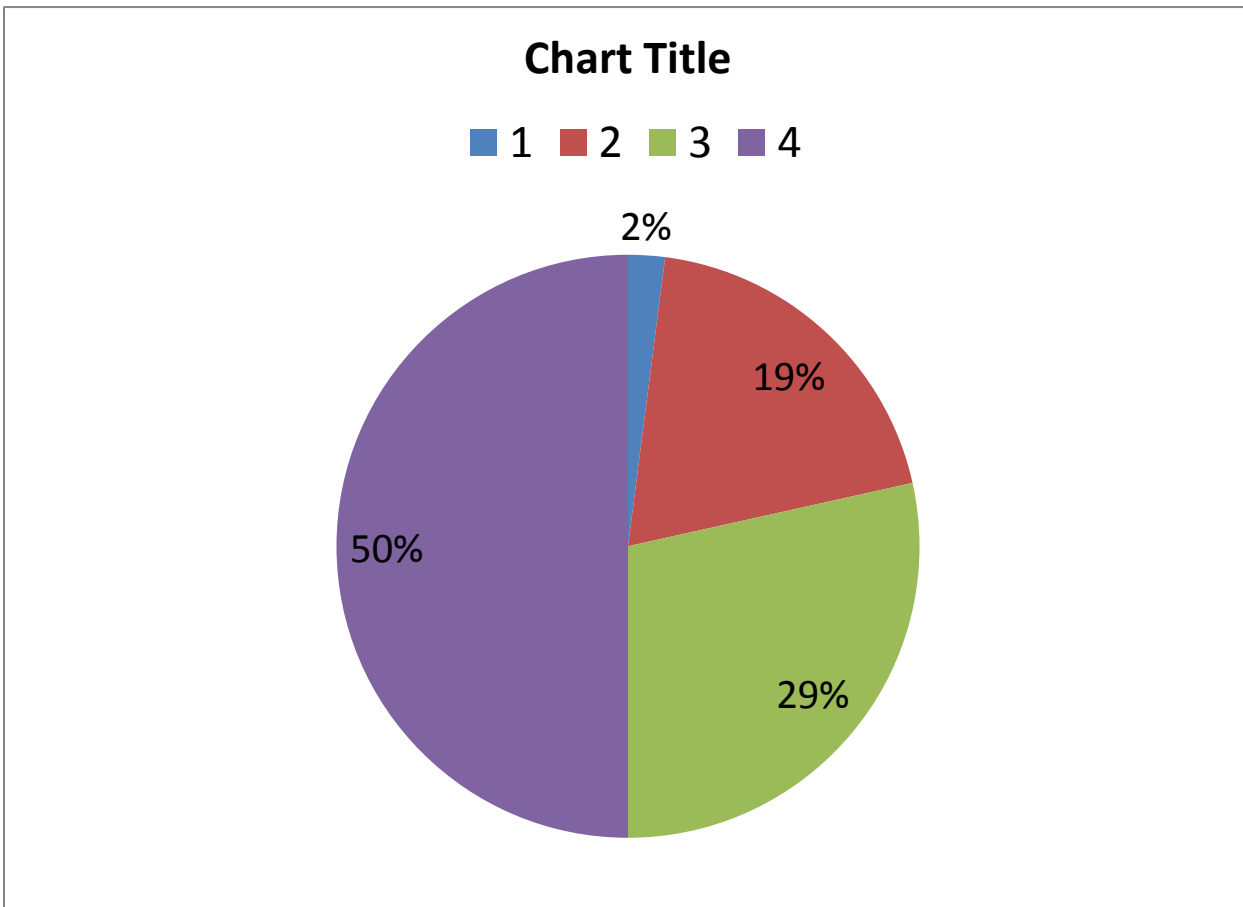
After that you can re-format the table inside the Word if you wish:

ITEM	PROFIT
1	\$ 562.00
2	\$ 5,369.00
3	\$ 7,854.00
4	\$ 13,785.00
	\$ 13,785.00

In **Excel** – click on the white **Chart Area** to select the whole chart and not only elements of it – press **CTRL+C** to **copy**:



Go to **Word** and press **CTRL+V** to **paste** the chart into the report (also you can also paste chart as a **PICTURE**):



In **Visio** – SELECT ALL diagram objects first (**CTRL+A**), then press **CTRL+C** to copy -- go to **Word** and press **CTRL+V** to paste (also you can paste the diagram as a **PICTURE**)