



Copying information from your spreadsheet to your report

- Highlight the information you wish to copy (A33 to B35 showing total income, total costs and profit).

32		
33	Total income	£1,000.00
34	Total costs	£946.00
35	Profit	£54.00

- Click on the Copy tool  .
- Open up your *Headteacher report* file.
- Move the cursor to where you want the chart to appear.
- Click on the Paste tool  .