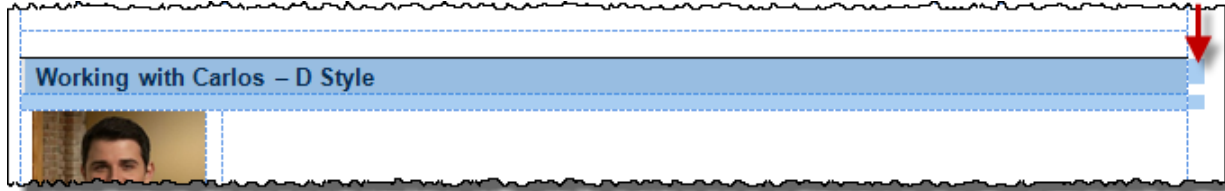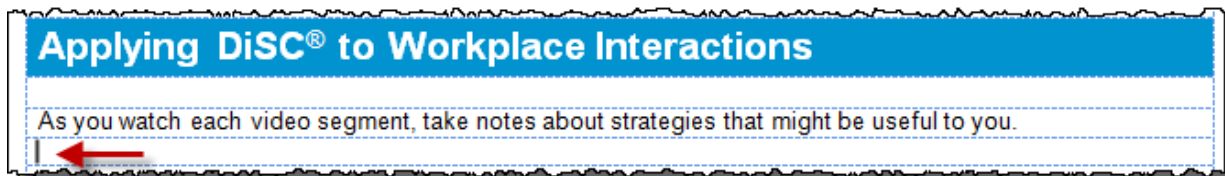**Copy Rows in the Handout**

Copying rows allows you to maintain formatting that you've established.

Highlight the row(s) you wish to copy. **Note:** Be sure to highlight beyond the right border to capture the entire row.**
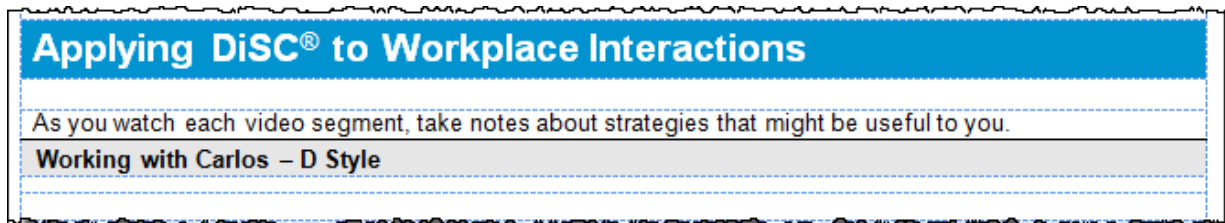

Click the **Copy** icon on the Home ribbon (or Ctrl-c) to copy the rows.
Position the cursor in the far-left cell of the row where you want to add the row(s).

Click the **Paste** icon in the Home ribbon (or Ctrl-v). The copied row(s) will appear above the cursor position.

Edit the text in the cells where necessary.

** **NOTE:** If copying rows from another document, be sure to keep that document open until after you have pasted the rows, otherwise, your new rows may appear inside the table cell instead of being added as a row, altering the format of the entire table.