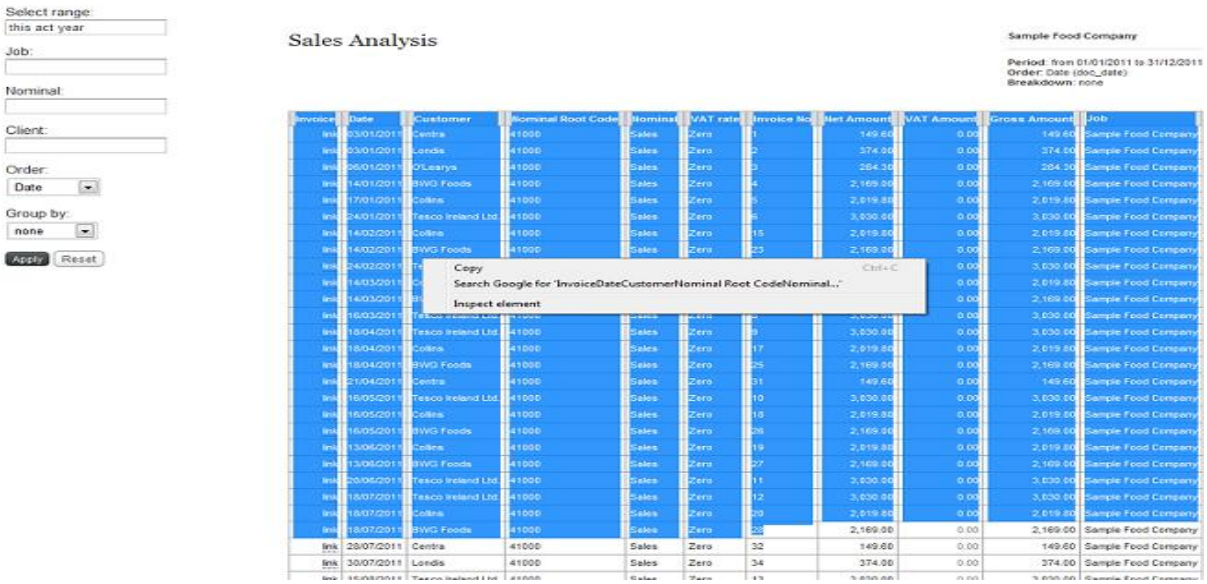
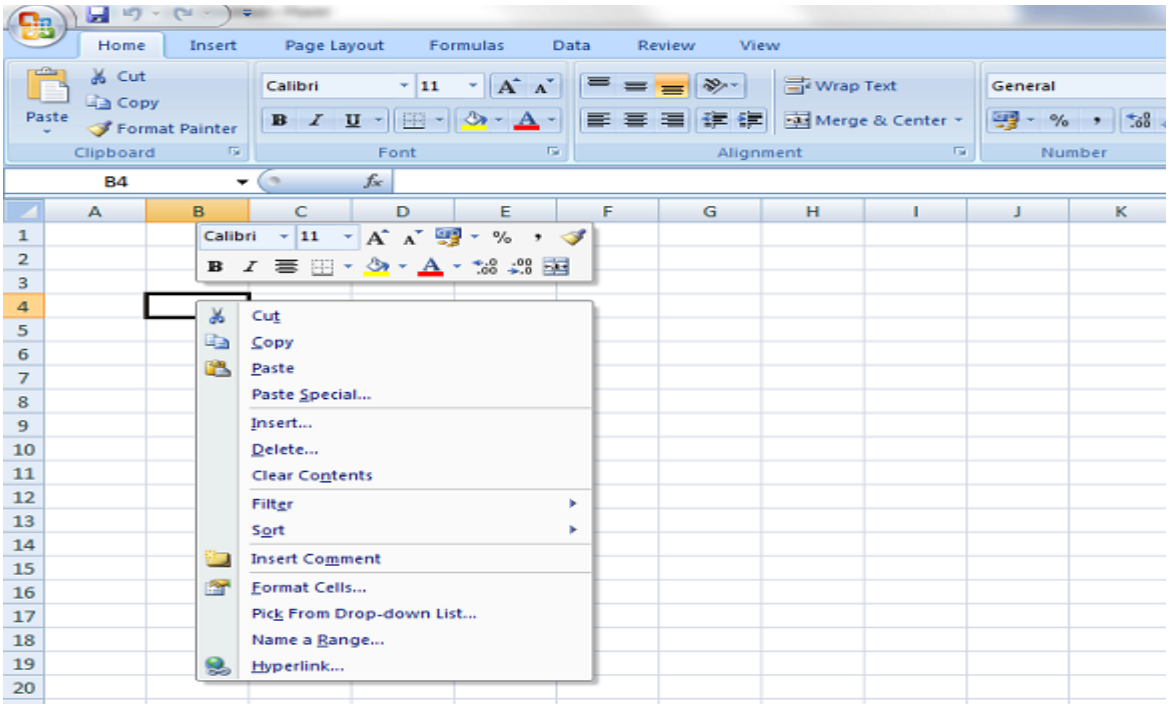
How to copy to Excel.

Run the report you would like to move to excel. My example is a Sales Analysis report.

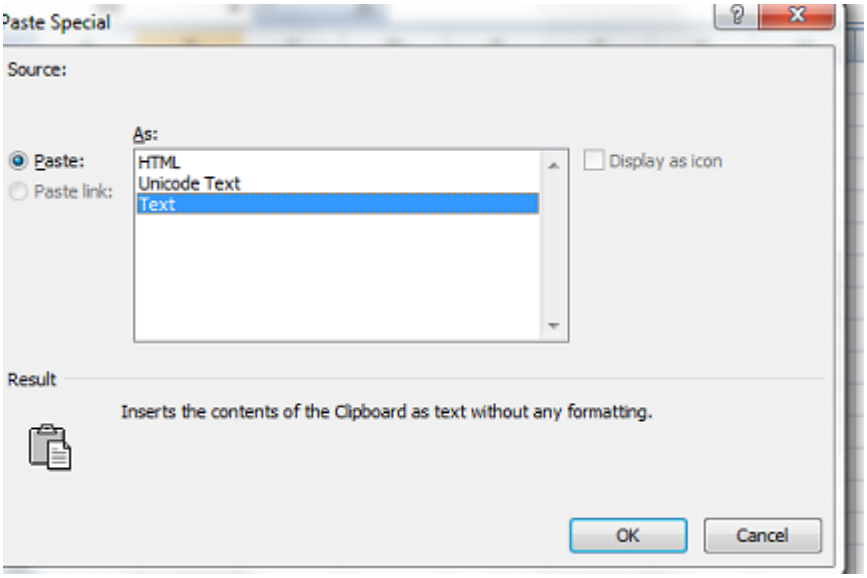
Click and drag your cursor to highlight the details you want to move to excel, once you have highlighted your report, right click and select Copy.



Now open up your excel file and insert your cursor into a box and then right click and select Paste Special.



Once you have selected the Paste Special option it will bring up a second box, select Text.



This will then paste the report details into Excel for you.