

How to copy a column in Minitab

The following will make a copy of the column 'Ques1' and put it in column C2 of the worksheet. Anything already in C2 will be overwritten. Copying columns from or to other locations is done in an analogous fashion. Other uses of the copy command can be found by clicking the Help button in the dialogue box which appears at the end of step 1 below.

1. Select the **C**opy ... item from the **D**ata menu and then move the mouse onto **C**olumns to Columns... and click.
2. The command will copy all the columns listed in the **C**opy from columns: box into (an equal number of) columns elsewhere in the Project. Put the column 'Ques1' into the **C**opy from columns box by a) double-clicking on 'Ques1' in the left-hand box, b) clicking on 'Ques1' and then clicking the **S**elect box or c) click in the **C**opy from columns: box and typing Ques1.
3. To tell Minitab where you want to copy this column to you need to go to the drop-down box under **S**ore Copied Data in Columns. There you need to select the option **I**n current worksheet, in columns. Then click in the box below this phrase and type C2.
4. Uncheck the box labelled **N**ame the columns containing the copied data (there is no harm in leaving this checked and seeing how Minitab constructs names for you: as it is not terribly imaginative, unchecking the box and naming the column by hand, if you wish, seems a better option).
5. Click **O**K

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