

## 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 **C**olumns... item from the **M**anip menu.
2. The command will copy all the columns listed in the **C**opy from columns: box into (an equal number of) columns in the **T**o columns box. 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. Click in the **T**o columns: box and type C2
4. Click **O**K

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