

Creating Additional Sheets in Excel

You can add additional Schedule A Continuation Sheets, Schedule B Continuation Sheets, and any other sheet by following these steps:

1. The sheet you want copied should be on your screen
2. Click on "EDIT" on the toolbar on the top of your screen
3. Click on "Move or Copy Sheet"
4. Click on where you want the new sheet to be located (choose which sheet you want it to come before)
5. Check the "Create a Copy" box, and Click "OK". Your new sheet will be added. (If you get an error message, ignore and click "OK".)