## Cut and paste Workaround

We have been alerted to a formatting issue impacting the copy and paste function in the spreadsheet area of the examination software.

Please see below for the workaround to this problem. A short video detailing the issue and solution is available to you as well.

## Using copy and paste function

| preads | heet      | area        | - cop       | y any | dat                    | a from | this      | area t | o the V | /ord Pro | cessi | ng are  | a fo |  |
|--------|-----------|-------------|-------------|-------|------------------------|--------|-----------|--------|---------|----------|-------|---------|------|--|
| HOME   | 18        | <b>SERT</b> | FOF         | MULA  | LAS DATA VIEW SETTINGS |        |           |        |         |          |       |         |      |  |
|        | *         | •           | ~           | Arial |                        | •      | 12 -      | ٨      | A*      | 10       | -     | 9.0     |      |  |
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| 1      |           | 1           | 2           |       | 3                      |        | 3         |        |         |          |       |         |      |  |
| 2      |           | 2           | 2           |       | 4                      |        | 4         |        |         |          |       |         |      |  |
| 3      |           | 1           | - 4         |       | 3                      |        | 3         |        |         |          |       |         |      |  |
| 4      |           | 2           | 3           |       | 4                      |        | 3         |        |         |          |       |         |      |  |
| 5      |           |             |             |       |                        |        |           |        |         |          |       |         |      |  |
| 6      |           |             |             |       |                        |        |           |        |         |          |       |         |      |  |
| 7      |           |             |             |       |                        |        |           |        |         |          |       |         |      |  |

Select the numbers from Column B to Column D with the intention of moving these numbers one column to the right. Then use the cut function or cntrl X

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|--------|-------------|---------|---------|----|------|-----------|-----|---------|
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| Paste  | 01)<br>8    |         | в       | 1  | U D  | I B       | 1.2 | Δ       |
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|        | 1           | 4       |         | 3  | 3    | 3         |     |         |
| 3      |             |         |         |    |      |           |     |         |

Using the paste function or cntrl P, paste the selected numbers into column C1 – the original numbers in columns B and C will disappear.

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|-------|------------|-----------|---------|------|-----------|----------|--|
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| 4     |            | 2         |         |      | 1         | 3        |  |
| 5     |            |           |         |      |           | 24       |  |
| 6     |            |           |         |      |           |          |  |
| 7     |            |           |         |      |           |          |  |

## Workaround

The solution to this is to not cut and paste but to drag columns B to D to the right



This ensures that your original numbers do not disappear.

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|        |     | F7       |        | 1                        |                   | fx    |       |   |   |  |  |
| 14     | A   | В        | c      |                          | D                 | Ε     | 1     |   | G |  |  |
| 1      | 1   | 1]       |        | 2                        | 3                 |       | 3     |   |   |  |  |
| 2      | 1   | 2        |        | 2                        | 4                 |       | 4     |   |   |  |  |
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| 4      | 2   | 2        |        | 3                        | 4                 |       | 3     |   |   |  |  |
| 5      |     |          |        |                          |                   |       |       |   |   |  |  |
| 6      |     |          |        |                          |                   |       |       |   |   |  |  |
| 7      |     |          |        |                          |                   |       |       |   |   |  |  |
| 8      |     |          |        |                          |                   |       |       |   |   |  |  |

Spreadsheet area - copy any data from this area to the Word Pro