

# Exonet Tips and Tricks #5

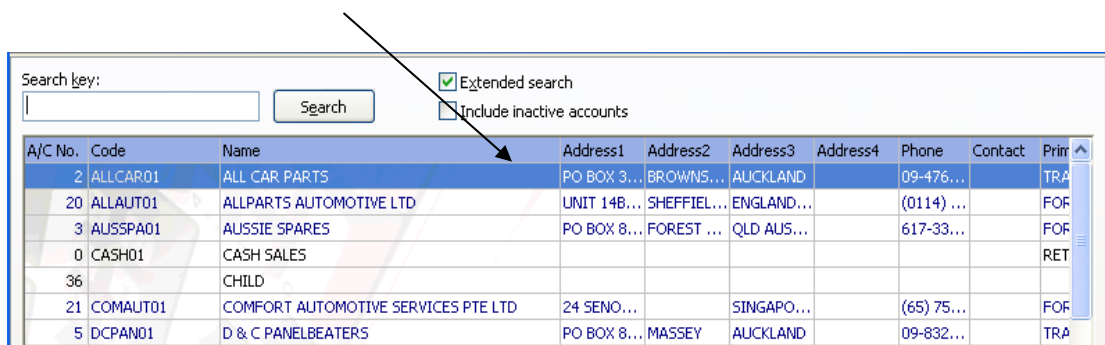
## Copying/Pasting to Microsoft Office

**Did you know that any Exogrid screen can be copied/pasted to a Microsoft Office application?**

Manipulate your data in Excel or add it to a document in Word or Outlook:

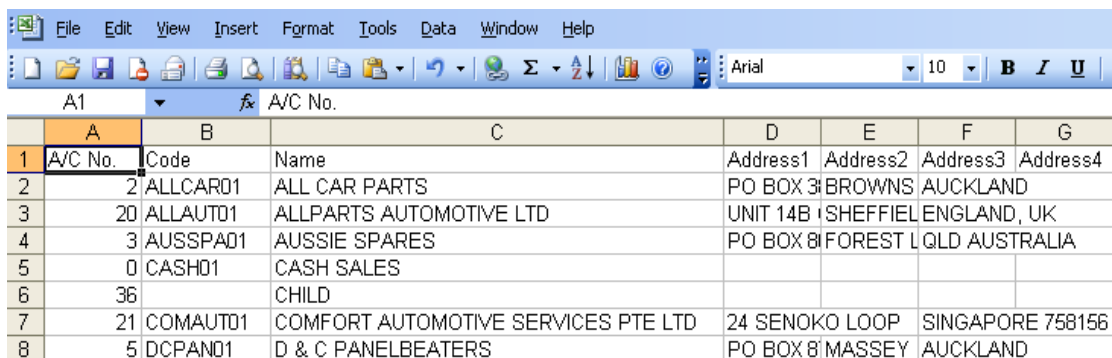
- Any table you see within Exonet is called an *Exogrid*
- Right-click on the header-bar of an Exogrid to get a COPY TO CLIPBOARD menu option:

The header-bar of an Exogrid



A/C No.	Code	Name	Address1	Address2	Address3	Address4	Phone	Contact	Prim
2	ALLCAR01	ALL CAR PARTS	PO BOX 3...	BROWNS...	AUCKLAND		09-476...		TRA
20	ALLAUT01	ALLPARTS AUTOMOTIVE LTD	UNIT 14B...	SHEFFIEL...	ENGLAND...		(0114) ...		FOR
3	AUSSPA01	AUSSIE SPARES	PO BOX 8...	FOREST ...	QLD AUS...		617-33...		FOR
0	CASH01	CASH SALES							RET
36		CHILD							
21	COMAUT01	COMFORT AUTOMOTIVE SERVICES PTE LTD	24 SENO...		SINGAPO...		(65) 75...		FOR
5	DCPAN01	D & C PANELBEATERS	PO BOX 8...	MASSEY	AUCKLAND		09-832...		TRA

Right-click onto your document or spreadsheet and choose PASTE (or use CTRL-V) to paste the Exogrid:



	A	B	C	D	E	F	G
1	A/C No.	Code	Name	Address1	Address2	Address3	Address4
2	2	ALLCAR01	ALL CAR PARTS	PO BOX 3	BROWNS	AUCKLAND	
3	20	ALLAUT01	ALLPARTS AUTOMOTIVE LTD	UNIT 14B	SHEFFIEL	ENGLAND, UK	
4	3	AUSSPA01	AUSSIE SPARES	PO BOX 8	FOREST	QLD AUSTRALIA	
5	0	CASH01	CASH SALES				
6	36		CHILD				
7	21	COMAUT01	COMFORT AUTOMOTIVE SERVICES PTE LTD	24 SENOKO LOOP	SINGAPORE	758156	
8	5	DCPAN01	D & C PANELBEATERS	PO BOX 8	MASSEY	AUCKLAND	