

Word Narrative and Budget Template How to Copy and Paste Tables and Sum Totals

Copying and Pasting More Tables

1. Once you save the document to your computer, open the document and scroll to the Budget Table.

BUDGET TABLE – [Organization Name]

Project Dates: Click or tap to enter a date. **to** Click or tap to enter a date.

By Category	Year 1	Year 2	Year 3	Total
Personnel	\$0	\$0	\$0	\$0
Employee Benefits	\$0	\$0	\$0	\$0
Travel (Including Training)	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0
Supplies & Operating Expenses	\$0	\$0	\$0	\$0
Consultants	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	
Total	\$0	\$0	\$0	<u>Grant Total</u> \$0*

2. Click anywhere in the table for this icon to appear:



By Category	Year 1	Year 2	Year 3	Total
Personnel	\$0	\$0	\$0	\$0
Employee Benefits	\$0	\$0	\$0	\$0
Travel (Including Training)	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0
Supplies & Operating Expenses	\$0	\$0	\$0	\$0
Consultants	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	
Total	\$0	\$0	\$0	<u>Grant Total</u> \$0*

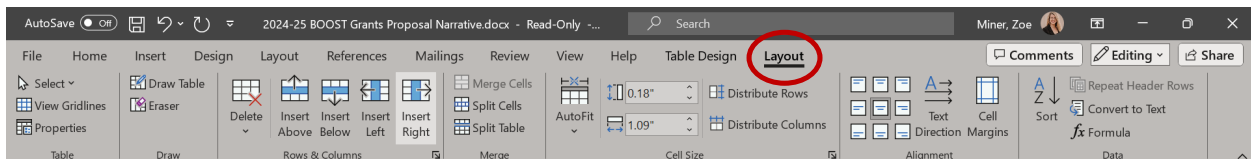
3. Right click to Copy (ctrl + C) the table.
4. Click in the document where you'd like to add a table and Paste (ctrl + V).

Summing Across Columns and Rows

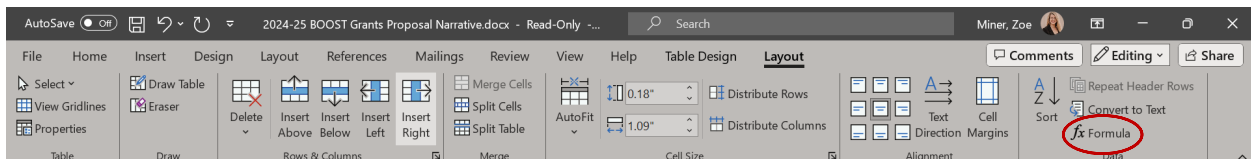
- Once you input your totals by Category (using Personnel as an *example* only), you can use a formula to have the document “total” your amounts for you. Put your cursor in the Personnel row, in the Total column.

By Category	Year 1	Year 2	Year 3	Total
Personnel	\$100	\$100	\$100	\$0
Employee Benefits	\$0	\$0	\$0	\$0
Travel (Including Training)	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0
Supplies & Operating Expenses	\$0	\$0	\$0	\$0
Consultants	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	<u>Grant Total</u> \$0*

- Navigate to the “Layout” tab (beside the “Table Design” tab) in the ribbon at the top of the document.



- Put your cursor in the column/row you want to add up. Then click “Formula” in the Data section.



- This dialogue box will appear:

Formula ? X

Formula:

Number format:

Paste function: Paste bookmark:

5. Click “OK”. This is the result you will get:

By Category	Year 1	Year 2	Year 3	Total
Personnel	\$100	\$100	\$100	\$0\$300.00
Employee Benefits	\$0	\$0	\$0	\$0
Travel (Including Training)	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0
Supplies & Operating Expenses	\$0	\$0	\$0	\$0
Consultants	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	
Total	\$0	\$0	\$0	<u>Grant Total</u> \$0*

6. Erase the “\$0” placeholder.

By Category	Year 1	Year 2	Year 3	Total
Personnel	\$100	\$100	\$100	\$0\$300.00
Employee Benefits	\$0	\$0	\$0	\$0
Travel (Including Training)	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0
Supplies & Operating Expenses	\$0	\$0	\$0	\$0
Consultants	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	
Total	\$0	\$0	\$0	<u>Grant Total</u> \$0*

Please note:

- If summing By Category, use =SUM(LEFT).
- If summing By Year, using =SUM(ABOVE).