**Open the UPDATED copy**

**Select the FINDING AND USING HEADING. Copy (CTRL+C)**

**Open YOUR copy**

**Paste (CTRL+V) the FINDING AND USING HEADING above the relevant benchmarks**

**Right click the tab above the FINDING AND USING HEADING**

**Select INSERT**

**Repeat this until you have THREE COLUMNS**

**Return to the UPDATED copy**

**Highlight the TOOLS FOR LISTENING AND TALKING HEADING, THREE BENCHMARKS and ROWS underneath**

**Copy (CTRL+C)**

**Paste (CTRL+V) the TOOLS FOR LISTENING AND TALKING HEADING, THREE BENCHMARKS and ROWS into YOUR copy**

**Check that all headings and benchmarks now align.**