


## Using the Paste Special Feature

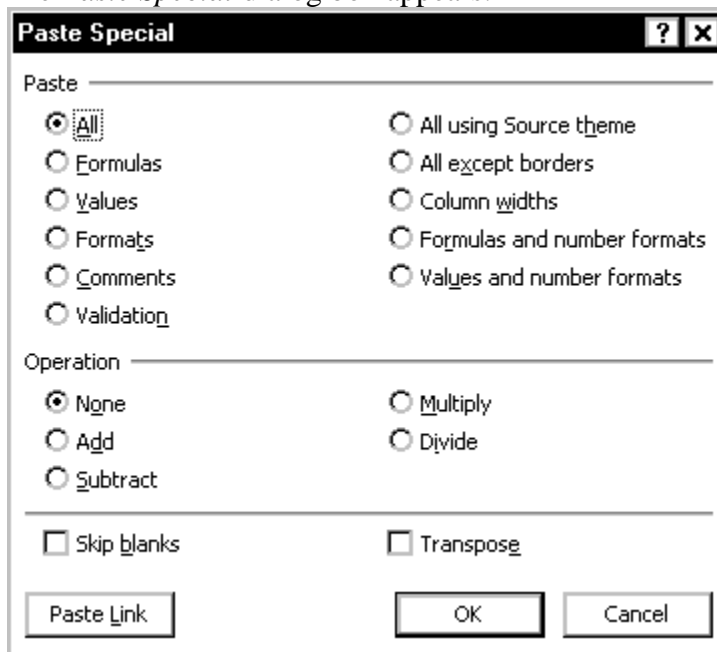
Excel allows you to paste only specific aspects of cell data by using the *Paste Special* feature. For example, if you want the results of a formula but no longer need the formula itself, you can choose to paste only the value found because of the formula. The *Paste Special* option does not apply to cut data; a cell must be copied in order to take advantage of this feature. A variety of data aspects can be pasted using the *Paste Special* command.

## Using the Paste Special Dialog Box

The *Paste Special* dialog box allows you to select which aspects of the copied data you would like to paste.

1. Select the cell(s) whose values should be copied
2. Press **[Ctrl] + [C]** OR from the *Home* command tab, click **COPY** 
3. Select the cell(s) where the results should be pasted
4. From the *Home* command tab, click the PASTE arrow ▼» select *Paste Special...*

The *Paste Special* dialog box appears.



5. Select the desired options  
EXAMPLE: To paste only the results of a formula, select **Values**
6. Click **OK** the results of the formula are pasted into the selected cell(s).

# Paste Special Options

You may choose to paste many different aspects of your copied data.

## **All**

pastes all information in the copied cell; this is the default option

## **Formulas**

pastes only the formula from the selected cell

NOTE: Any relative cell references within the formula are changed to reflect its new location.

## **Values**

pastes only the result of the formula from the selected cell

## **Formats**

pastes only the formatting applied to the cell (e.g., font or color of the text)

## **Comments**

pastes only annotations that were made to the cell

## **Validation**

pastes any rules about what text can be entered in the cell (e.g., only numbers between 1 and 25)

## **All using Source theme**

when using a document theme, pastes all information using formatting from the theme that was applied to the copied cells

## **All except borders**

pastes the formatting and contents of the cell, excluding any cell borders

## **Column widths**

pastes only the width of the selected column

## **Formulas and number formats**

pastes the formula from the selected cell and any formatting applied to numbers (e.g., number of decimal places displayed)

## **Values and number formats**

pastes the numerical result of the formula from the selected cell, as well as any formatting applied to numbers (e.g., number of decimal places displayed)

## **None**

the values that are being pasted overrides any data already in the destination cells; this is the default option

**Add**

adds the values that were copied to the data in the destination cells

**Subtract**

subtracts the values that were copied from the data in the destination cells

**Multiply**

multiplies the values that were copied by the data in the destination cells

**Divide**

divides the values that were copied by the data in the destination cells

**Skip blanks**

pastes the contents of all cells except for empty cells

NOTE: This option is only useful when pasting a range of cells into an area that already contains information. This will ensure that a blank cell will not be pasted in place of information that is already in place.

**Transpose**

causes information that extended down a column to extend across rows and vice versa

NOTE: If you select more space for the information to be pasted into than you have cells to be pasted, the information will be repeated to fill the selected space. For example, if you copy one column and paste it into four rows while using *Transpose*, the information from the column will be repeated in every row.

**Paste Link**

connects the cells that were copied with the pasted cells; if the data in one group changes, so will the data in the other group