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Introduction

Cutting, copying and pasting is a technique familiar to most computer users. It is common to almost all applications for transferring data and graphics between locations, either in the same application or between applications.

In most cases when you paste an item, you want to transfer everything that was cut or copied. In Excel, however, you have the possibility of pasting just certain 'properties' of what was cut or copied.

In normal Excel use, cells have two main properties (characteristics):

- Content (the actual data in the cell); and
- Formatting (the 'look' of the cell).

Content can be split into two further properties:

- Formula (what has been typed into the cell), and
- Value (the letters and/or numbers that you see in the cell).

Formatting can be split into three further properties:

- Font formatting (the look of the words or numbers in the cell, eg. size, type, bold, colour);
- Cell formatting (the look of the cell itself, eg. background colour and border); and
- Number formatting (applies only to cells containing numbers or dates and is additional to font formatting described above. It defines the look of the number or date, eg. currency (£, \$, €), number of decimals, short date, long date).

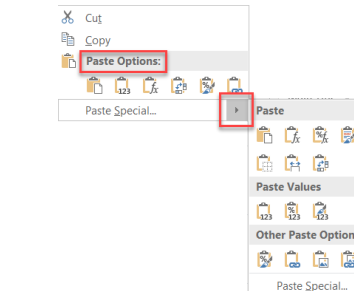
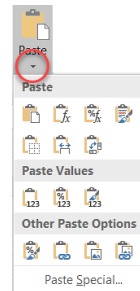
'Paste Options' or 'Paste Special' allows the user to select which of the above listed properties are actually applied or excluded to the pasted cells.

This can be achieved in several ways:

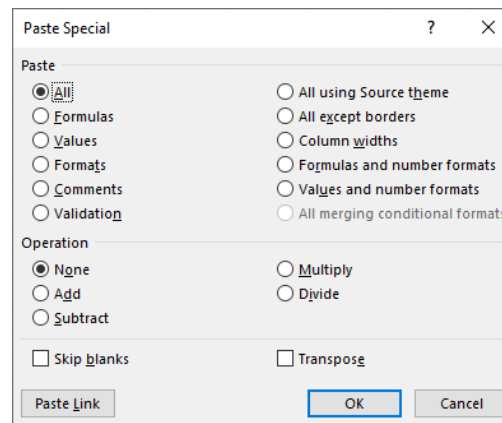
- By using the *Paste Options* list accessible by clicking the small down arrow underneath the **Paste** button on the **Clipboard** group of the **Home** tab, or
- By right clicking the paste area and selecting from *Paste Options* in the shortcut menu.

In both cases, there are 14 options available. The *Paste* button list shows all 14 immediately, but the *shortcut menu* initially shows just 5 and has to be expanded to show them all.

Paste button list of Paste Options



Further options on how the paste task is performed are available by selecting the words **Paste Special...** at the bottom of the list **Paste Special...** and opening the **Paste Special** dialog box.



Some options in the *Paste Special* dialog box offer the same

functionality as the *Paste Options* list, but there are many others too. These are explained later in this guide.

The Paste Options button

Users who prefer to use the **CTRL V** keystroke to paste cells do not immediately have access to the *Paste Options* list. **CTL V** pastes 'All' (with minor exceptions) of what was cut or copied and is a quick, convenient method of achieving that task.

If, however, after using **CTRL V** to paste you wish to select a different paste option, you can click the **Paste Options button**



that appears in the bottom right corner of the pasted cells. Clicking this button (or pressing **CTRL**) will show the *Paste Options* list allowing you to select a different option.

The *Paste Options* button also appears after using one of the other methods of pasting described above. This is to allow you a second chance to select a paste option in case the first one chosen was not as intended.

In fact, the *Paste Options* button stays in view until another task is carried out (eg. you type in a cell or execute a command) allowing you to select or try out other paste options.

Pasting Values

Arguably, the most common use for *Paste Options* / *Paste Special* is to paste 'values.'

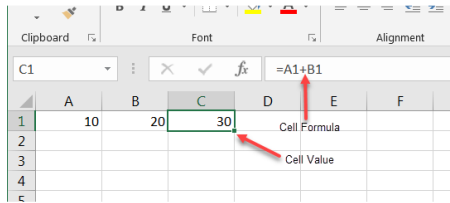
This has a two-fold effect:

- It pastes without the formatting of the cut or copied cell(s) (pasted data inherits the formatting of the cell(s) being pasted into).
- It pastes the data (letters, numbers or dates) that you see in the cell as opposed to what was actually entered in the cell.

The second bullet point above can be confusing because in most cases, what you enter into a cell is also what you see in the cell! However, if you enter a calculation into a cell (eg. **=A1 + B1**), you will see in the cell the result of that calculation. What you entered in the cell can only be seen in the *Formula Bar* or by editing the cell.


So, 'technically' speaking, whatever you type into a cell is referred to as the '*formula*' (even if it's just words, numbers or

dates) and what you see in the cell is referred to as the 'value.'



Hence, as well as being used to paste data without formatting, paste values is more usually used to 'disconnect' the result of a calculation from its formula, and leave it in the cell as a constant value.

This is useful if you create a calculation and then want to capture the results. Pasting the value only of the calculation will stop it from updating when data in the source cells is changed.

- Highlight the range of cell(s) containing the data.
- Copy the data.
- Select the cell that you want to paste the copied data into. It is only necessary to select a single cell.
- Do one of the following:
 - Click the down-arrow at the bottom of the **Paste** button in the **Clipboard** group of the **Home** tab.
 - Right-click over the selected cell.
 - Press **CTRL V** and then click the **Paste Options** button in the bottom right corner  (Ctrl) ▼
- Click the required icon under **Paste Values**.



- Data only unformatted.



- Data with original number formatting only (if any)



- Data with full formatting as copied.

Other Paste Options

The Paste Options List

The following list describes the various paste options available (except those described above). The method of applying them

is the same as described above, the only difference being to select a different icon in the *Paste Options list*.



Paste - pastes everything in copied cells except column widths.



Formulas - pastes just what is **typed** in copied the cells.



Formulas & Number Formatting - pastes just what is **typed** in the copied cells and the '**look**' of **numbers** (if any) from the copied cells.



Keep Source Formatting - applies only if pasting cells from a workbook that has been set up with a different 'Theme.' Under these circumstances, the copied cells will keep their original formatting (colours, fonts and effects). Under other circumstances, will paste everything except column widths.



No Borders - pastes **everything** except **borders** (if any) from the copied cells.



Keep Source Column Widths - pastes **everything** from the copied cells *including* the **column widths**.



Transpose - rotates the copied cells 90 degs. clockwise and flips it horizontally.



Formatting - pastes only the '**look**' of the copied cells (eg. colours, fonts and number styles, etc.).



Link - pastes with a **connection** to the copied cells so that the pasted cells update if the source cells are changed.



Picture - pastes an uneditable '**snapshot**' of the copied cells.




Linked Picture - pastes an uneditable '**snapshot**' of the copied cells with a **connection** to the copied cells so that the

snapshot updates if the source cells are changed.


The Paste Special Dialog Box


The following list describes the various paste options available under the **Paste** section of the Paste Special dialog box.


All - pastes everything in copied cells except column widths.

Same as .

Formulas - pastes just what is **typed** in copied the cells.


Same as .


Values - pastes just what you see in the copied cells without formatting. Same as .

Formats - pastes only the '**look**' of the copied cells (eg. colours, fonts and number styles, etc.). Same as .


Comments - pastes comment(s) from copied cells. This option is only available in the **Paste Special** dialog box.


Validation - pastes any data validation that has been applied to the copied cells. This option is only available in the **Paste Special** dialog box.

All using Source theme - applies only if pasting cells from a workbook that has been set up with a different 'Theme.' Under these circumstances, the copied cells will keep their original formatting (colours, fonts and effects). . Otherwise, will paste everything except column widths.

All except borders - pastes **everything** except **borders** (if any) from the copied cells. Same as .


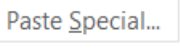
Column widths - copies only the column width of the copied cell(s) - NO contents or formatting. This option is only available in the **Paste Special** dialog box.

Formulas and number format - pastes just what is **typed** in the copied cells and the '**look**' of **numbers** (if any) from the copied cells. Same as .

Values and number formatting - pastes just what you see in the copied cells and the 'look' of the **numbers** (if any). Same as .

All merging and conditional formatting - Only active if copied cell(s) contain *conditional formatting*. Pastes the contents and conditional formatting settings from the copied cells. This option is only available in the **Paste Special** dialog box.

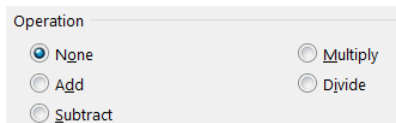
To apply options from the *Paste Special dialog box*:

- Copy cells as described previously in this guide.
- Do one of the following:
 - Click the down-arrow at the bottom of the **Paste** button in the **Clipboard** group of the **Home** tab. 
 - Right-click over the selected cell.
- Select the words **Paste Special...** at the bottom of the list .
- Select the required option under 'Paste.'
- Click **OK**.

NB. The **Paste Options...** command is not available from the *Paste Options* button that appears at the bottom right of a pasted area.


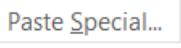
Mathematical Operators

Simple mathematical operations (add, subtract, multiply and divide) can be done by using the options under **Operation** of the *Paste Special dialog box*.



Instead of creating calculations in separate columns or rows of a worksheet, numbers can instantly be updated in their cells.

- Type into a blank cell the number that you want to add to, subtract from, multiply by or divide other cells by.
- Select the cells that you want to carry out the operation on.
- Do one of the following:

- Click the down-arrow at the bottom of the **Paste** button in the **Clipboard** group of the **Home** tab. 
 - Right-click over the selected cell.
- Select the words **Paste Special...** at the bottom of the list .
 - Select the required option under **Operation**.
 - Click **OK**.

Further example - we want to increase the numbers in column B by 10%. This can be done by multiplying the numbers by 1.1.

	A	B
1		New Salary
2	Sara Kling	£ 24,000.00
3	Sean Willis	£ 22,000.00
4	Colleen Abel	£ 25,000.00
5	Teri Binga	£ 20,500.00
6		
7	Pay Increase	1.1


- Select and copy cell B7.
- Select the range B2 to B5.
- Open the **Paste Special...** dialog box.
- Under **Paste**, select **Formulas** or **Values**. This is to ensure no formatting is also pasted from the copied cell.
- Under **Operation**, select **Multiply**.
- Click **OK**.

	A	B
1		New Salary
2	Sara Kling	£ 26,400.00
3	Sean Willis	£ 24,200.00
4	Colleen Abel	£ 27,500.00
5	Teri Binga	£ 22,550.00
6		
7	Pay Increase	1.1


Other Paste Special dialog box Options

Skip Blanks - normally, when a blank cell is pasted over a cell that contains content, the content is deleted. By using **Skip Blanks**, any pasted blank cells will leave the existing content.

Transpose - rotates the copied cells 90 degs. clockwise and flips

it horizontally. Same as .

Paste Link button - pastes with a **connection** to the copied cells so that the pasted cells update if the source cells are changed.

Same as .

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