

# Paste Special

In this chapter, we're going to take a look at some of the **Paste Special** features in Excel. Let's say we've got a table of data and we want to copy the table to another location. We'll copy the table using the **Copy** button in the top-left of the menu, or by pressing **CTRL + C** on the keyboard as shown in **Figure 11.1**. Next, we select the new location and select **Paste** on the menu or press **CTRL + V**. It will paste everything that was in the table, including the formatting, all of the numbers, as well as the formulas.

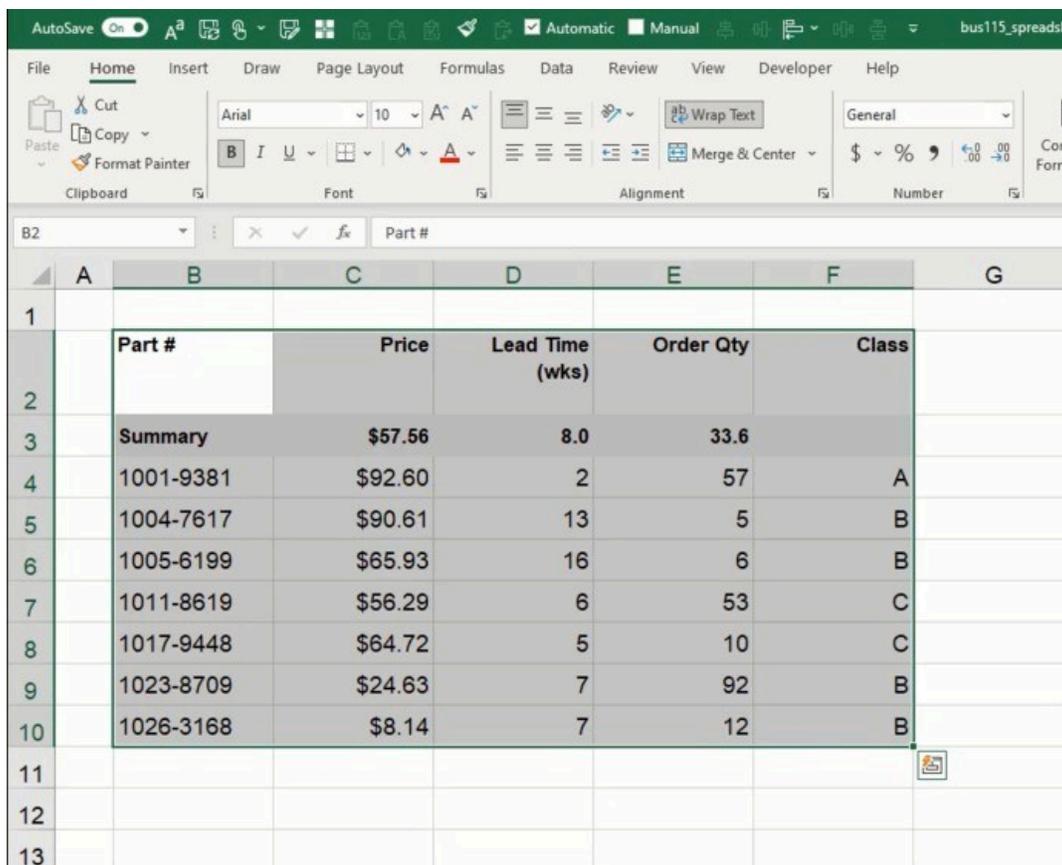


Figure 11.1

## Practice Spreadsheet

Use this [workbook](#) for the chapter.

*Note: This is the same workbook used in the Navigation Shortcuts chapter.*

However, let's suppose that we don't want to copy all of the formatting and the formulas. Instead, we can press the arrow under the **Paste** button and select **Paste Special** or press **CTRL + ALT + V**. It will open a Paste Special dialogue box with several options. (See **Figure 11.2**)

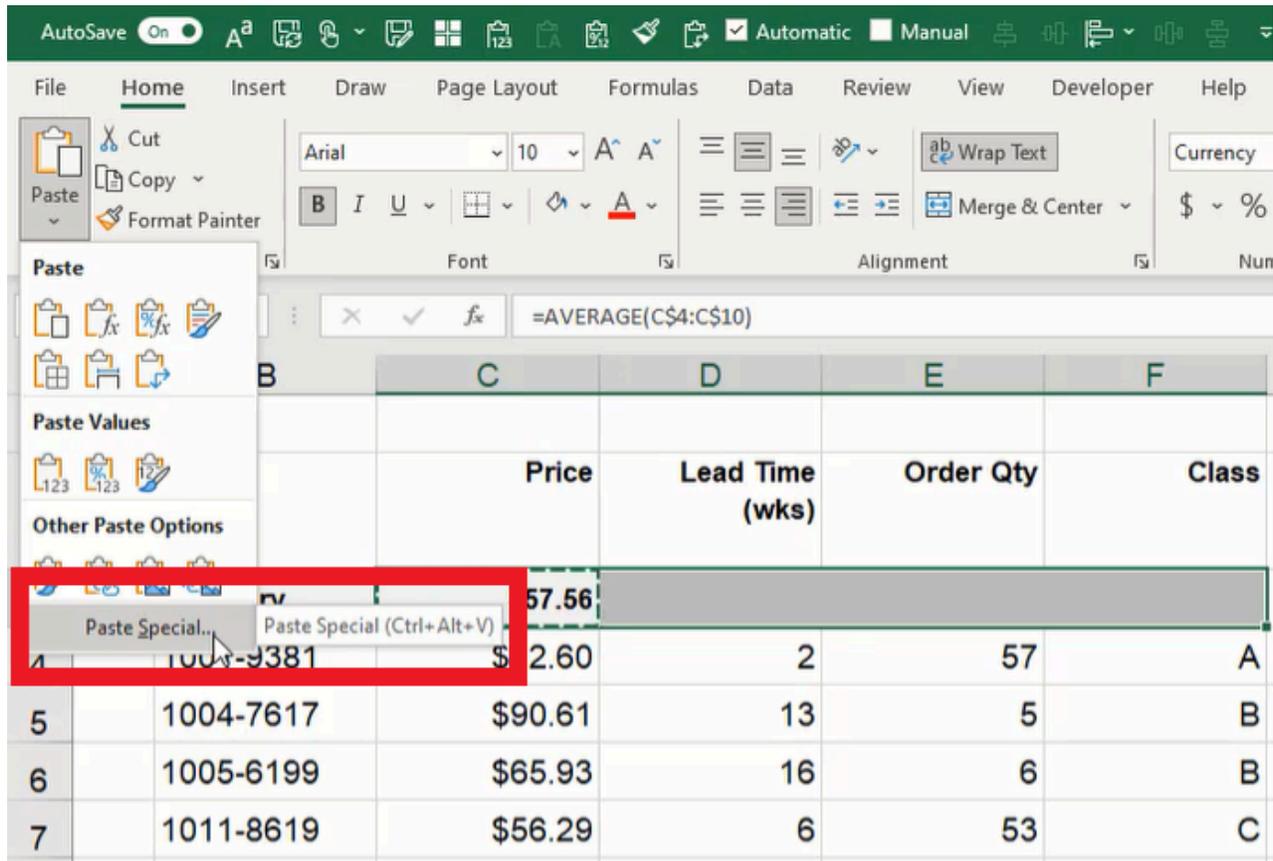


Figure 11.2

Additionally, we can paste the table and select the clipboard button on the bottom-right corner of the pasted data for quick paste options. (See **Figure 11.3**)

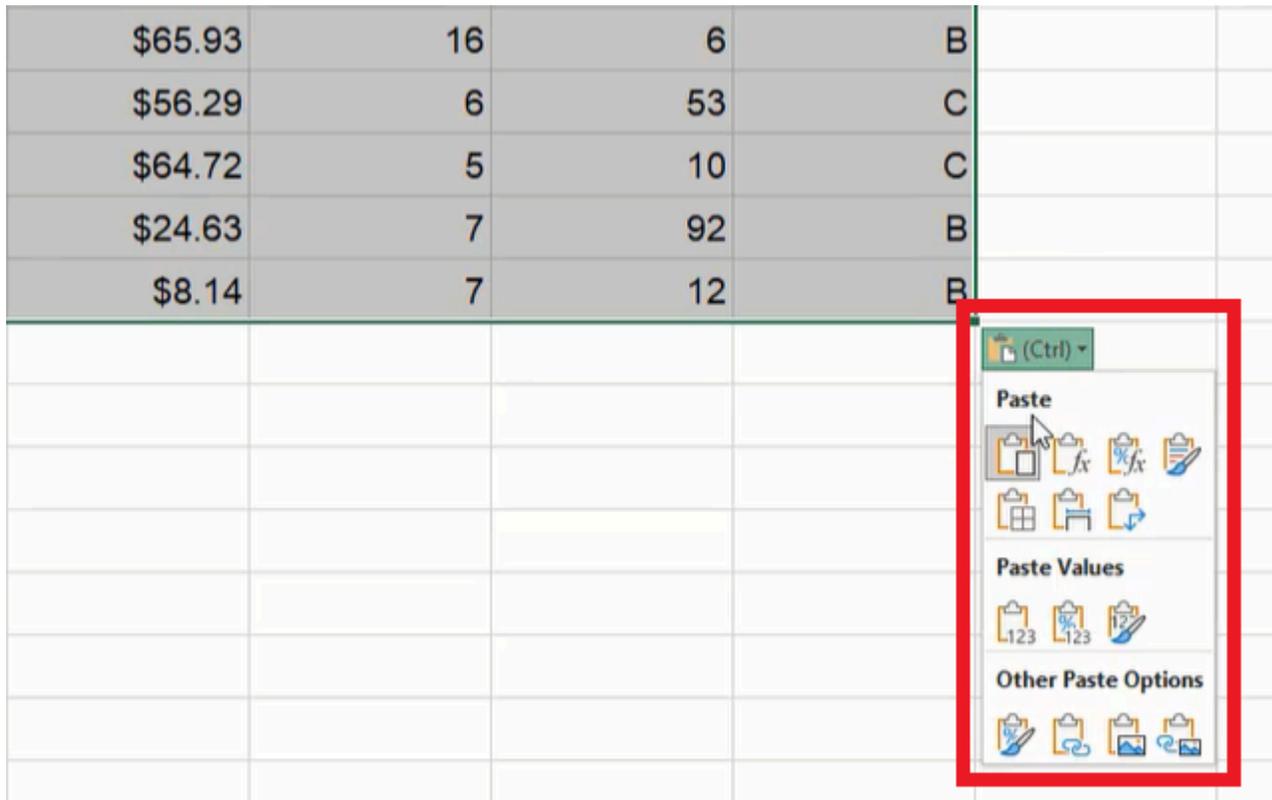


Figure 11.3

## Paste All

The **All** selection will paste the copied data with all formulas, values, and other formatting intact.

1. Copy the desired data and select a location to paste.
2. Press the arrow under the **Paste** button in the top-right of the ribbon menu and select **Paste Special**.
3. Select **All** and press **OK** to paste the data. (See **Figure 11.4**)

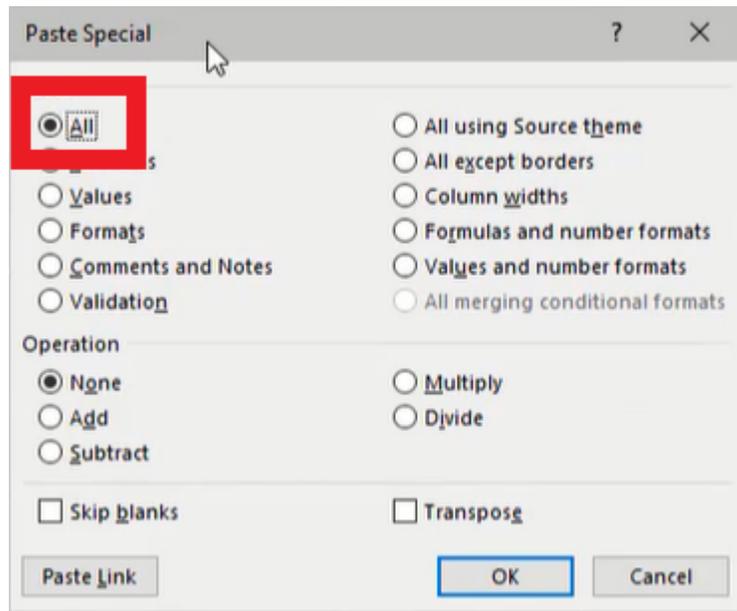


Figure 11.4

## Paste Formulas

The **Formulas** selection will paste the copied data with all formulas intact, but values and other formatting will not be kept.

1. Copy the desired data and select a location to paste.
2. Press the arrow under the **Paste** button in the top-right of the ribbon menu and select **Paste Special**.
3. Select **Formulas** and press **OK** to paste the data. (See **Figure 11.5**)

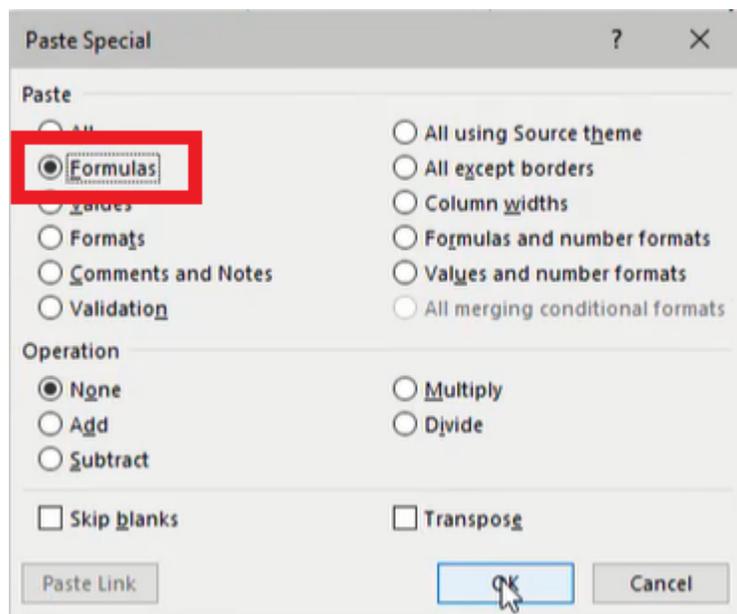


Figure 11.5

## Paste Values

The **Values** selection will paste the copied data with all values intact, but formulas and other formatting will not be kept.

1. Copy the desired data and select a location to paste.
2. Press the arrow under the **Paste** button in the top-right of the ribbon menu and select **Paste Special**.
3. Select **Values** and press **OK** to paste the data. (See **Figure 11.6**)

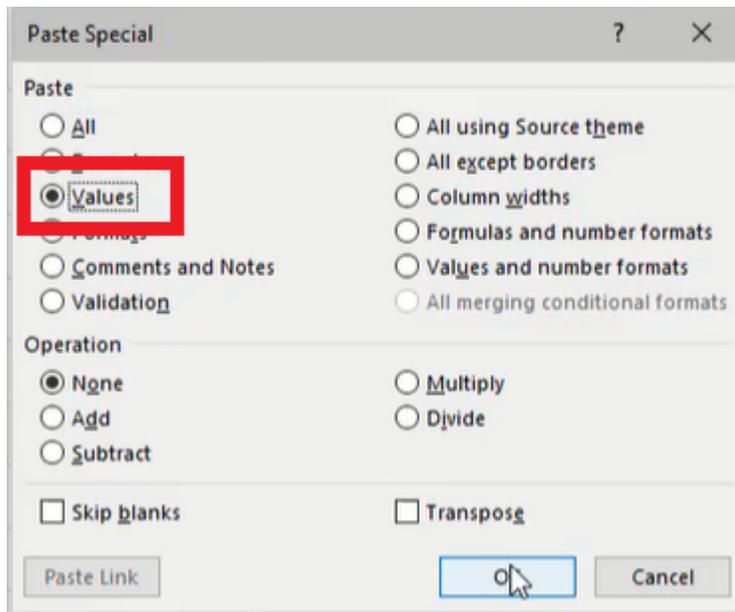


Figure 11.6

## Paste Formats

The **Formats** selection will paste the copied data with all formatting intact, but formulas and values will not be kept.

1. Copy the desired data and select a location to paste.
2. Press the arrow under the **Paste** button in the top-right of the ribbon menu and select **Paste Special**.
3. Select **Formats** and press **OK** to paste the data. (See **Figure 11.7**)

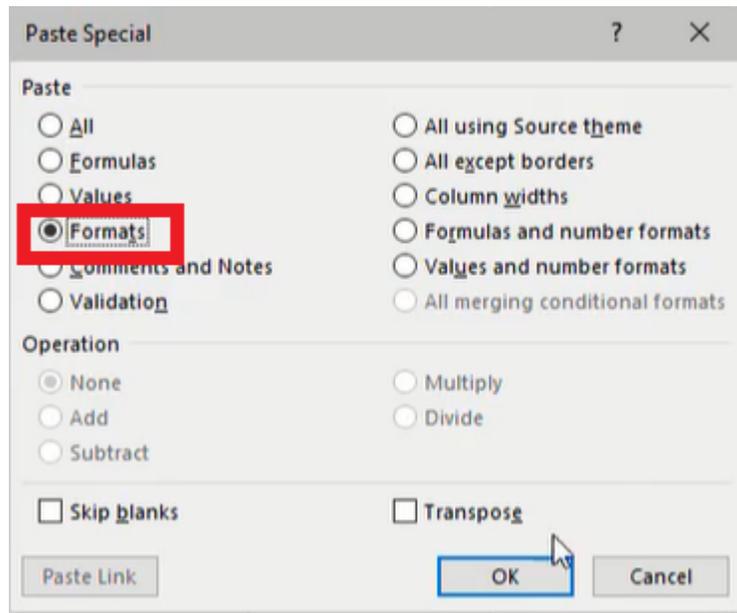


Figure 11.7

## Paste Values and Number Formats

The **Values and number formats** selection will paste the copied data with all values and number formatting intact, but formulas will not be kept.

1. Copy the desired data and select a location to paste.
2. Press the arrow under the **Paste** button in the top-right of the ribbon menu and select **Paste Special**.
3. Select **Values and number formats** and press **OK** to paste the data. (See **Figure 11.8**)

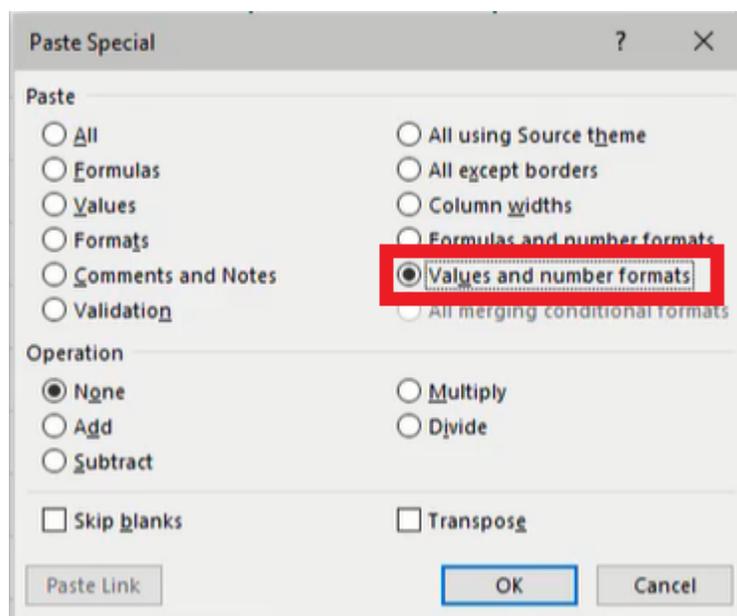


Figure 11.8

## Paste Column Widths

The **Column widths** selection will paste the copied data with all column widths intact.

1. Copy the desired data and select a location to paste.
2. Press the arrow under the **Paste** button in the top-right of the ribbon menu and select **Paste Special**.
3. Select **Column widths** and press **OK** to paste the data. (See **Figure 11.9**)

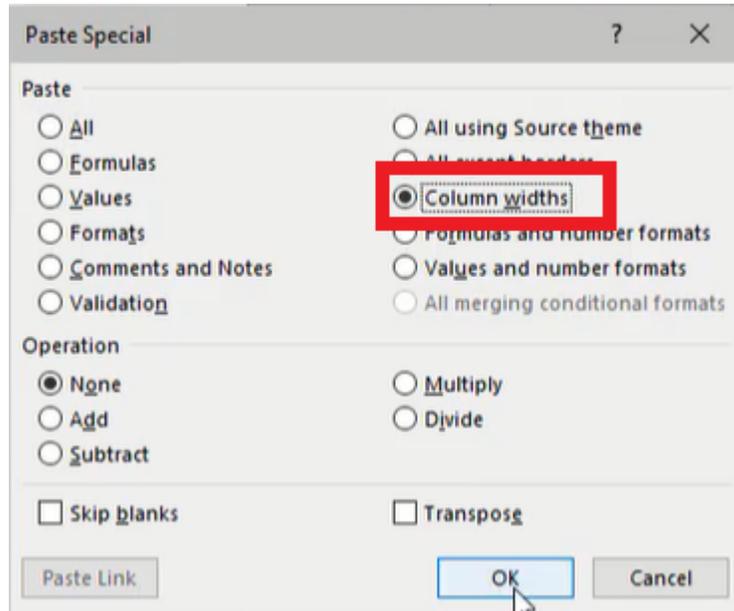


Figure 11.9

## Paste Transpose

The Transpose selection will swap table data on the  $y$  and  $x$ -axis planes. Data displayed across the first row will be pasted vertically in the first column and so on.

1. Copy the desired data and select a location to paste.
2. Press the arrow under the **Paste** button in the top-right of the ribbon menu and select **Paste Special**.
3. Select the **Transpose** box and press **OK** to paste the data.
  - a. Alternatively, paste the data and select the clipboard button in the bottom-right corner of the pasted content. Then select the **Transpose** button to adjust the data accordingly. (See **Figure 11.10**)

Part #	Price	Lead Time (wks)	Order Qty	Class
<b>Summary</b>	<b>\$57.56</b>	<b>8.0</b>	<b>33.6</b>	
1001-9381	\$92.60	2	57	A
1004-7617	\$90.61	13	5	B
1005-6199	\$65.93	16	6	B
1011-8619	\$56.29	6	53	C
1017-9448	\$64.72	5	10	C
1023-8709	\$24.63	7	92	B
1026-3168	\$8.14	7	12	B

Figure 11.10

### Paste Picture or Linked Picture

The **Paste Picture** button will adjust the pasted data as an image. The contents of the image *won't* reflect changes to the table. However, the **Paste Linked Picture** button will paste an image that *will* reflect changes to the table.

1. Copy the desired data and select a location to paste.
2. Paste the data and press the clipboard button in the bottom-right corner of the pasted content.
3. Select the **Paste Picture** or **Paste Linked Picture** button and press **OK**. (See **Figure 11.11**)

Price	Lead Time (days)	Order Qty	Class
\$57.56	8.0	33.6	
\$92.60	2	57	A
\$90.61	13	5	B
\$65.93	16	6	B
\$56.29	6	53	C
\$64.72	5	10	C
\$24.63	7	92	B
\$8.14	7	12	B

Figure 11.11

## Paste Operations

The **Operations** section of the **Paste Special** window can apply (paste) copied numerical data to selected cells. The method provides a quick way to add, subtract, multiply, or divide multiple cells with the copied numerical data.

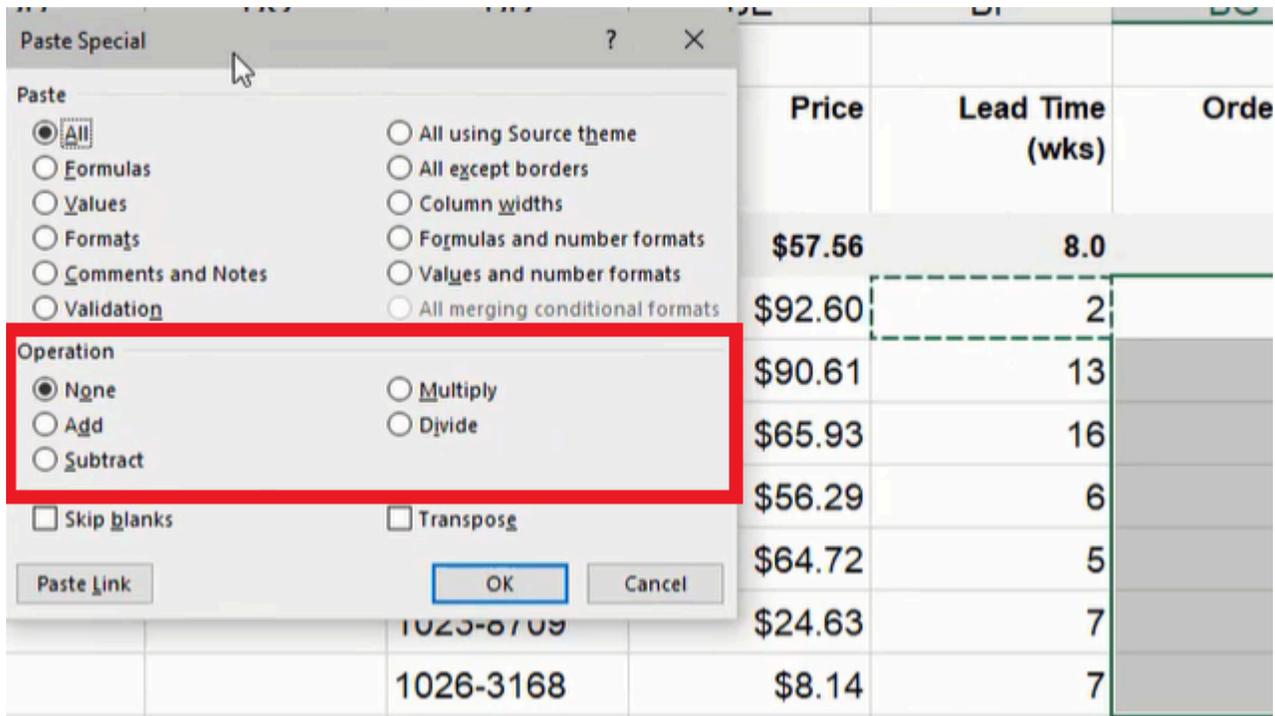


Figure 11.12

1. Copy the desired data and select the relevant cells with existing numerical data.
2. Press the arrow under the **Paste** button in the top-right of the ribbon menu and select **Paste Special**.
3. Select the operation to apply to the selected cells and press **OK**.
  - a. For example, in **Figure 11.12**, the copied cell containing 2 in the Lead Time column can be added to the selected cells in the Order Qty column, thereby increasing each of their values by 2.

## F4 Repeat

The F4 key on the keyboard has special functions in Excel. It can lock reference cells in a formula, and it can repeat the last formatting function applied in the spreadsheet. For example, if we apply a background color to one cell, we can repeat the action by selecting another cell and pressing **F4**. It also works for adding rows or columns and other repeatable functions.

When completed, your practice worksheet should look like the following:

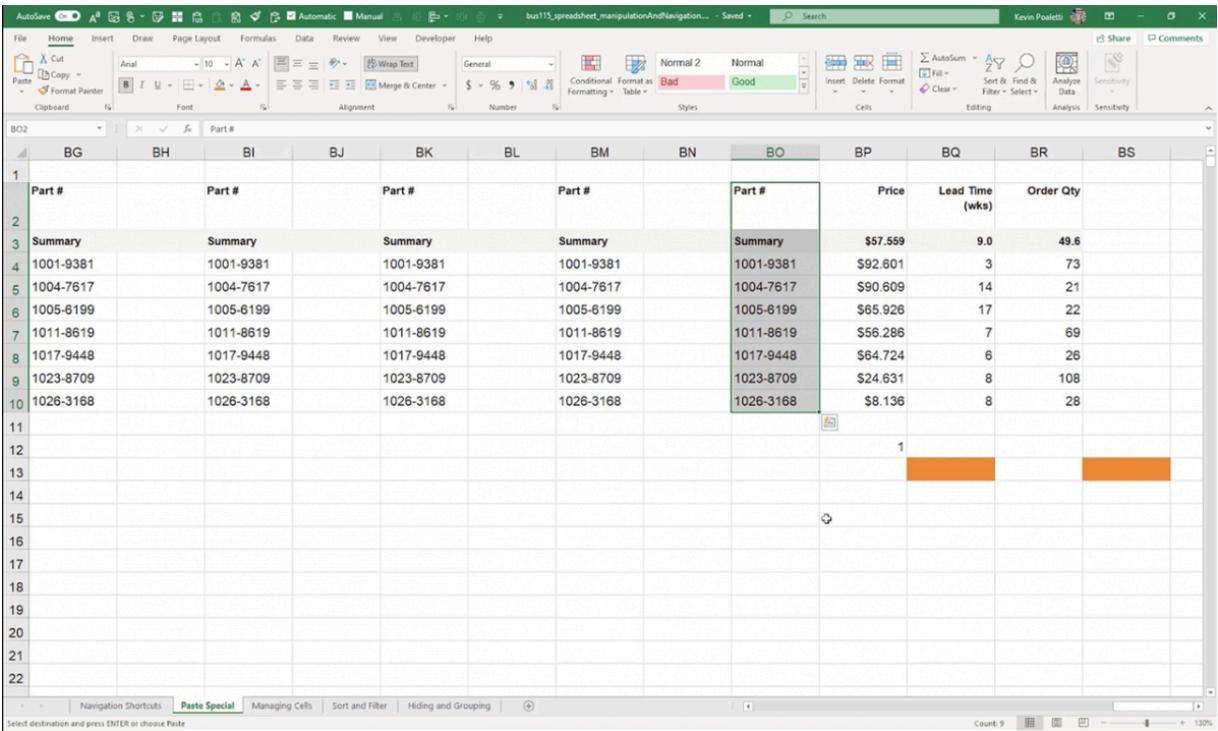


Figure 11.13

## Supplemental Resource



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