



Using Paste Special

Quick Reference Guide



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Learn how to use Paste Special for more advanced paste options in Excel

Using Paste Special in Excel is a smart way to boost productivity and control your data. It lets you transpose rows and columns, paste only values without formulas, perform quick calculations, and apply specific formatting or comments—all with just a few clicks. Instead of repetitive edits, Paste Special streamlines your workflow and helps you get more done, faster. Next time you're in Excel, don't just paste—Paste Special and take your spreadsheets to the next level.

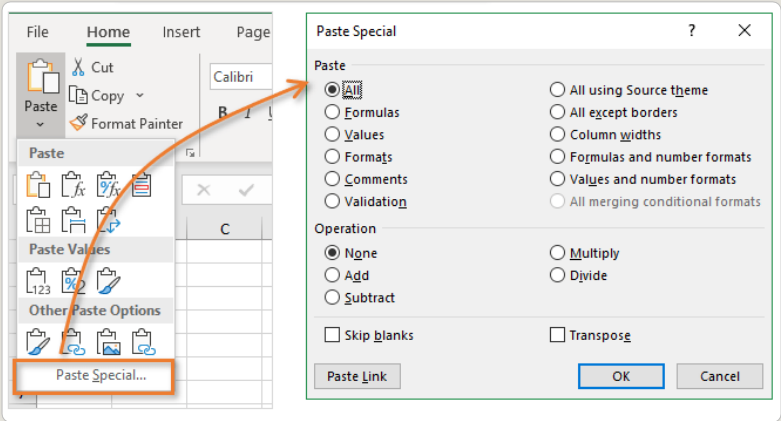
Copy Data

Highlight the data you want to copy. Select “Ctrl + C” from your keyboard to copy.

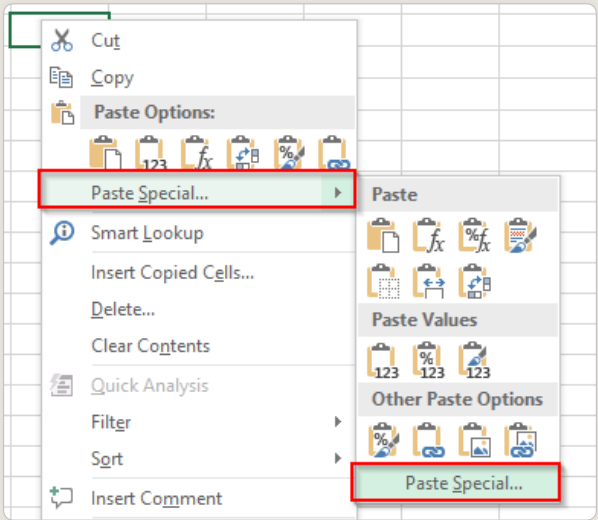
Date of Sales	Product	Customer Name	Order No.	Ref.	Payment Method	Quantity	Unit Price	Amount
1-Feb-2024	Shirts	Zenith Solutions Inc.	1012015	P	On Cash	270	\$10.50	\$ 2,835.00
5-Feb-2024	Pants	Synergy Enterprises LLC	1012016		On Cash	430	\$14.25	\$ 6,127.50
10-Feb-2024	Bed Covers	Peak Performance Partners	1012017		On Credit	610	\$12.80	\$ 7,808.00
13-Feb-2024	Shirts	Catalyst Co.	1012018	P	On Credit	830	\$11.65	\$ 9,669.50
28-Feb-2024	Jackets	Zenith Solutions Inc.	1012019		On Cash	550	\$13.40	\$ 7,370.00
7-Mar-2024	Arabian Cloth	Nimbus Enterprises	1012020	P	On Credit	190	\$11.20	\$ 2,128.00
13-Mar-2024	Arabian Cloth	Peak Performance Partners	1012021	P	On Cash	370	\$13.75	\$ 5,087.50
19-Mar-2024	Jackets	Equinox Innovations	1012022	P	On Credit	750	\$10.90	\$ 8,175.00
25-Mar-2024	Festive Cloth	Stellar Ventures Ltd.	1012023	P	On Credit	310	\$14.10	\$ 4,371.00
1-Apr-2024	Pants	Catalyst Co.	1012024	P	On Cash	490	\$12.30	\$ 6,027.00
7-Apr-2024	Shirts	Quantum Quotient Corporation	1012025		On Credit	670	\$11.95	\$ 8,006.50
13-Apr-2024	Arabian Cloth	Nexus Dynamics Group	1012026		On Credit	910	\$13.60	\$ 12,376.00
19-Apr-2024	Pants	Synergy Enterprises LLC	1012027	P	On Cash	130	\$10.75	\$ 1,397.50
25-Apr-2024	Festive Cloth	Apex Strategies Ltd.	1012028		On Credit	890	\$12.50	\$ 11,125.00
2-May-2024	Arabian Cloth	Nimbus Enterprises	1012029	P	On Cash	770	\$14.70	\$ 11,319.00
9-May-2024	Shirts	Peak Performance Partners	1012030		On Cash	255	\$14.85	\$ 3,786.75
14-May-2024	Pants	Equinox Innovations	1012031	P	On Credit	510	\$13.90	\$ 7,089.00
20-May-2024	Shirts	Stellar Ventures Ltd.	1012032	P	On Credit	970	\$10.30	\$ 9,991.00
26-May-2024	Arabian Cloth	Catalyst Co.	1012033		On Cash	630	\$14.85	\$ 9,355.50

Access Paste Special

From Ribbon > Home tab.



From Right Click



Paste Special Choices

- **All:** Pastes all copied data.
- **Formulas:** Pastes only the formulas.
- **Values:** Pastes only the values.
- **Formats:** Pastes only cell formatting.
- **Comments and Notes:** Pastes only comments and notes.
- **Validation:** Pastes data validation rules.
- **All using Source Theme:** Pastes all contents including theme formatting.
- **All except borders:** Pastes all Source Themes without borders.
- **Column Width:** Pastes column width from source.
- **Formulas and number format:** Pastes only formulas and number format.
- **Values and number formats:** Pastes only values and number format.
- **All Merging conditional formats:** Pastes the contents and conditional formatting.
- **Operations** Add, Subtract, Multiply or Divide the copied data by the data.
- **Actions** avoid any blank cells copied, the ability to transpose columns and rows and the option to create a link to the copied cells.

