


## Using the Paste Special Command

Excel's Paste Special command lets you specify exactly what you want to copy and paste. For example, you can use the Paste Special command to replace the formula with its calculated value.

1. Copy or cut an item as you normally would.
2. Click the cell where you want to paste the item.
3. Click the **Home** tab and click the **Paste** button list arrow in the Clipboard group.  
Use one of the paste special options that appears in the list, or open the Paste Special dialog box.

4. Select **Paste Special**.  
The Paste Special dialog box appears.
5. Select a paste option and click **OK**.

6. Press **<Enter>**.

 **Other Ways to Paste Special:**  
Paste as you normally would. Click the **Paste Options Smart Tag** that appears next to the pasted item and select a paste option from the list.

### Exercise Notes

- **Exercise File:** Sales3-5.xlsx
- **Exercise:** Use the paste special command to replace the formulas in cell range G4:G9 with their calculated values. Type "Net Inc." in cell A12 and enter the formula =B4-B10 in B12. Copy cell B12 and paste the formula to C12:G12.

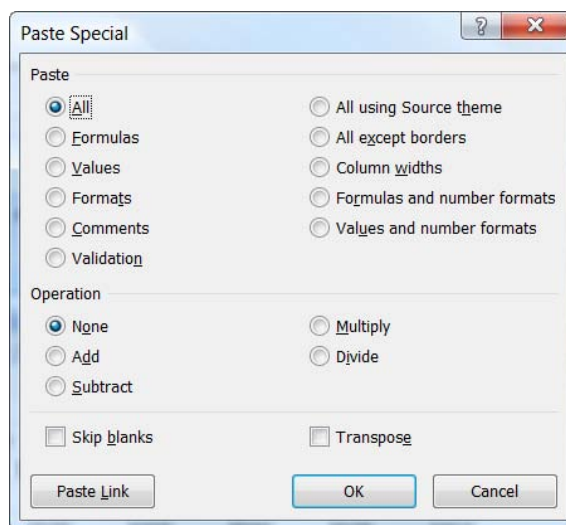


Figure 3-6: The Paste Special dialog box.

Table 3-2: Paste Special Options

Paste Option	Description
All	Pastes all cell contents and formatting. Same as the Paste command.
Formulas	Pastes only the formulas as entered in the formula bar.
Values	Pastes only the values as displayed in the cells.
Formats	Pastes only cell formatting. Same as using the Format Painter button.
Comments	Pastes only comments attached to the cell.
Validation	Pastes data validation rules for the copied cells to the paste area.
All using Source theme	Pastes all cell contents and formatting, including the theme, if one was applied to the source data.
All except borders	Pastes all cell contents and formatting applied to the copied cell except borders.
Column widths	Pastes only the width of the source cell's column to the destination cell's column.
Formulas and number formats	Pastes only the formulas and number formats.
Values and number formats	Pastes only the values and number formats.
Operation (several options)	Specifies which mathematical operation, if any, you want to apply to the copied data.
Skip blanks	Avoids replacing values in your paste area when blank cells occur in the copy area.
Transpose	Changes columns of copied data to rows, and vice versa.
Paste Link	Links the pasted data to the source data by pasting a formula reference to the source data.