

# Paste Special

After copying data, you can use the Paste Special command to paste specific cell contents or attributes such as formulas, formats, or comments from the Clipboard into an Excel worksheet. You can also use Paste Special to paste a link to Excel data or data from another program, such as Microsoft Word.

## Use Paste Special to Insert, or Link to, Excel Data

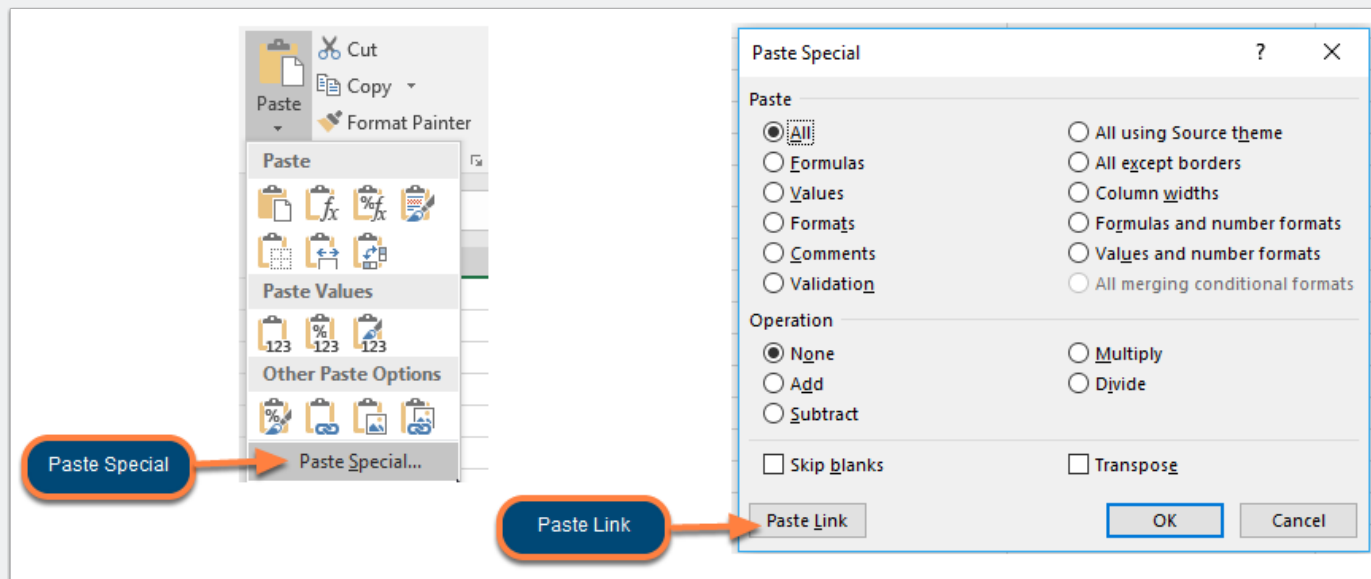
- on a worksheet, select the cells that contain the items or attributes that you want to copy
- click Copy (Home tab, Clipboard group) or press CTRL+C
- on the Home tab, Clipboard group, click the drop down button beneath the Paste button
- Excel will display the various paste options available
- select Paste Special to open the Paste Special dialog box
- under Paste, do one of the following:
  - to paste static data, click the attribute of the copied data that you want
  - to paste linked data, click All or All except borders
- do any combination of the following:
  - under Operation, specify which mathematical operation, if any, you want to apply to the copied data
  - to avoid replacing values in your paste area when blank cells occur in the copy area, select Skip blanks
  - to change columns of copied data to rows, or vice versa, select Transpose

**Note:** Depending on the type of data that you copy and the Paste options that you select, specific options may be unavailable.

- if you want to link the pasted data to the original data, click Paste Link
- when you paste a link to Excel data, Excel enters an absolute reference to the copied cell or range of cells in the new location

**Note:** Paste Link is available only when you select All or All except borders

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## Available Paste Options and Their Functions

| Select This Option        | To  |
|---------------------------|---|
| All                       | Paste all cell contents and formatting  |
| Formulas                  | Paste only the formulas as entered in the formula bar                                   |
| Values                    | Paste only the values as displayed in the cells   |
| Formats                   | Paste only cell formatting  |
| Comments                  | Paste only comments attached to the cell  |
| Validation                | Paste data validation rules for the copied cells to the paste area                      |
| All Using Source Theme    | Paste all the information plus the cell styles applied to the cells                     |
| All except borders        | Paste all cell contents and formatting applied to the copied cells except borders       |
| Column widths             | Paste the width of one column or range of columns to another column or range of columns |
| Formulas & number formats | Paste only formulas and number formatting options from the selected cells               |
| Values & number formats   | Paste only values and number formatting options from the selected cells                 |

# Paste Special

## Available Operation Options and Their Functions

| Select This Option | To   |
|--------------------|--|
| None               | Paste the contents of the copy area without a mathematical operation   |
| Add                | Add the values in the copy area to the values in the paste area        |
| Subtract           | Subtract the values in the copy area from the values in the paste area |
| Multiply           | Multiply the values in the paste area by the values in the copy area   |
| Divide             | Divide the values in the paste area by the values in the copy area     |