Ways of Pasting

Pasting in special ways

You may not always want to copy everything from the source range to the destination range. For example, you may want to copy only the formula results rather than the formulas themselves. Or you may want to copy the number formats from one range to another without overwriting any existing data or formulas.

To control what is copied into the destination range, choose Home ⇨ Clipboard ⇨ Paste and use the drop-down menu shown in Figure 1. When you hover your mouse pointer over an icon, you'll see a preview of the pasted information in the destination range. Click the icon to use the selected paste option.
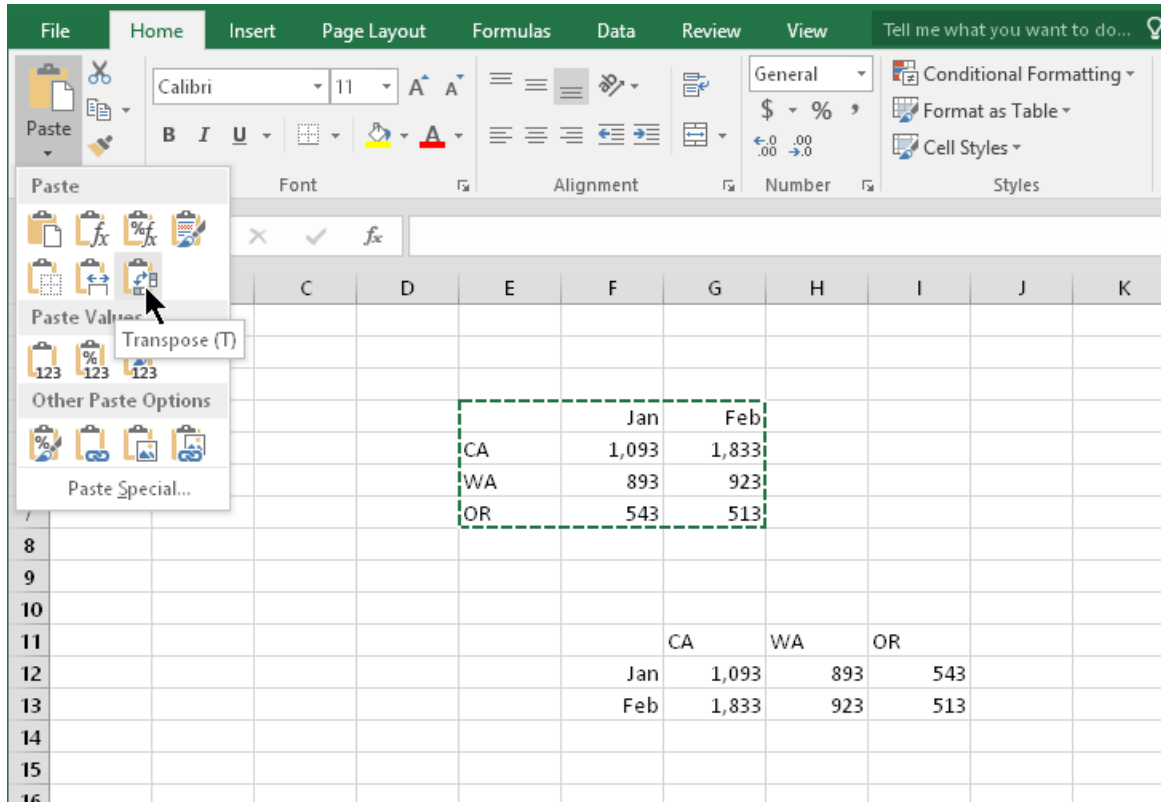

Figure (1): Paste options

The paste options are
■ **Paste (P):** Pastes the cell's contents, formats, and data validation from the Windows Clipboard.
■ **Formulas (F):** Pastes formulas but not formatting.

■ **Formulas & Number Formatting (O):** Pastes formulas and number formatting only.

■ **Keep Source Formatting (K):** Pastes formulas and all formatting.

■ **No Borders (B):** Pastes everything except borders that appear in the source range.

■ **Keep Source Column Width (W):** Pastes formulas and duplicates the column width of the copied cells.

■ **Transpose (T):** Changes the orientation of the copied range. Rows become columns, and columns become rows. Any formulas in the copied range are adjusted so that they work properly when transposed.

■ **Merge Conditional Formatting (G):** This icon is displayed only when the copied cells contain conditional formatting. When clicked, it merges the copied conditional formatting with any conditional formatting in the destination range.

■ **Values (V):** Pastes the results of formulas. The destination for the copy can be a new range or the original range. In the latter case, Excel replaces the original formulas with their current values.

■ **Values & Number Formatting (A):** Pastes the results of formulas plus the number formatting.

■ **Values & Source Formatting (E):** Pastes the results of formulas plus all formatting.

■ **Formatting (R):** Pastes only the formatting of the source range.

■ **Paste Link (N):** Creates formulas in the destination range that refer to the cells in the copied range.

■ **Picture (U):** Pastes the copied information as a picture.

■ **Linked Picture (I):** Pastes the copied information as a "live" picture that is updated if the source range is changed.

Performing mathematical operations without formulas

The option buttons in the Operation section of the Paste Special dialog box let you perform an arithmetic operation on values and formulas in the destination range. For example, you can copy a range to another range and select the Multiply operation. Excel multiplies the corresponding values in the source range and the destination range and replaces the destination range with the new values.

Skipping blanks when pasting

The Skip Blanks option in the Paste Special dialog box prevents Excel from overwriting cell contents in your paste area with blank cells from the copied range.

This option is useful if you're copying a range to another area but don't want the blank cells in the copied range to overwrite existing data.

Transposing a range

The Transpose option in the Paste Special dialog box changes the orientation of the copied range. Rows become columns, and columns become rows. Any formulas in the copied range are adjusted so that they work properly when transposed. Note that you can use this check box with the other options in the Paste Special dialog box. Figure 2. shows an example of a horizontal range (A1:D5) that was transposed to a different range (A9:E12).

	A	B	C	D	E	F
1		January	February	March		
2	Region 1	36,084	27,911	34,519		
3	Region 2	37,077	32,274	25,873		
4	Region 3	26,196	26,477	24,065		
5	Region 4	25,438	36,823	23,209		
6						
7						
8						
9		Region 1	Region 2	Region 3	Region 4	
10	January	36,084	37,077	26,196	25,438	
11	February	27,911	32,274	26,477	36,823	
12	March	34,519	25,873	24,065	23,209	
13						
14						
15						

Figure (2): Transposing a range changes the orientation as the information is pasted into the worksheet.