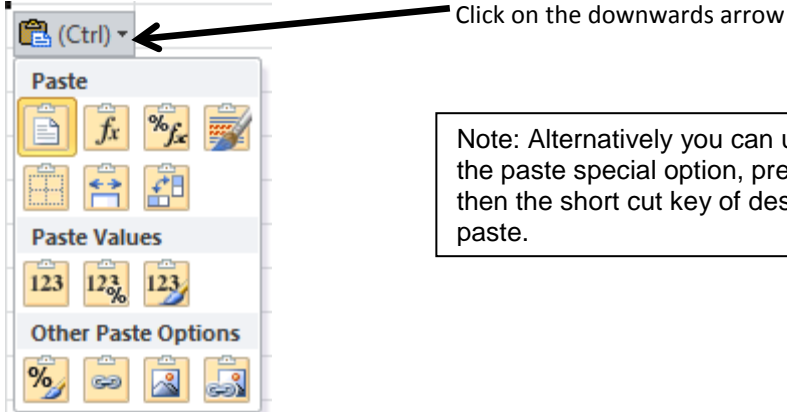










Pasting data with smart tag options







Microsoft Excel

Have you seen the small clipboard icon displayed below? The paste option is displayed immediately after pasting data. It gives you paste options.



Note: Alternatively you can use hot keys or shortcut keys for the paste special option, press Ctrl to bring up the smart tag then the short cut key of desired option immediately after paste.

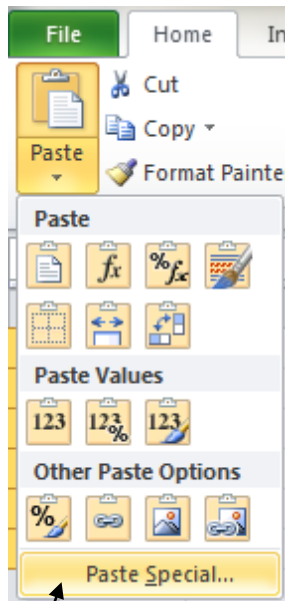
Paste  (P)	
Keep Source Formatting  (K)	This will paste as the original format, and ignore the format in the new location.
Formulas  (F)	Paste all the text, numbers, and formulas in the current cell selection without their formatting.
Formula and number formatting  (O)	Pastes selection with the number formats assigned to the pasted values and formulas.
Transpose  (T)	Select option when you want Excel to change the orientation of the pasted entries. For example, if the original cells' entries run down the rows of a single column of the worksheet, the transposed pasted entries will run across the columns of a single row. (Change horizontal / vertical orientation).
No Borders  (B)	Pastes selection with no borders.
Values Only *  (V)	This will paste plain value only, i.e., without format or formula. (If you don't choose this option, the formula may work incorrectly or #REF! will be displayed.)
Values & Number Formatting  (A)	When pasting numbers, the value will come along with its format. eg. \$ signs, decimal places and 1000 separator.

Keep Source Columns Widths  (W)	This keeps the column widths. (Keeps the original format, too.)
Values and Source Formatting  (E)	This keeps the Values and source formatting (does not keep column width / height)
Formatting Only  (R)	No value will come along – only format will be pasted such as Bold, shadow and font size. This is suitable for entering new data.
Link Cells  (N)	This will link the cell with the original worksheet (3D linking). That way, changes to the original cells automatically update in the pasted copies. This is for advanced use.
Picture  (U)	Pastes a picture of selection
Linked Picture  (I)	Pastes a linked picture of selection, changes to the original cells automatically update in the picture.

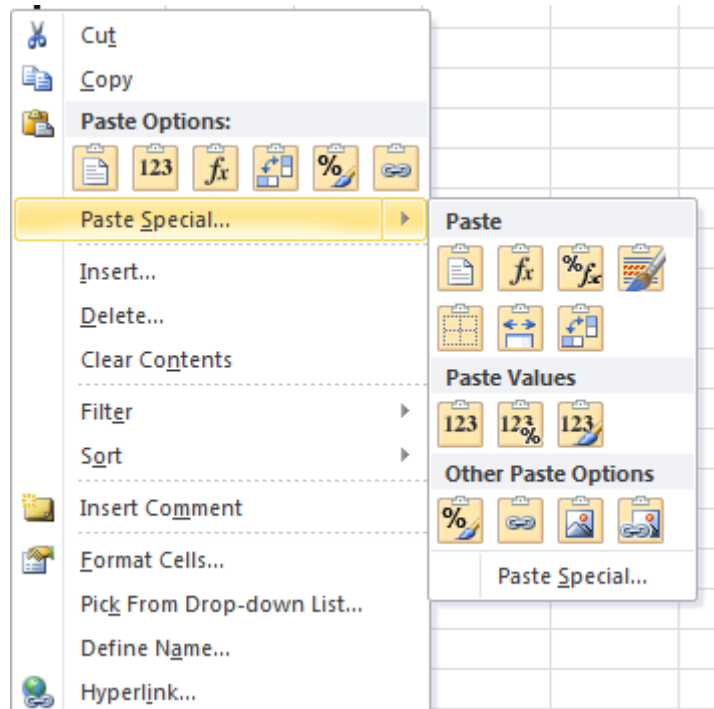
* *Values Only* will only appear when pasting cells that contain formula.

You can also use the menu option.

1. **Home > Paste drop down arrow > Paste Special**



OR
Right Click and select Paste Special



2. Or Click **Paste Special** to bring up the Paste Special dialog box and select the option that suits your need.

