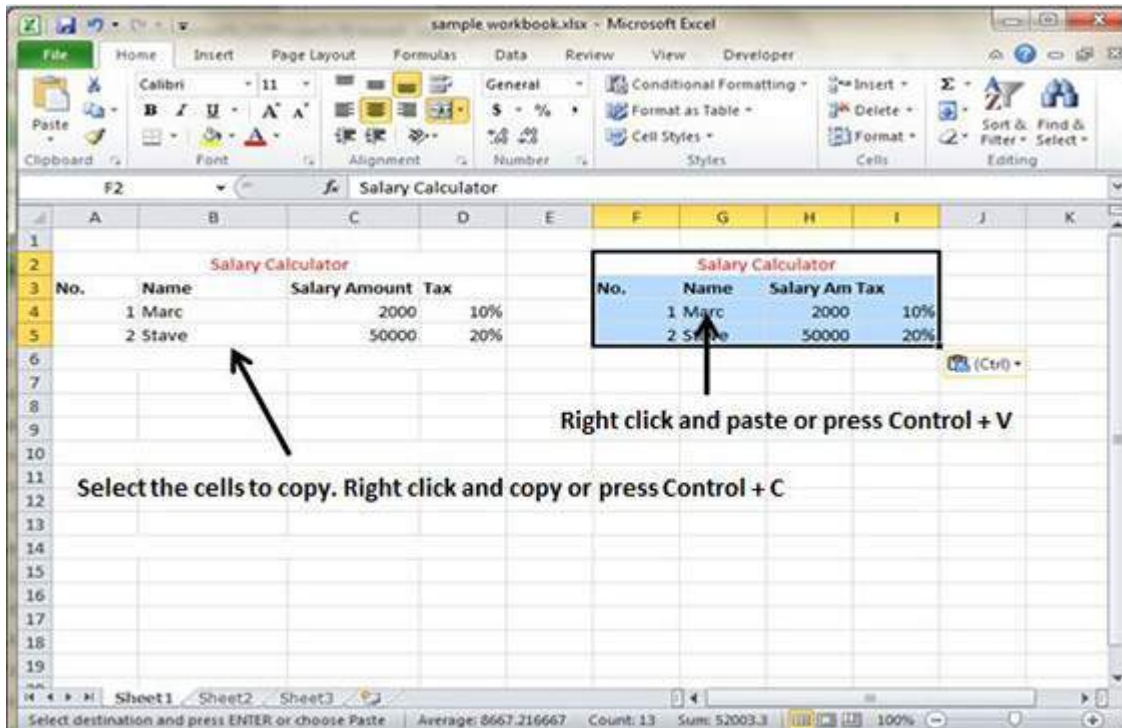


# COPY & PASTE IN EXCEL 2010

**MS Excel** provides **copy paste** option in different ways. The simplest method of copy paste is as below.

## Copy Paste

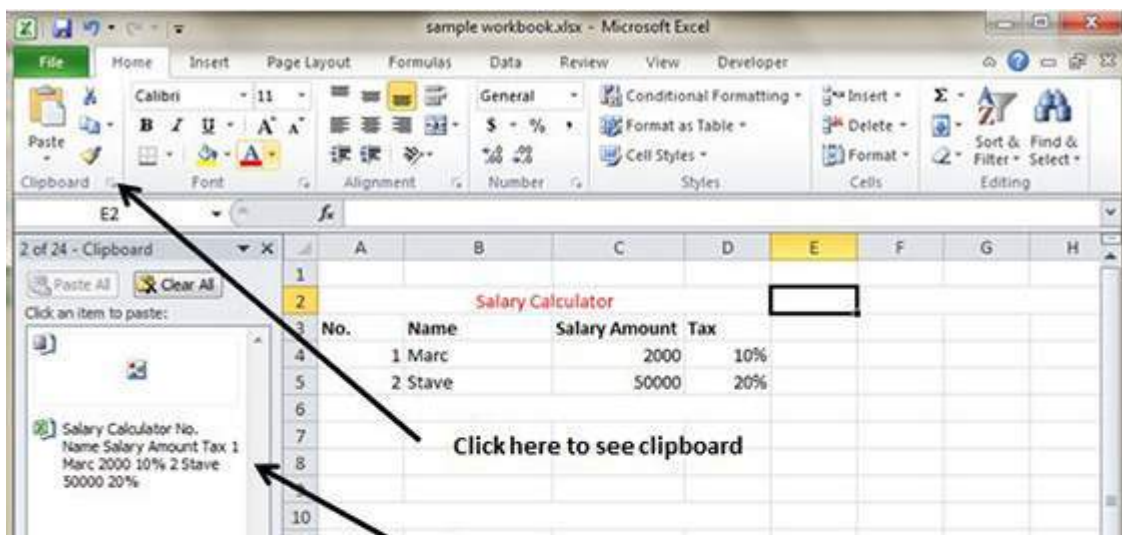
- To do copy paste just select the cells you want to copy. Choose **copy option** after right click or press **Control + C**.
- Select the cell where you need to paste this copied content. Right click and select paste option or press **Control + V**.

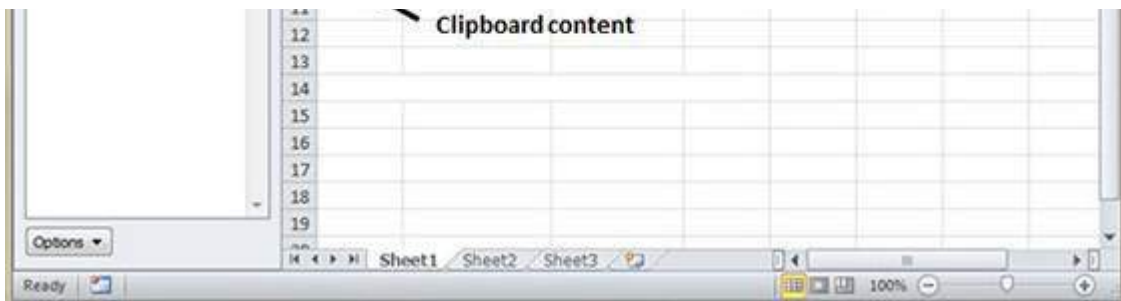


In this case **MS Excel** will copy everything values, formula, Formats, Comments and validation. MS Excel will overwrite the content with paste. If you want to undo this press **Control + Z**

## Copy Paste using Office Clipboard

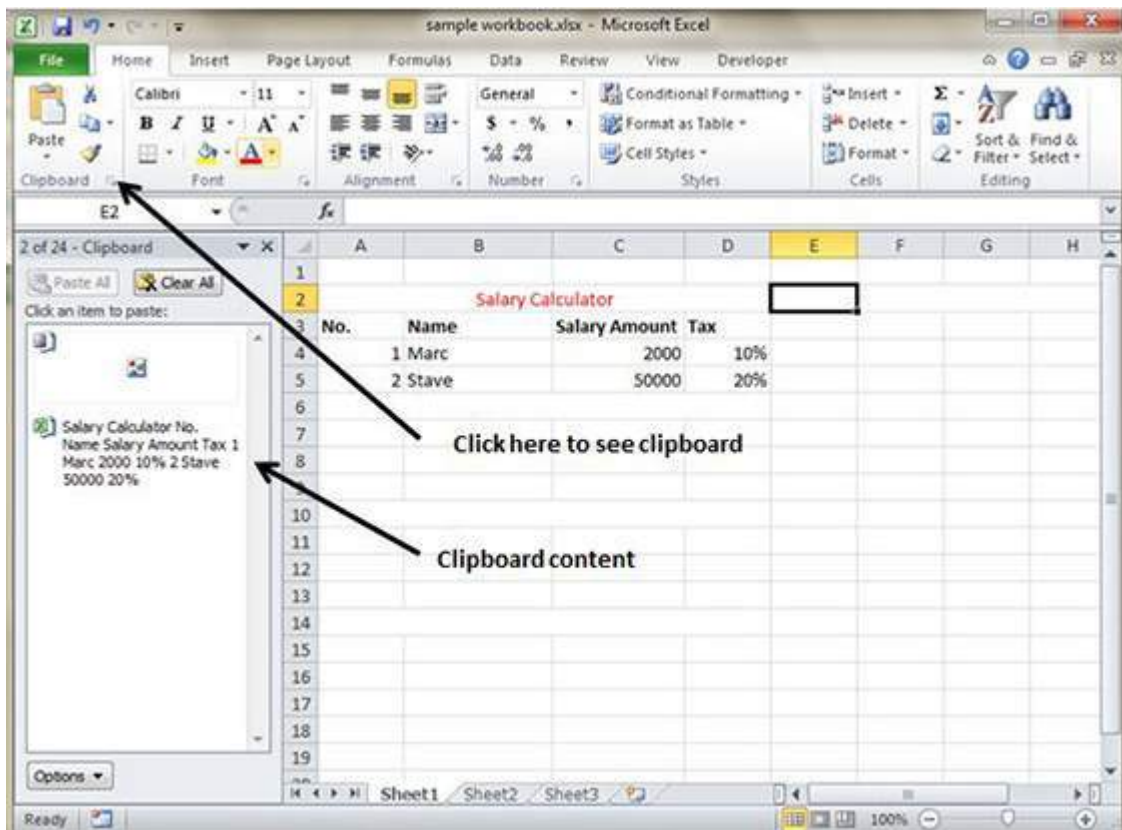
When you copy data in MS Excel it puts the copied content in Windows and Office Clipboard. You can view clipboard content by **Home -> Clipboard**. View the clipboard content. Select cell where you need to paste. Click on paste to paste the content.





## Copy Paste in Special way

You may not want to copy everything in some cases for example you want to copy only Values or you want to copy only formatting of cells. Select the paste special option as below.



Below are the various options available in paste special.

- **All** : Pastes the cell's contents, formats, and data validation from the Windows Clipboard.
- **Formulas** : Pastes formulas, but not formatting.
- **Values** : Paste only values not the formulas.
- **Formats** : Pastes only the formatting of the source range.
- **Comments** : Pastes the comments with the respective cells.
- **Validation** : Paste validation applied in the cells.
- **All using source theme** : Pastes formulas, and all formatting.
- **All except borders** : Pastes everything except borders that appear in the source range.
- **Column Width** : Pastes formulas, and also duplicates the column width of the copied cells.
- **Formulas & Number Formats** : Pastes formulas and number formatting only.
- **Values & Number Formats** : Pastes the results of formulas, plus the number
- **Merge Conditional Formatting** : 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.

- **Transpose:** 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.

