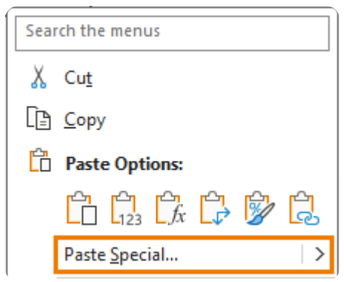
PASTE SPECIAL TRICKS

File: https://bit.ly/paste-special

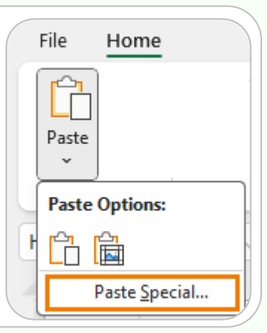
Method 1

- Copy data to paste
- Select destination cells
- Right-click
- Paste Special



Method 2

- Copy data to paste
- Select destination cells
- Home tab
- Paste
- Paste Special



Method 3

- Copy data to paste
- Select destination cells
- Use keyboard shortcut **CTRL+ALT+V**
  (Microsoft 365 only)
  or **ALT, E, S** *(Other Versions)*

Formulas: Paste formulas only without values or formatting

=C4*(1+D4)

	A	B	C	D	E
2		Selling Price (2020)			
3		Product	Cost Price $	Profit %	Selling Price $
4		Carretera	20	5%	21
5		Velo	50	10%	55

Copy this

=C10*(1+D10)

	A	B	C	D	E
8		Selling Price (2024)			
9		Product	Cost Price $	Profit %	Selling Price
10		Carretera	22	10%	24.20
11		Velo	54	15%	62.10

Paste here as Formulas

Benefits:

- Rewriting formulas not required
- Preserve latest formatting

Values: Paste values only without formatting or formulas

Copy this data without headers

Date	Sales
5/10/2021 0:00	$200.00
5/12/2021 0:00	$400.00
5/17/2021 0:00	$600.00

Paste over this data as Values

Date	Sales $
5/10/2021	100
5/12/2021	200
5/17/2021	300

Final result

Date	Sales $
5/10/2021	200
5/12/2021	400
5/17/2021	600

Benefits:

- Preserve formatting
- Prevent formula recalculation

Formats: Paste cell formatting

Copy this cell range

Date	Sales $
5/10/2021	100
5/12/2021	200
5/17/2021	300

Paste over this data as Formats

Date	Sales
6/10/2021 0:00	$ 200.00
6/12/2021 0:00	$ 400.00
6/17/2021 0:00	$ 600.00

Final result

Date	Sales
6/10/2021	200
6/12/2021	400
6/17/2021	600

Tip: Double click Format Painter to use multiple times

Skip blanks: Paste only non-empty cells

Manager 1 Sales

Product	Australia	Canada
Carretera	50	
Velo	20	20
Paseo		30
VTT		

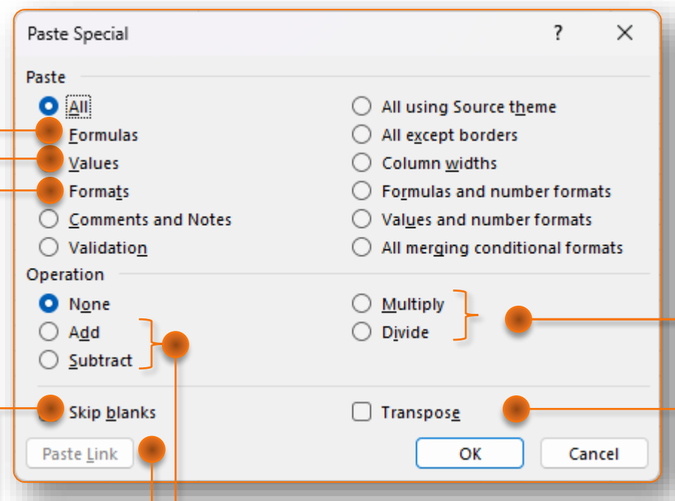
Manager 2 Sales

Product	Australia	Canada
Carretera		50
Velo		
Paseo	30	
VTT	10	

Consolidated Sales

Product	Australia	Canada
Carretera	50	50
Velo	20	20
Paseo	30	30
VTT	10	
Total	110	100

Benefit: Existing data remains intact



Paste Link: Create a link to the source data

Jan Sales

Week	Sales $
Week 1	100
Week 2	200
Week 3	300
Week 4	400
Total	1,000

Feb Sales

Week	Sales $
Week 1	100
Week 2	200
Week 3	
Week 4	
Total	300

Consolidated Sales

Month	Sales $
Jan	1,000
Feb	300

Benefit: The linked total will auto-update as more sales for February are added

Add/Subtract: Increase or decrease a value by a fixed amount, resp.

Price Increase: 2 — Copy add value

Base Scenario

Product	Price $	Qty	Value $
Carretera	5	20	100
Velo	10	30	300
Total			400

Select 'Add' & paste to the Price range

Qty Decrease: 3 — Copy Subtract value

Select 'Subtract' & paste to the Qty range

Product	Price $	Qty	Value $
Carretera	7	20	140
Velo	12	30	360
Total			500

Final result

Product	Price $	Qty	Value $
Carretera	7	17	119
Velo	12	27	324
Total			443

Benefit: Quickly adjust values in bulk

Multiply: Convert values to percentages

Country	Given Tax Rate
Australia	10
Canada	12
UK	15
USA	17

Select 'Multiply' & paste here

Multiplier: 1% — Copy this

Country	Expected Tax Rate
Australia	10%
Canada	12%
UK	15%
USA	17%

Final result

Benefits:

- Convert negatives to positives
- Format values as percentage

Divide: Convert annual values to monthly values

Product	Annual Budget $
Carretera	1,200
Velo	2,400
Paseo	3,600
VTT	4,800

Select 'Divide' & paste here

Divisor: 12 — Copy this

Product	Monthly Budget $
Carretera	100
Velo	200
Paseo	300
VTT	400

Final result

Benefit: Quickly scale down a large set of values

Transpose: flip rows to columns or vice-versa

Product	Sale Price $	Cost Price $	Profit $
Carretera	120	100	20
Velo	240	200	40
Paseo	360	300	60
VTT	480	400	80

Product	Carretera	Velo	Paseo	VTT
Sale Price $	120	240	360	480
Cost Price $	100	200	300	400
Profit $	20	40	60	80

Benefit: Quickly transform data layout to suit needs

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