

## Issue Details:

Application	Version	Description of issue
Microsoft Excel	Office 2013 Office 2010 Office 2007	If you need to duplicate a certain formula or style across tables, there is no need to manually redo all options. Instead use one of Excel's advanced paste options to copy the information you want and transfer it with a few clicks.

## Solution:

### How to use the special Paste options in Excel:

- Copy a cell or a group of cells.
- Select the cell where you want to paste some aspect of the copied cell(s) such as the value, format or formula.
- Switch to the **Home** tab and press the **Paste** label as shown in Exhibit 1. Select **Paste Special...** from the dropdown menu. A *Paste Special* window will open. Choose one or more of the following options:
  - Use **Values** to paste the current values of the copied cells with no formatting. Shortcut: Alt+E+S+V+Enter
  - Use **Formats** to paste the visual style of the selected cells but preserve the original content. Shortcut: Alt+E+S+T+Enter
  - Use **Formulas** to paste the formulas from the copied cells. Shortcut: Alt+E+S+F+Enter
  - Use **Validations** to paste the copied validations with no option chosen. Shortcut: Alt+E+S+N+Enter
  - Use **Column Width** to paste the column widths of the copied columns. Shortcut: Alt+E+S+W+Enter
  - Use **Comments** to paste any comments made in the copied cells. Shortcut: Alt+E+S+C+Enter
  - Use **Add** to paste the sum of the copied values combined with the values being overwritten. Shortcut: Alt+E+S+D+Enter  
*Tip: The same applies for the **Subtract**, **Multiply** and **Divide** operators. Shortcuts are Alt+E+S+S+Enter, Alt+E+S+M+Enter and Alt+E+S+I+Enter respectively.*
  - Place the **Skip Blanks** checkmark if you would like to skip blank cells in your selection and only paste the modified ones. Shortcut: Alt+E+S+B+Enter
  - Use **Transpose** to change the copied rows into columns and vice versa. Shortcut: Alt+E+S+E+Enter
  - Use the **Paste Link** button to create a shortcut to the copied cells. Shortcut: Alt+E+S+L+Enter
- Press **OK**.

*Tip: When pasting data from an outside source, you can use the Text Import Wizard to apply rules and changes to your text before it is placed in the spreadsheet. Copy some text, click on the **Paste** label in the **Home** tab and choose **Use Text Import Wizard** as shown in Exhibit 3. In the first step choose how to assign columns to your document. They can be done as **Delimited**, where commas and spaces separate the columns, or **Fixed width**, where the content is applied directly onto a row and the columns are chosen manually. Click **Next** and depending on your selection you would either be asked which characters should separate the content, or to place the breaks manually. In the last step you'll be given the option to choose a format for each column and whether or not to import it at all. When satisfied with the results, press **Finish**.*

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## Illustration:

Exhibit 1: Home tab (1) and Paste label (2)

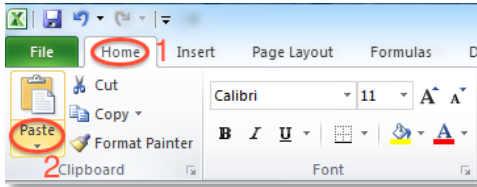


Exhibit 2: Paste options

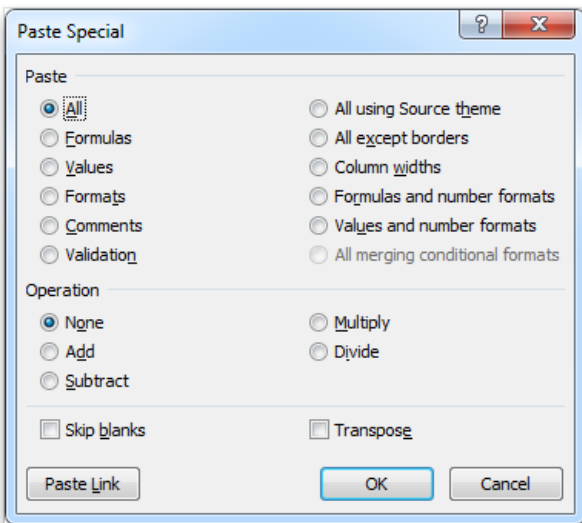


Exhibit 3: Home tab (1), Paste label (2) and Use Text Import Wizard (3)

