

## Day 7 - 90 days of Analytics: Paste Special

In today's first video, we learned how to use the Paste Special option in Ms Excel

The following were mentioned

- When you use normal copy (Ctrl + C) and paste (Ctrl + V) in a worksheet, the same copied content is pasted exactly with its format
- Using paste special, we can either paste a formula, values, format, comments and more
- Paste values option from the Paste Special menu pastes only the values
- Paste Format option from the Paste Special menu pastes only the format and no values
- In Excel there are several ways to do the same thing, we just need to pick one according to our preferences and use
- We can also transpose the data from the paste special option

Link to the YouTube Recording: <https://www.youtube.com/watch?v=FT3q5qFVI34>

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## Day 7 - 90 days of Analytics: Filling series in Excel

In today's second video, we learned how to automatically generate series in Ms Excel

The following were mentioned

- We can automatically generate series for numbers, months, dates and more
- To generate a series of numbers, we need to set at least the first two elements of the series to permit excel to understand the pattern. Then we use the autofill option on the selected elements to generate the series.
- To generate a series of months, we do not need to enter the first two elements of the series. Excel understands months. We just set the first element of the series and use the autofill option.
- Just like for months, Excel understands days. So, the same procedure applies for the generation of a series of days.

Link to the YouTube Recording: <https://www.youtube.com/watch?v=8epCWTNoGos>

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## Day 7 - 90 days of Analytics: Advanced Series Filling in Excel

In the final video of the day, we looked at some advanced ways of filling series in MS Excel

The following were mentioned

-Generating a series while ignoring the formatting is done by auto filling method then clicking on the **Auto Fill option box** that appears on the right of the selection then choosing the option “Fill without formatting”

-Auto Fill option box always appears after an auto fill action has been performed. To adjust the filling according to preference, we click on the box and then select what we want.

Link to the YouTube Recording: <https://www.youtube.com/watch?v=yVM8CXEvuiU>

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