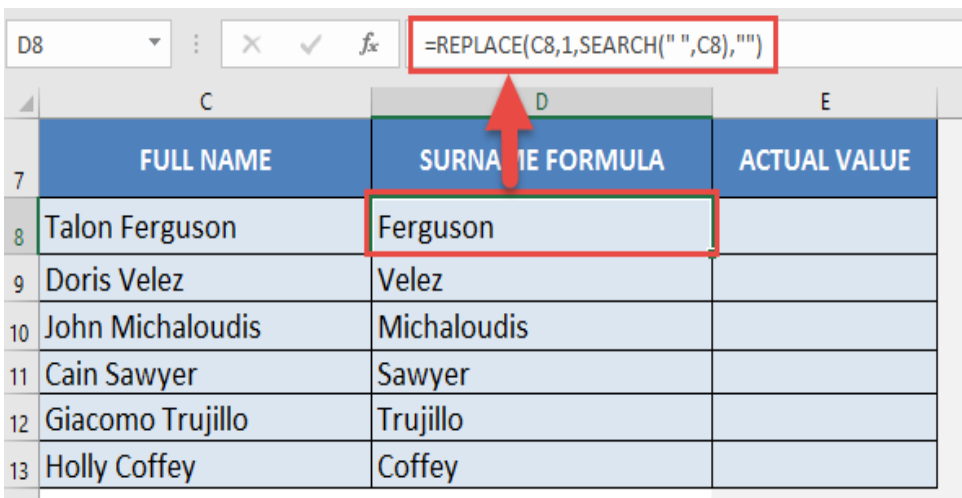## DO YOU KNOW

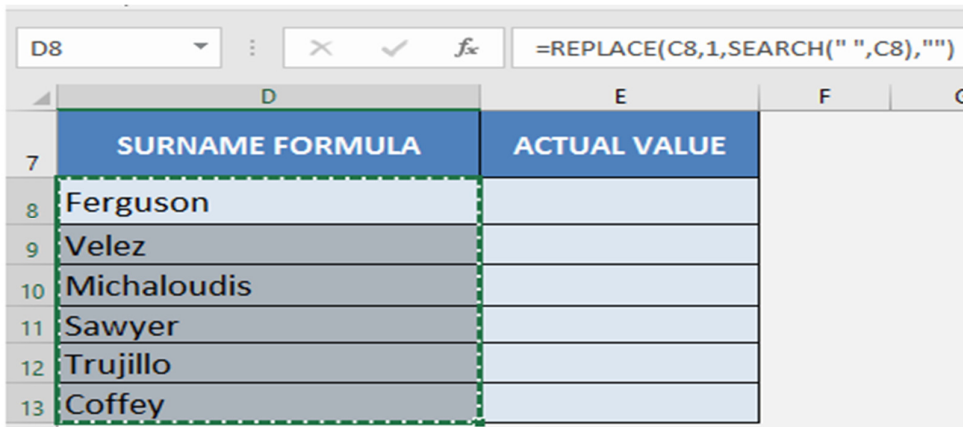# How to Convert Formulas to Values?

Description:

Have you ever had a scenario where you write a formula and just want to show the value output only and get rid of the formula?
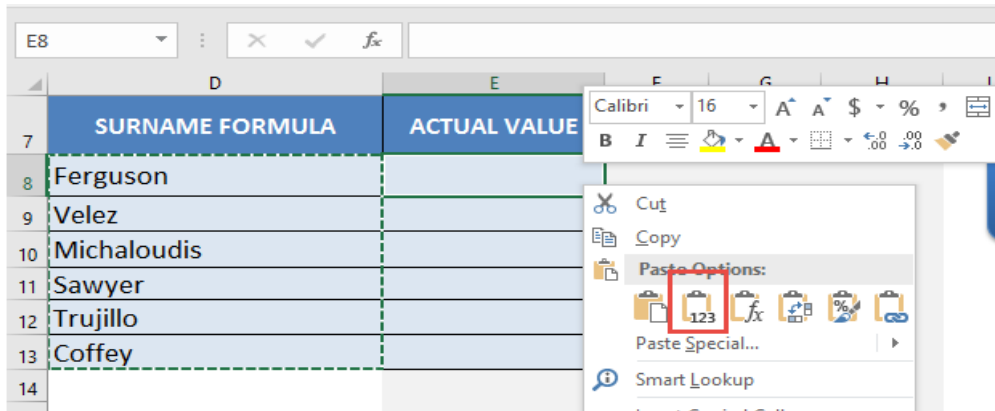
Here is an example of a formula:

STEP 1: Select the area that contains the formulas. Click **CTRL+C**

On the column that you want to place the values on, right-click and select Paste Values:

You can see that the actual values are now stored in that column!
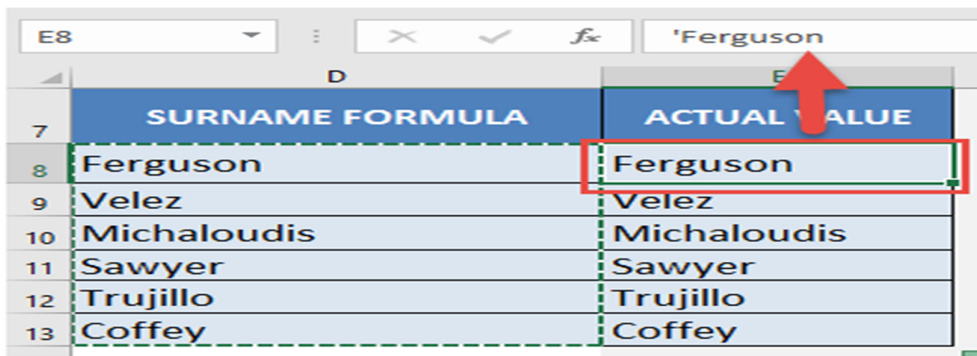
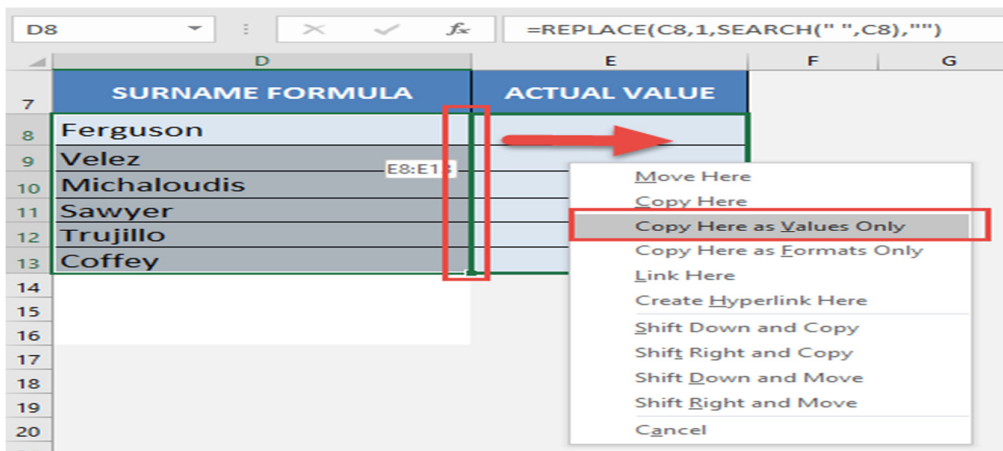**STEP 2:** Here's an alternative way. Select the area that contains the formulas.

Right-click and hold on the right border.

Drag the border, whilst holding down the right-click on your mouse, to the area you want the values to be placed in.

Select Copy Here as Values Only.

You now have the actual values hardcoded!

SURNAME FORMULA	ACTUAL VALUE
Ferguson	Ferguson
Velez	Velez
Michaloudis	Michaloudis
Sawyer	Sawyer
Trujillo	Trujillo
Coffey	Coffey

THANK YOU