

Paste Options in Excel

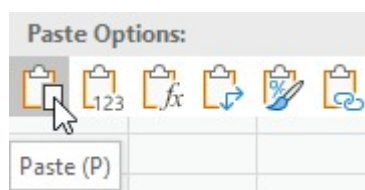
This example illustrates the various paste options in Excel. Cell B5 below contains the SUM function which calculates the sum of the range B2:B4. Furthermore, we changed the background color of this cell to yellow and added borders.

	A	B	C	D	E	F	G	H	I
1									
2		1				2			
3		3				2			
4		6				4			
5		10							
6									

◆ Paste

The Paste option pastes everything.

1. Select cell B5, right click, and then click Copy (or press CTRL + c).
2. Next, select cell F5, right click, and then click Paste under 'Paste Options:' (or press CTRL + v).



Result:

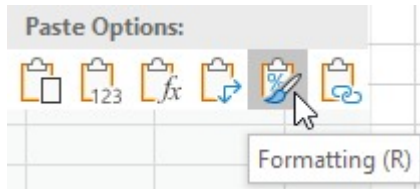
	A	B	C	D	E	F	G	H	I
1									
2		1				2			
3		3				2			
4		6				4			
5		10				8			
6									
7									

◆ Values

✦ Formatting

The Formatting option only pastes the formatting.

1. Select cell B5, right click, and then click Copy (or press CTRL + c).
2. Next, select cell D5, right click, and then click Formatting under 'Paste Options:'



Result:

[illegible]

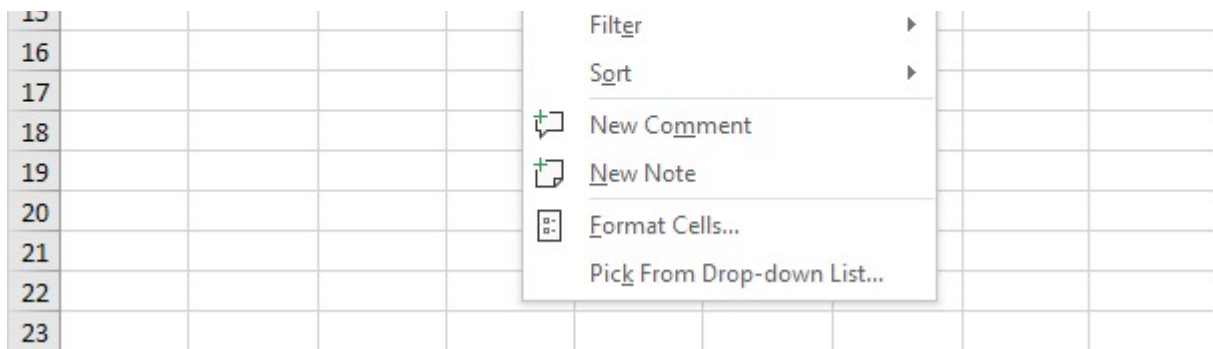
Note: the [Format Painter](#) copy/pastes formatting even quicker.

✦ Paste Special

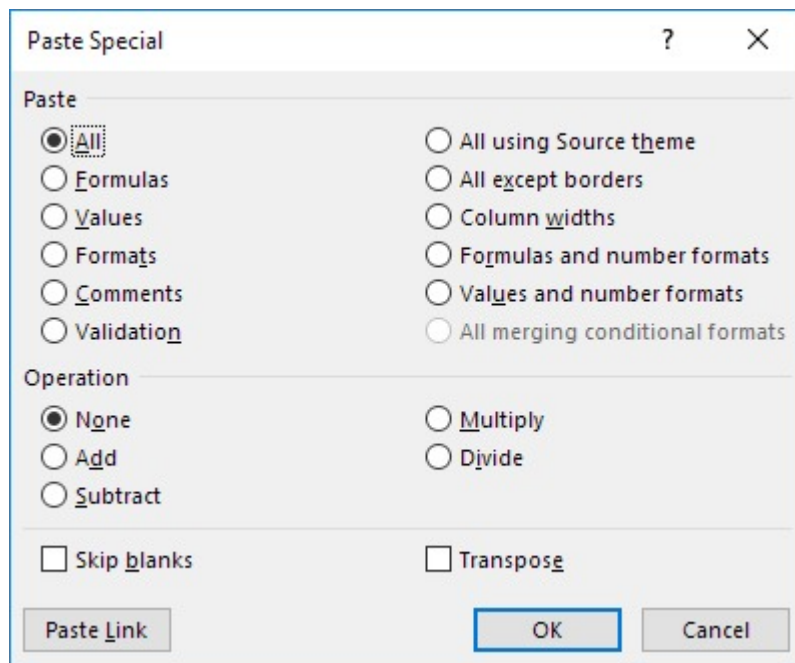
The Paste Special dialog box offers many more paste options. To launch the Paste Special dialog box, execute the following steps.

1. Select cell B5, right click, and then click Copy (or press CTRL + c).
2. Next, select cell D5, right click, and then click Paste Special.

The screenshot shows a Microsoft Excel spreadsheet with columns A through I and rows 1 through 14. Cell B5 is highlighted in yellow and has a dashed border. A context menu is open over cell D5, showing options like Cut, Copy, Paste Options, Paste Special..., Insert Copied Cells..., Delete..., and Quick Analysis. The 'Paste Special...' option is highlighted by the mouse cursor. The 'Paste Options' sub-menu is also visible, showing icons for various paste actions.



The Paste Special dialog box appears.



Note: here you can also find the paste options described above. You can also paste comments only, validation criteria only, use the source theme, all except borders, column widths, formulas and number formats, values and number formats. You can also use the Paste Special dialog box to perform quick operations, [skip blanks](#) and [transpose](#) data.

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