



## 2.1.1 Paste Data by using Special Paste Options

Now that you've completed this lecture, you should be able to use Cut, Copy and Paste data selectively by using the Paste Special commands.

**Try the techniques on your own using the following steps**

1. Open the workbook named 211 provided as a resource with this TIY. Copy B11 to G11 in the Marketing Plan Budget worksheet and transpose the values only to cell J11.
2. Copy cells C9 to C11 in the Maintenance Schedule worksheet and paste the comments only to cell E11 of the Marketing Plan Budget worksheet.
3. Copy cells B4 to G4 of the Profit Forecast worksheet and transpose and multiply to cell J4 of the same worksheet.