



Module 10 : Paste Special

10.1 Paste Special

Sometimes, in addition to copying and pasting data, you want to paste the format, column width or other elements into the sheet.

To do this, once you have copied the data or formatting that you want to paste, click on the cell or cells you want to paste it in, and right click.

Click Paste Special under Paste Options, and choose whether you want to paste only values, only formatting, or other options.

Once you click, the data or formatting you want will paste into the area.

10.2 Video Instruction

How to Paste Special in Excel - 3m17s

10.3 Task

Estimated Time: 10 minutes Download the worksheet that accompanies this video by clicking below. Once downloaded practise the paste special command in Excel using the video above as a reference.
[Download Worksheet](#)

Option #2: Worksheet without functionality

[Download Worksheet](#)

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