

Book1 - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Left, Center, Right, Indent, Wrap Text, Merge & Center

Number: General, Currency, Percentage, Date, Time, Text, Scientific, Fraction, Decimals

Worksheet: C2

	A	B	C	H	I	J
1						
2	ABCD					
3	EFGH					
4	123					
5	456					

RIGHT CLICK ON CELL

CLICK ON PASTE SPECIAL

Context Menu:

- Cut
- Copy
- Paste
- Paste Special...
- Insert Copied Cells...
- Delete...
- Clear Contents
- Filter
- Sort
- Insert Comment
- Format Cells...
- Pick From Drop-down List...
- Name a Range...
- Hyperlink...

Sheet1 Sheet2 Sheet3

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	A	B	C	D	E	F	G	H	I	J
1										
2	ABCD									
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NEW WINDOW OPEN PASTE

Paste Special Dialog:

Paste:

- ☒ All
- ☐ Formulas
- ☐ Values
- ☐ Formats
- ☐ Comments
- ☐ Validation
- ☐ All using Source theme
- ☐ All except borders
- ☐ Column widths
- ☐ Formulas and number formats
- ☐ Values and number formats

Operation:

- ☒ None
- ☐ Add
- ☐ Subtract
- ☐ Multiply
- ☐ Divide

☐ Skip blanks ☐ Transpose

Paste Link OK Cancel

Sheet1 Sheet2 Sheet3