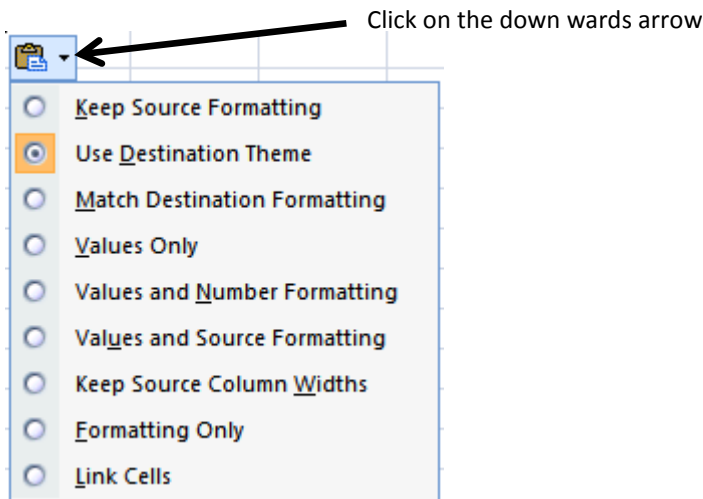# Pasting data using smart tags

Microsoft Excel 2007

Have you seen the small clipboard icon displayed below? The paste option is displayed immediately after pasting data. It gives you paste options.
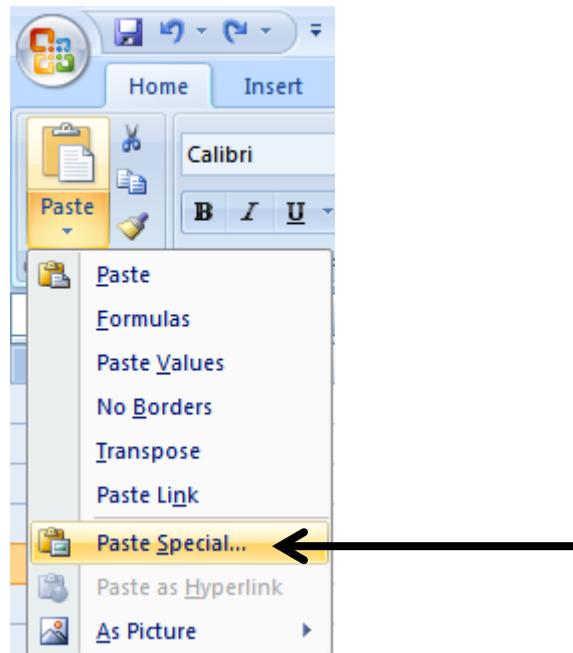
Click on the down wards arrow

Keep Source Formatting	This will paste as the original format, and ignore the format in the new location.
Use Destination Theme	This option reformats the values according to the Spreadsheet Theme currently in use.
Match Destination Formatting	This will paste the values without the original format. It will be formatted the same as the new location.
Values Only *	This will paste plain value only, i.e., without format or formula. (If you don't choose this option, the formula may work incorrectly or **#REF!** will be displayed.)
Values & Number Formatting	When pasting numbers, the value will come along with its format. eg. $ signs, decimal places and 1000 separator.
Keep Source Columns Widths	This keeps the column widths. (Keeps the original format, too.)
Values and Source Formatting	This keeps the Values and source formatting (does not keep column width / height)
Formatting Only	No value will come along – only format will be pasted such as Bold, shadow and font size. This is suitable for entering new data.
Link Cells	This will link the cell with the original worksheet (3D linking). This is for advanced use.

* *Values Only* will only appear when pasting cells that contain formula.

You can also use the menu option.

1. **Home** > **Paste > Paste Special...**

2. Click the option that suits your need.

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