## Appendix F: Instructions on How to Copy-Paste Data as "Values" Only (i.e., Without Any Formatting) in Microsoft Excel Spreadsheet

- 1. Select the cell(s) with the content you want to copy.
- 2. To copy data from these cells:

choose "Copy".

- If using keyboard, press Ctrl + C (or Command + C, for Mac).
- If using a mouse, left-click on the "Copy" icon under the "Home" ribbon

Or right-click on the selected cells and

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- 3. Select the cell(s) into which you want to paste the data (i.e., destination cells).
- 4. To paste data as "Values" only (i.e., without any formatting):

**NOTE:** Pasting using keyboard shortcut (i.e., Ctrl + V or Command + V, for Mac) <u>cannot</u> be used to paste as "Value" only; therefore, data must be pasted using the steps below.

<ul> <li>If using a mouse, left-click on the arrow under the "Paste" icon under the "Home" ribbon, then select the</li> <li> <u>123</u> ("Values") icon.      </li> </ul>	File     Home     Inser       Image: Second
<b>Or</b> right-click on the selected destination cells and then select the $\begin{bmatrix} 1\\123 \end{bmatrix}$ ("Values") icor	Cut Copy A Cut Cut Cut Cut Cut Cut Cut Cut
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\*\*Instead of selecting 1 ("Values") icon, the data can also be pasted as "Values" only (i.e., without any formatting) by selecting "Paste Special...", then select "Values" and press "OK".

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## Maryland Department of the Environment (MDE)

Service Line Inventory, Appendix F: Instruction on How to Copy-Paste Data as "Values" Only (i.e., Without Any Formatting)