

Copy, copy data in Excel

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The article shows some ways to copy data in Excel, you can refer.

Data copy

In addition to copying data cells in Excel, use the **Copy** command (Ctrl + C) and the **Paste** command (Ctrl + V). You can use the mouse to copy data cells quickly.

1. Use the left mouse button.

Step 1: Select the data area to be copied.



Step 2: Move the cursor to the bottom right corner of the selected data area, there appears a + sign .



Step 3: Hold down the left mouse button and drag them to the locations to copy.

1	Copy dữ liệu trong Excel			
2	thuthuatphanmem.vn			
3				
4				
5	Tuần 1	Tuần 2	Tuần 3	Tuần 4
6				
7				
8				
9				
10				
11				

Then release the mouse cursor.

1	Copy dữ liệu trong Excel			
2	thuthuatphanmem.vn			
3				
4				
5	Tuần 1	Tuần 2	Tuần 3	Tuần 4
6	Tuần 1	Tuần 2	Tuần 3	Tuần 4
7	Tuần 1	Tuần 2	Tuần 3	Tuần 4
8	Tuần 1	Tuần 2	Tuần 3	Tuần 4
9				
10				

2. Use the right mouse button.

Step 1: Select the data area to be copied.

1	Copy dữ liệu trong Excel				
2	thuthuatphanmem.vn				
3					
4					
5	Thứ 2	Thứ 3	Thứ 4	Thứ 5	Thứ 6
6					
7					
8					

Step 2: Move the mouse pointer to the bottom right corner of the selected data area so that the cursor becomes a + sign .

1	Copy dữ liệu trong Excel				
2	thuthuatphanmem.vn				
3					
4					
5	Thứ 2	Thứ 3	Thứ 4	Thứ 5	Thứ 6
6					
7					
8					

Step 3: Hold down the right mouse button and drag the mouse to the position to copy then release the mouse cursor.



Step 4: After releasing the mouse cursor, a dialog box will appear giving you the option to copy.



Copy cells: copy data cells (data and format).

Fill Series: increase the order of numeric data contained in the data series in the copied cell.

Fill Formatting Only: only copy the format of the cell.

Fill Without Formatting: copy data without copying the format.

Copy the formula

To copy the formula you use the most common way is to select the formula to copy and press Copy and then paste (Ctrl + P).

You can also use the mouse to copy the formula, the formula will be changed arguments according to the position you paste. For example:

B10		fx =SUM(B5:B9)				
	A	B	C	D	E	F
1	Copy dữ liệu trong Excel					
2	thuthuatphanmem.vn					
3						
4						
5		2034	2034	2034	2034	
6		7934	2034	2034	7934	
7		289304	289304	289304	2034	
8		49055	49055	49055	49055	
9		2934	2934	2934	2934	
10	Tổng	351261				
11	ThuThuatPhanMem.vn					

After using the mouse to copy the formula, you will get the same formulas and the arguments in the formula will be changed accordingly.

C10		fx =SUM(C5:C9)				
	A	B	C	D	E	F
1	Copy dữ liệu trong Excel					
2	thuthuatphanmem.vn					
3						
4						
5		2034	2034	2034	2034	
6		7934	2034	2034	7934	
7		289304	289304	289304	2034	
8		49055	49055	49055	49055	
9		2934	2934	2934	2934	
10	Tổng	351261	345361	345361	63991	
11	ThuThuatPhanMem.vn					
12						

Copy the data being displayed

For example, you have hidden data ranges from row 6 to row 9, you just want to copy the data shown in the Sheet Sheet and hidden data does not copy. You do the following:

Step 1: Select the data area being displayed to be copied.

1	Copy dữ liệu trong Excel				
2	thuthuatphanmem.vn				
3					
4					
5	thuthuat				
10	thuthuatphanmem.vn				
11					
12					
13	ThuThuatPhanMem.vn				

Step 2: Press the key combination **Alt + ;** (Alt key and semicolon).

1		Copy dữ liệu trong Excel		
2		thuthuatphanmem.vn		
3				
4				
5	copy			
10	thuthuatphanmem.vn			
11				

Step 3: Press **Ctrl + C** to copy data.

1		Copy dữ liệu trong Excel		
2		thuthuatphanmem.vn		
3				
4				
5	copy			
10	thuthuatphanmem.vn			
11				
12				

Step 4: Select the mouse where you want to paste the data and press **Ctrl + P** to paste the data, so only the displayed data is copied.

1		Copy dữ liệu trong Excel		
2		thuthuatphanmem.vn		
3				
4				
5	copy			
10	thuthuatphanmem.vn			
11				
12	copy			
13	thuthuatphanmem.vn			
14				
15				
16				

Hopefully the above data copying methods will be useful to you, with the requirements you can apply how to copy the data accordingly. Good luck!

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