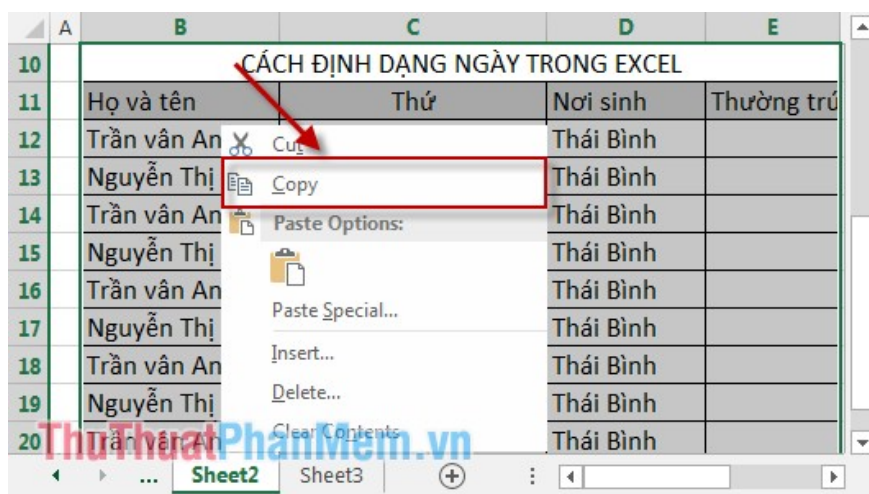


Instructions to copy data from Excel to Word retain the format

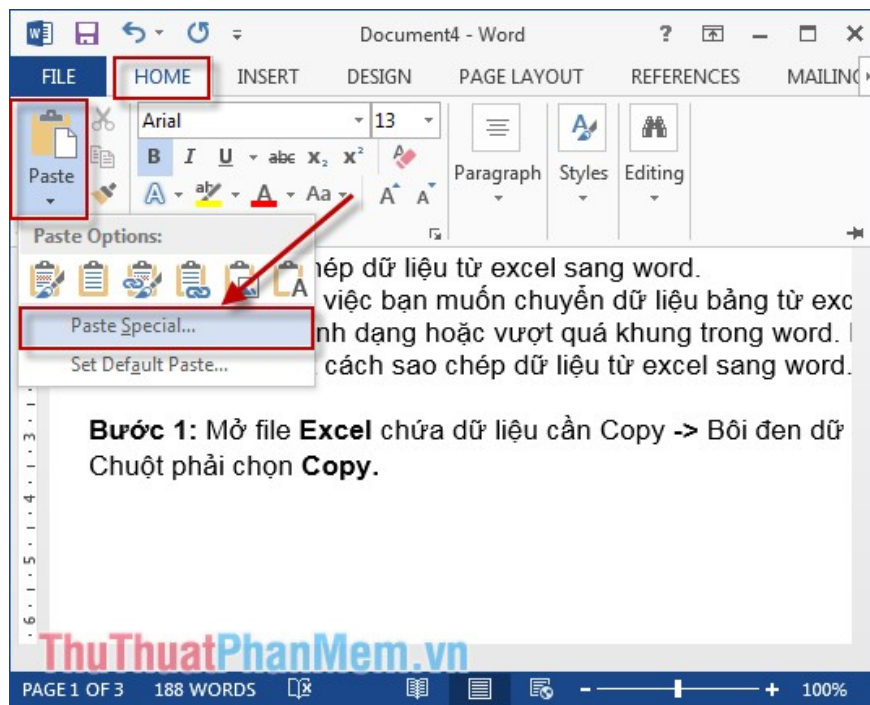
Sometimes at work you want to convert table data from excel to word, but when the copy to word is formatted or exceeds the frame in the word. The following article details how to copy data from excel to word to keep the format.

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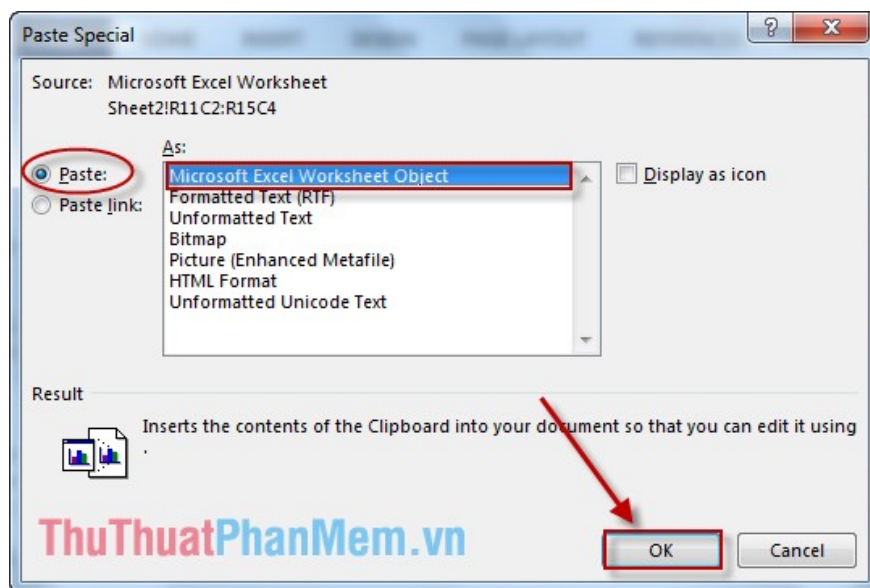
Step 1: Open the Excel file containing the data to copy -> Highlight the data you want to copy -> Right-click and select **Copy** .



Step 2: Open the Word file you want to insert data from Excel -> place the cursor at the position you want to paste -> on the **HOME** tab -> **Paste** -> **Paste Special** .

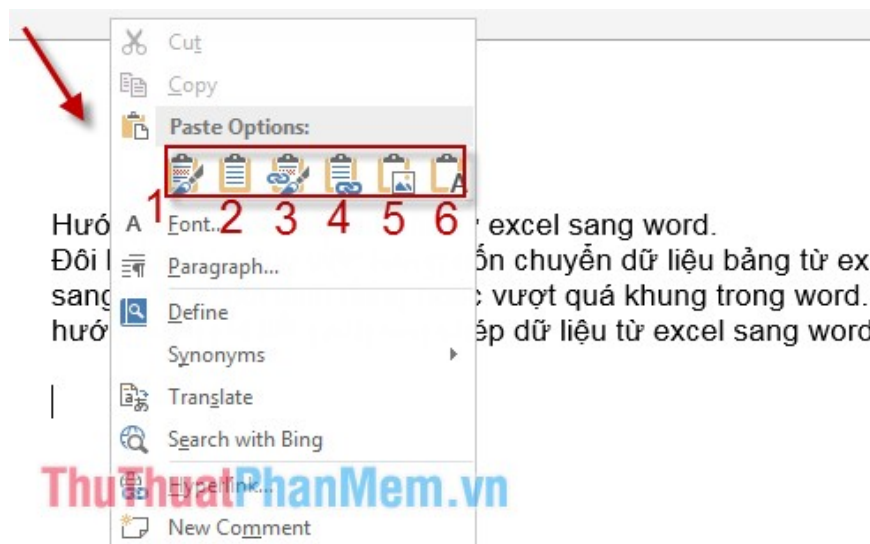


Step 3: A dialog box appears, select **Paste** -> **Microsoft Excel Worksheet Object** -> **OK** .



1. In case you want to paste quickly and keep the format

Right-click -> Choose the 1st, 2, 3, 4 . features of **Paste Special** .



You can choose Paste to keep the format using features 1, 2, 3 . And you manipulate editing right on the pasted paste.

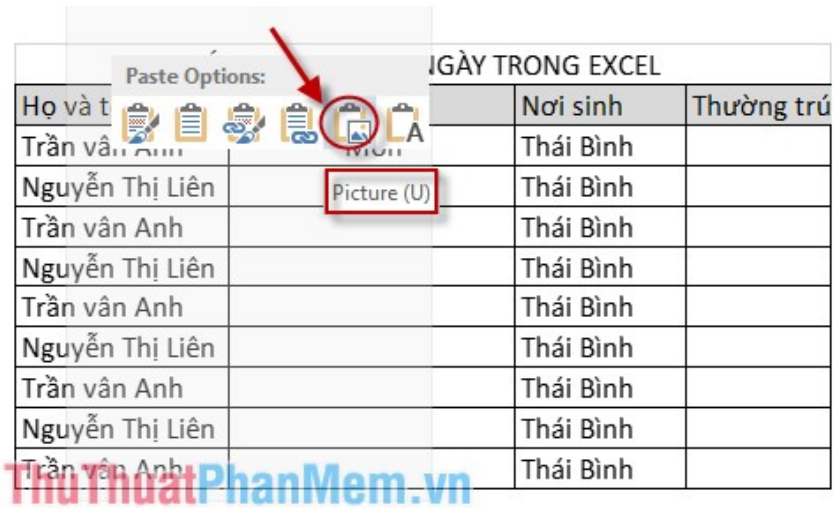
2. Get only the textual content to Paste

Select the 6th feature **Keep Text Only (T)** .



3. Paste with image format and you can not manipulate, edit the data just pasted

Use the fifth **Picture feature (U)** .



Above are some ways to copy data from Excel to Word hoping you will apply this feature often.

Good luck!

You finished reading the article "**Instructions to copy data from Excel to Word retain the format**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.