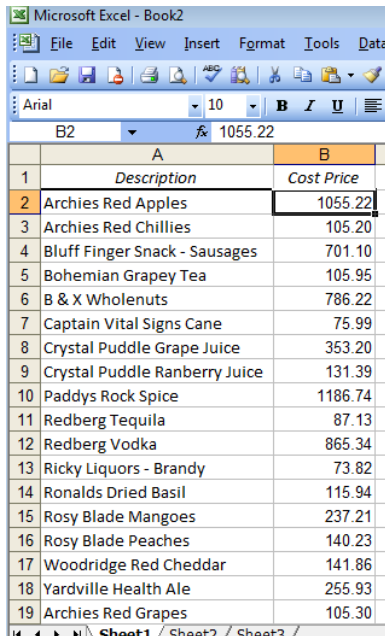


Question: How can I adjust a range of numbers without using a formula?

Answer: By using the *Paste Special* function

Process (Excel 2003 and 2007):

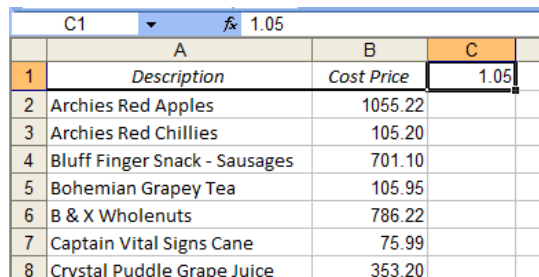
There may be times when you want to quickly update a column of numbers; however you don't want to create a formula, Auto-Fill the result etc. Here's a quick, not often used, way using Paste Special. In this example, we'll be using some products and cost prices in columns A and B - the cost price needs to be updated by 5%



	A	B
1	Description	Cost Price
2	Archies Red Apples	1055.22
3	Archies Red Chillies	105.20
4	Bluff Finger Snack - Sausages	701.10
5	Bohemian Grapey Tea	105.95
6	B & X Wholenuts	786.22
7	Captain Vital Signs Cane	75.99
8	Crystal Puddle Grape Juice	353.20
9	Crystal Puddle Ranberry Juice	131.39
10	Paddys Rock Spice	1186.74
11	Redberg Tequila	87.13
12	Redberg Vodka	865.34
13	Ricky Liquors - Brandy	73.82
14	Ronalds Dried Basil	115.94
15	Rosy Blade Mangoes	237.21
16	Rosy Blade Peaches	140.23
17	Woodridge Red Cheddar	141.86
18	Yardville Health Ale	255.93
19	Archies Red Grapes	105.30

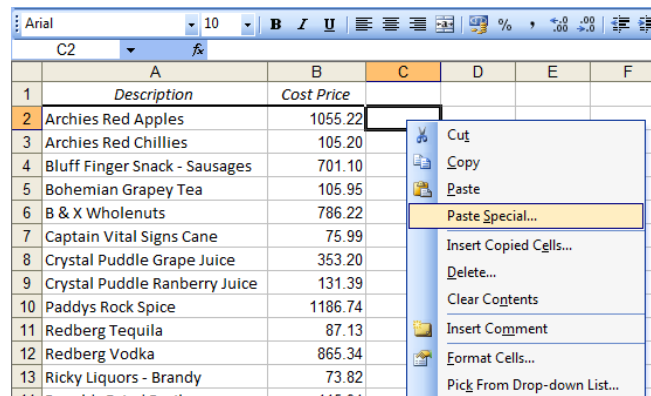
With this information, the steps would be as follows:

1. Select cell C1. Type in *1.05* and then press **Enter**. This is the multiplier cell and will be used as our value to increase all cells by 5%

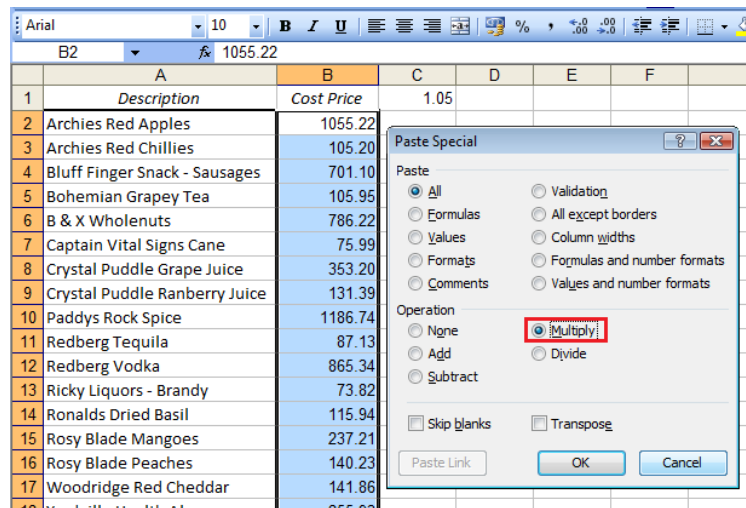


	A	B	C
1	Description	Cost Price	1.05
2	Archies Red Apples	1055.22	
3	Archies Red Chillies	105.20	
4	Bluff Finger Snack - Sausages	701.10	
5	Bohemian Grapey Tea	105.95	
6	B & X Wholenuts	786.22	
7	Captain Vital Signs Cane	75.99	
8	Crystal Puddle Grape Juice	353.20	

2. Select cell C1 and press **Ctrl+C** to copy the range
3. Select cells B2 to B19 (i.e. the cells that you would like to increase the values of)
4. Right click on the selected cells and select **Paste Special**



5. Select the **Multiply** option and click **OK**.



The values in cells B2 to B19 will now be multiplied by the value in C1, meaning that these values now represent a 5% increase over their original value



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	A	B	C
1	Description	Cost Price	1.05
2	Archies Red Apples	1107.981	
3	Archies Red Chillies	110.46	
4	Bluff Finger Snack - Sausages	736.155	
5	Bohemian Grapey Tea	111.2475	
6	B & X Wholenuts	825.531	
7	Captain Vital Signs Cane	79.7877907	
8	Crystal Puddle Grape Juice	370.8575581	
9	Crystal Puddle Ranberry Juice	137.9590116	
10	Paddys Rock Spice	1246.081395	
11	Redberg Tequila	91.48430233	
12	Redberg Vodka	908.6040698	
13	Ricky Liquors - Brandy	77.51075581	
14	Ronalds Dried Basil	121.7389535	
15	Rosy Blade Mangoes	249.0697674	
16	Rosy Blade Peaches	147.244186	
17	Woodridge Red Cheddar	148.9534884	
18	Yardville Health Ale	268.7267442	
19	Archies Red Grapes	110.5613372	

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