



information from one spreadsheet to another. The problem with the standard copy and paste command in Excel is that, while the data and formats are pasted into the new location, the column widths are not. Here's how to fix it:

1. Excel XP and Excel 2007. When data is pasted to a new location the *Paste Options* button will appear. Open the *Paste Options* button and choose *Keep Source Column Widths*. If the *Paste Options* button does not appear, choose *Tools, Options, Edit* and switch on *Show Paste Options buttons*.
2. Excel 2000 and earlier. After pasting the data to the new location, right mouse click the cell selection and choose *Paste Special*. Switch on the *Column widths* radio button and choose OK.

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