PRODUCTIV**IT**Y

Copy and Paste Data as a Picture in Kingsoft Spreadsheets

Kingsoft Spreadsheets has a feature that allows you to copy data and paste it as a picture in another sheet, workbook or even in another application like Outlook.

Click here to learn how you can copy and paste spreadsheet data as a picture.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Excel

Copy and Paste Data as a Picture

Kingsoft Spreadsheet 2013	MS Excel 2007
1. Open a workbook in Spreadsheets 2013. 2. Press Ctrl+C to copy a selected range of data. 3. Place the cursor where you want to insert the copied content as a picture. 4. Go to Home tab > Paste > Paste as picture. See below: 	1. Select the range you want to copy. 2. In the <u>Home</u> tab, <u>Clipboard</u> group, click Copy. 3. Select a cell in the range where you want to paste the picture. 4. In the <u>Home</u> tab, Clipboard group, click on the arrow below the <u>Paste</u> icon, point to <u>As Picture</u> and click <u>Paste as Picture</u>.
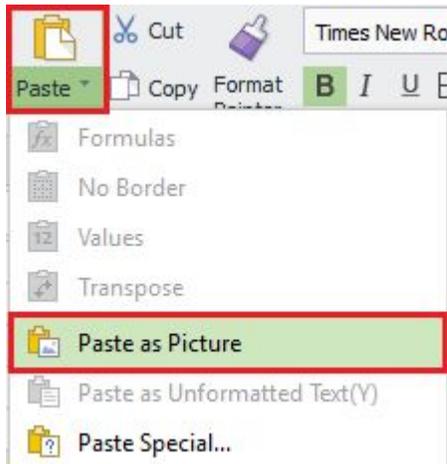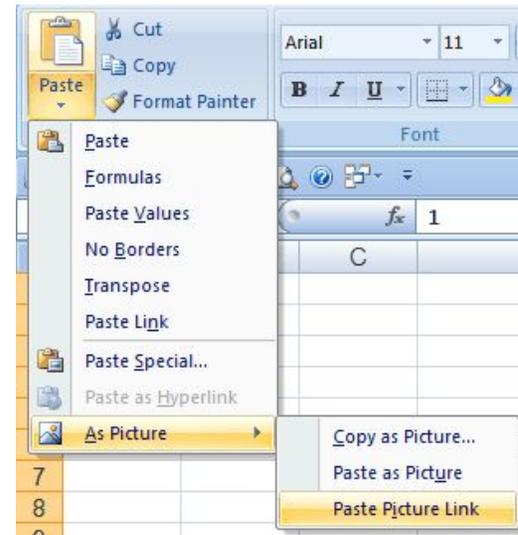
5. The pasted picture will look like similar to below:

TIP: Try unchecking the grid under <u>View</u> tab to remove the excess gray lines when pasting as a picture.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
4-Aug-14	5-Aug-14	6-Aug-14	7-Aug-14	8-Aug-14	9-Aug-14	10-Aug-14
UAT deployment	Not yet handled.	Started testing	Handled other tasks	Target to release results		
		9:30AM-10:10AM				
		10:20AM-10:50AM				
		11:05AM-12:00PM				

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