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# How to Copy/Paste Spreadsheet Data from Microsoft Excel to P6 Professional (Doc ID 3028647.1)

**In this Document**

[Goal](#)
[Solution](#)

## APPLIES TO:

Primavera P6 Enterprise Project Portfolio Management - Version 23.12 and later
Primavera P6 Enterprise Project Portfolio Management Cloud Service - Version 23.10 and later
Information in this document applies to any platform.

## GOAL

How to copy/paste spreadsheet data from Microsoft Excel to P6 Professional?

## SOLUTION

In version 23.10 and later it is possible to copy/paste spreadsheet data from Microsoft Excel directly into P6 Professional spreadsheets cells.

For example, when you are planning future period assignments you can use the Range Paste item on the context (right-click) menu or Shift+Ctrl+V to paste data copied from an Excel sheet into the spreadsheet cells you have selected in P6 Professional. You can also copy multiple cells from a P6 Professional spreadsheet using the Range Copy item on the context menu or Shift+Ctrl+C, and then paste those cells into Microsoft Excel.

Note that this feature only applies to editable spreadsheet cells found in:

- Activities tab with the bottom view set to Resource Usage Spreadsheet.
- Resource Assignments tab which default to the Resource Usage Spreadsheet in the top right view.

Process to copy from Excel to P6:

1. Log-on to P6 Professional.
2. Open a Project:
    - Go to Activities tab with the bottom view set to Resource Usage Spreadsheet.
    - Go to Resource Assignments.
3. Open Excel.
4. Highlight the data to be copied from Excel.
5. Copy the data by using right-click > Copy or Ctrl+C.
6. Range Paste the data into P6 Professional by using right-click > Range Paste or Shift+Ctrl+V.

Process to copy from P6 to Excel:

1. Log-on to P6 Professional.
2. Open a Project:
    - Go to Activities tab with the bottom view set to Resource Usage Spreadsheet.
    - Go to Resource Assignments.
3. Highlight the data to be copied from P6 Professional.
4. Range Copy the data by using right-click > Range Copy or Shift+Ctrl+C.
5. Paste the data into Excel by using right-click > Paste or Ctrl+V.

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