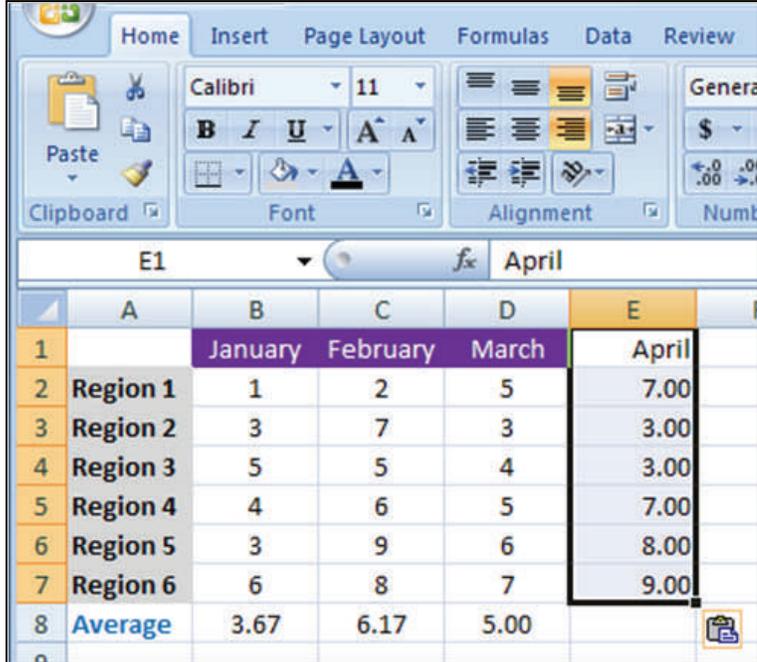


Apply the Format Painter

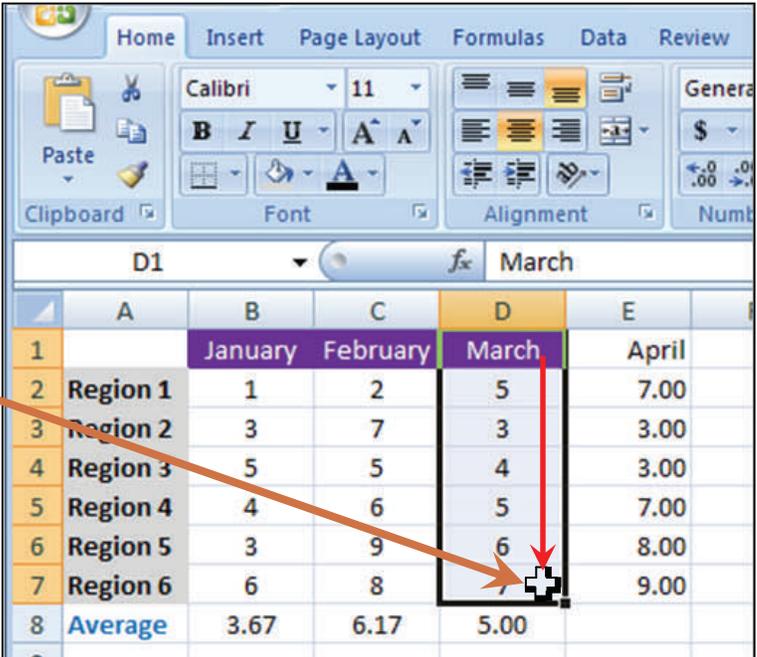
This guide will show you how to use the Format Painter icon to quickly apply an existing cell format to other cells within a worksheet. This can save you time when you need to make some minor adjustments to formatting.

1.) In this first screen shot, I've opened up an existing Excel chart, then added new data for the next month in column E. However, the format for the new information is different. This could be because the document I copied it from was set up differently. Or, I might have entered the data directly into this document, but in cells which just didn't have the preferred formatting extended to them. I now need to make the data for April match the style of the previous three months.



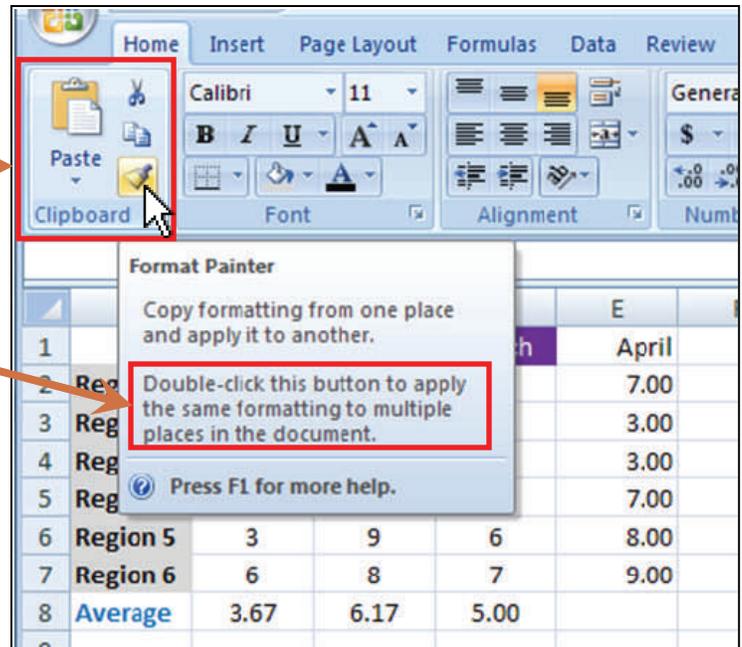
	A	B	C	D	E
1		January	February	March	April
2	Region 1	1	2	5	7.00
3	Region 2	3	7	3	3.00
4	Region 3	5	5	4	3.00
5	Region 4	4	6	5	7.00
6	Region 5	3	9	6	8.00
7	Region 6	6	8	7	9.00
8	Average	3.67	6.17	5.00	

2.) The first step is to click on the cell(s) that have the formatting I wish to copy. When I need to change several aspects of formatting, as here, I'll click in the first cell (D1) and drag my cursor through to the last one (D7) before releasing.



	A	B	C	D	E
1		January	February	March	April
2	Region 1	1	2	5	7.00
3	Region 2	3	7	3	3.00
4	Region 3	5	5	4	3.00
5	Region 4	4	6	5	7.00
6	Region 5	3	9	6	8.00
7	Region 6	6	8	7	9.00
8	Average	3.67	6.17	5.00	

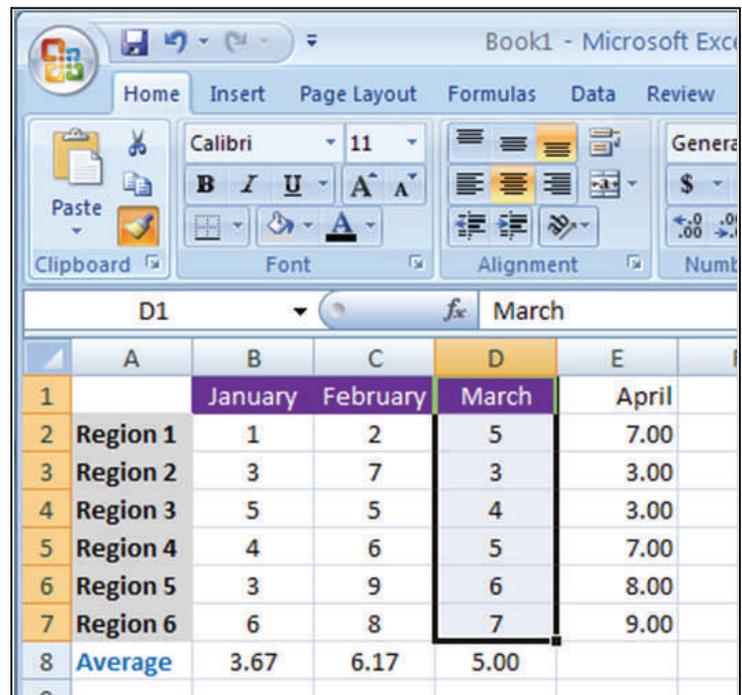
3.) I now bring my cursor to the "Format Painter" icon, in the **Clipboard** section of the **Home** tab on the **Office Ribbon**.



Notice the text in the pop-up screen I get when I roll my cursor over the icon.

If I wanted Format Painter to retain the settings I'm copying, so I could format more than one new set of cells, I would use a double-click here. In this case, I'll just left-click once, and the format settings will be discarded once I've finished the steps covered in this Guide.

4.) I've clicked on the Format Painter icon, and the formats of all the cells I initially chose have been incorporated. This includes the purple color fill in the month cell and the contrasting white color of the lettering; the centering of both text and numerals in cells **D1-D7**; and the number display format for the figures in **D2-D7**. All of these specific choices will be transferred to the corresponding cells for the new month, in the next two steps.



5.) I can now “paint” the desired formatting over my new data by clicking in one cell — **E1**— and dragging my cursor through to the last cell I want to change — in this case, **E7**.

	A	B	C	D	E
1		January	February	March	April
2	Region 1	1	2	5	7.00
3	Region 2	3	7	3	3.00
4	Region 3	5	5	4	3.00
5	Region 4	4	6	5	7.00
6	Region 5	3	9	6	8.00
7	Region 6	6	8	7	9.00
8	Average	3.67	6.17	5.00	

6.) When I release the left mouse button, cells **E1-E7** change format to match the rest of the document:

	A	B	C	D	E
1		January	February	March	April
2	Region 1	1	2	5	7
3	Region 2	3	7	3	3
4	Region 3	5	5	4	3
5	Region 4	4	6	5	7
6	Region 5	3	9	6	8
7	Region 6	6	8	7	9
8	Average	3.67	6.17	5.00	