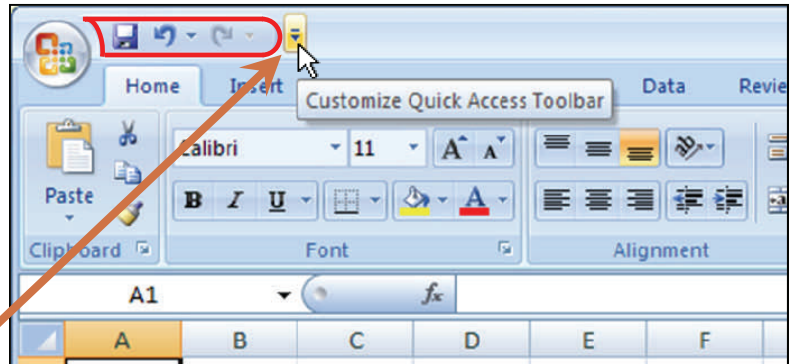


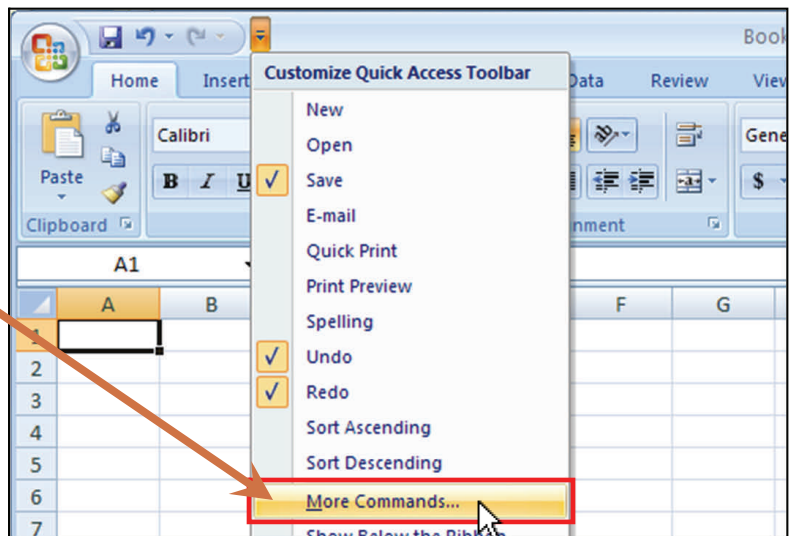
AutoFormat, Part 1: Adding Option to Excel 2007

In Excel 2007, Style Galleries for tables, cells and PivotTables largely replace Excel 2003's AutoFormat commands as the simplest way to apply pre-defined formatting patterns to a worksheet or a selected range of cells. These Style Galleries are covered in a separate Quick Guide. However, for those who are familiar and comfortable with the AutoFormat commands, this guide will show you how to add this feature back into Excel.

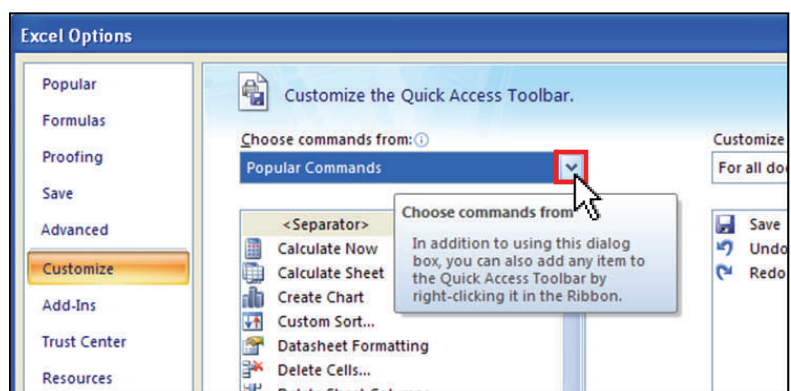
1.) First, open up a worksheet in Excel. I'm going to add the **AutoFormat** command to the **Quick Access Toolbar**, found above the **Office Ribbon**, to the right of the **Office Button**. Click on the drop-down menu button to the right of the **Toolbar**.



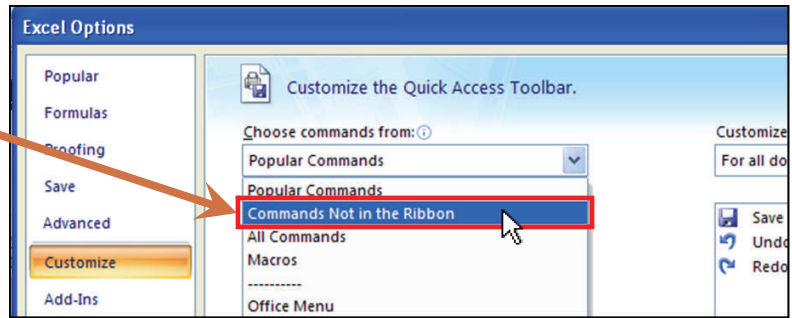
2.) On the **Customize Quick Access Toolbar** menu, pull your cursor down to, and click on the "**More Commands...**" menu selection.



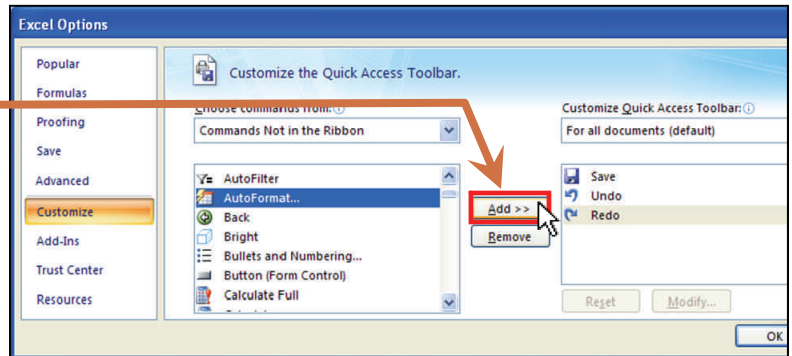
3.) The **Excel Options** box will open. The **AutoFormat** option is not found on the **Office Ribbon**, nor is it included in the "**Popular Commands**" shown. Click on the drop-down arrow to the right of the **Popular Commands** line, to display more options.



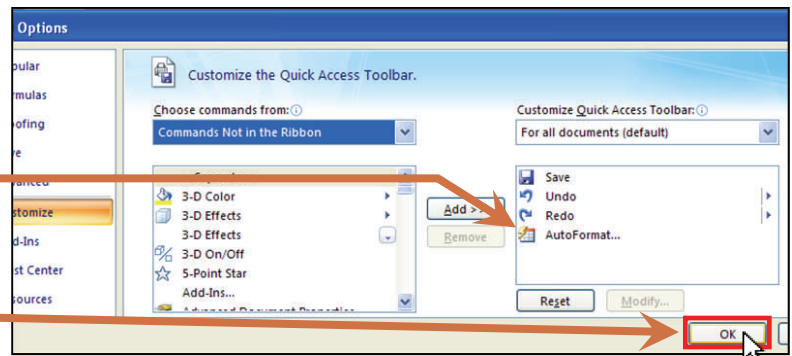
4.) Click on the “**Commands Not in the Ribbon**” choice in the drop-down menu.



5.) Scroll down and select **AutoFormat...** from the list, then click on the **Add** button to its right.



6.) Notice that **AutoFormat...** has now been added to the list of commands saved to the **Quick Access Toolbar**.



Click the **OK** button to confirm this change.

7.) The **AutoFormat** command has now been added to the **Quick Access Toolbar**, and can be launched by clicking on its icon in the **Toolbar**.

