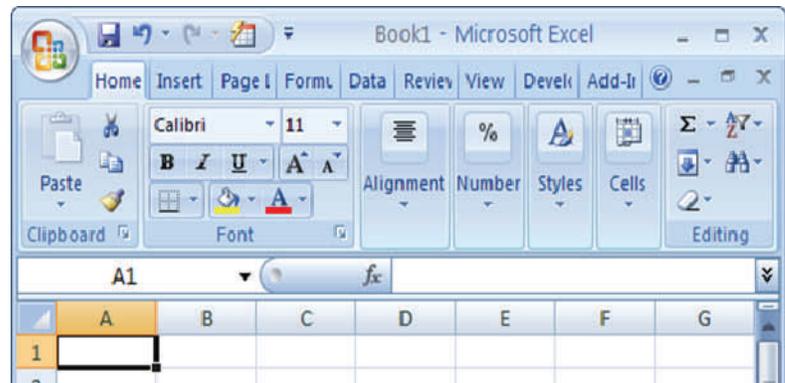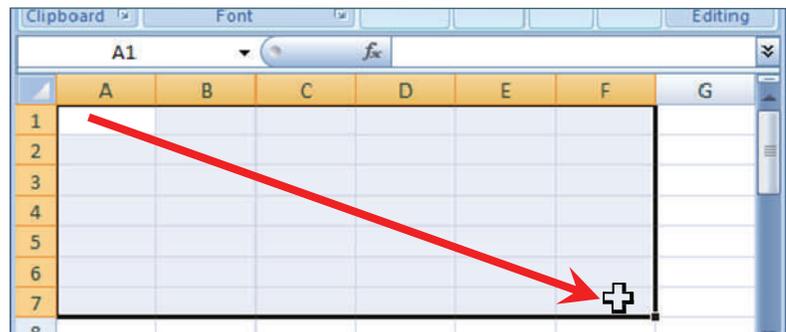# AutoFormat, Part 2: Using the AutoFormat Patterns

In Part 1, we showed you how to add the AutoFormat options from Excel 2003 back into Excel 2007. In this guide, we'll cover how to deploy this command in Excel after it's been added, to arrange your data in an easily read format and customize it to suit your individual needs.

1.) My first step is to open up a worksheet in Excel.

2.) I place my cursor over the first cell that I wish to have included in the formatted section of my sheet. I then left-click and drag the cursor to the last cell that I wish to format. The cells will be highlighted in blue.

3.) I bring my cursor up to the **Quick Launch Toolbar** to the right of the **Office Button**, and click on the AutoFormat icon now found there (and which we added to the **Toolbar** in **Auto-Format, Part 1**).
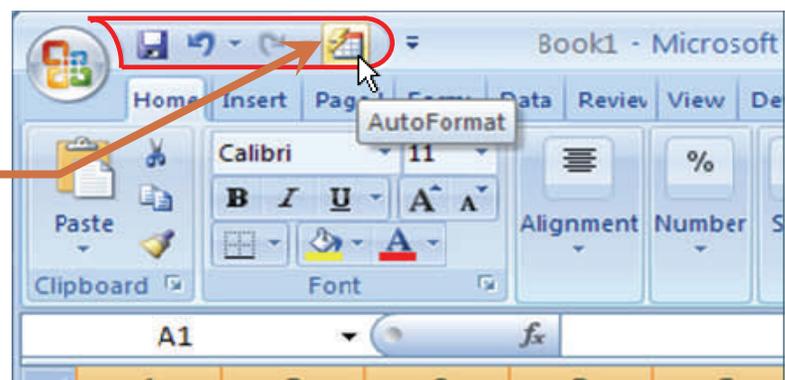
4.) The **AutoFormat** dialog box has opened. There are 15 different already-formatted patterns for me to choose from, all of which can be viewed by using the scroll bar at the right side of the box.
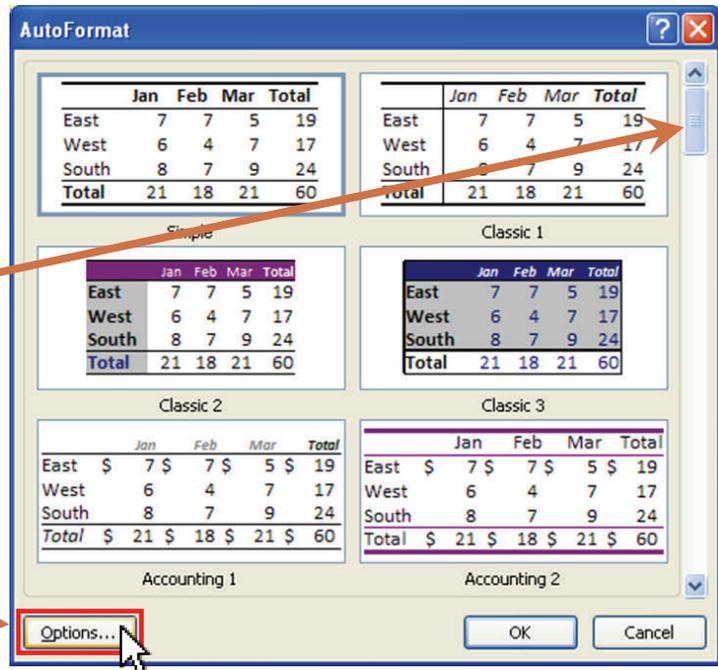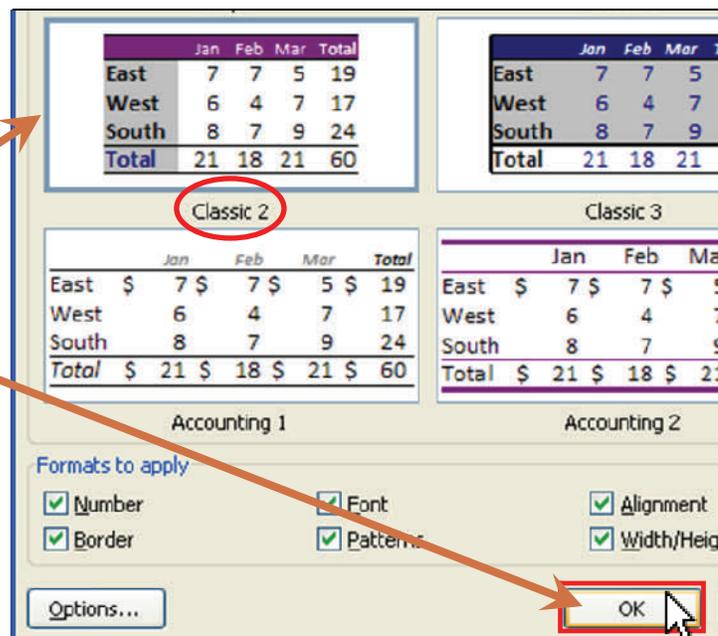
These patterns are derived from various combinations of formatting options along six different axes. To see the options taken into consideration, click on the **Options...** button.

AutoFormat

	Jan	Feb	Mar	Total
East	7	7	5	19
West	6	4	7	17
South	8	7	9	24
Total	21	18	21	60

Simple

	Jan	Feb	Mar	Total
East	7	7	5	19
West	6	4	7	17
South	8	7	9	24
Total	21	18	21	60

Classic 1

	Jan	Feb	Mar	Total
East	7	7	5	19
West	6	4	7	17
South	8	7	9	24
Total	21	18	21	60

Classic 2

	Jan	Feb	Mar	Total
East	7	7	5	19
West	6	4	7	17
South	8	7	9	24
Total	21	18	21	60

Classic 3

	Jan		Feb		Mar		Total
East	$	7	$	7	$	5	$ 19
West		6		4		7	17
South		8		7		9	24
Total	$	21	$	18	$	21	$ 60

Accounting 1

		Jan		Feb		Mar		Total
East	$	7	$	7	$	5	$	19
West		6		4		7		17
South		8		7		9		24
Total	$	21	$	18	$	21	$	60

Accounting 2

Options...   OK   Cancel

5.) The box changes to show the different formatting factors whose variations create the 15 patterns included, under **Formats to apply**. I can now generate *additional* choices by unchecking some of the boxes, then clicking on **OK**.

Formats to apply
☑ Number ☑ Font ☑ Alignment
☑ Border ☑ Patterns ☑ Width/Height

Options...   OK   Ca
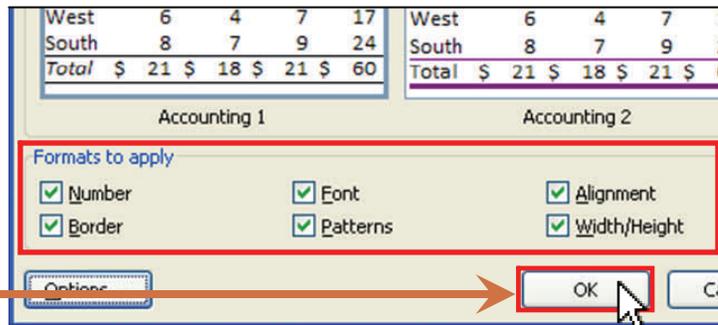
6.) I've decided to choose the "**Classic 2**" style for my worksheet. I click on that pattern, which generates a blue border around its illustration.

Now I confirm my choice by clicking on **OK**.

Classic 2

Classic 3

Accounting 1

Accounting 2

Formats to apply
☑ Number ☑ Font ☑ Alignment
☑ Border ☑ Patterns ☑ Width/Height

Options...   OK

7.) The **AutoFormat** style is instantly applied to the cells that I selected. I can now add data to these cells.
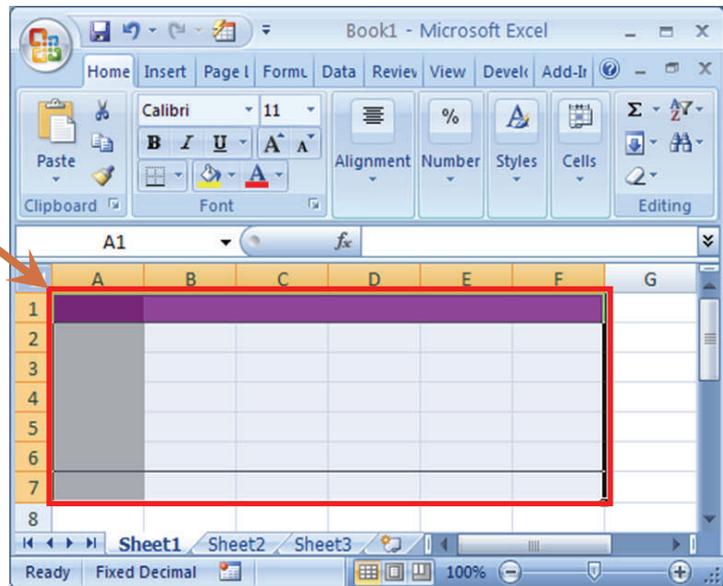
8.) Here is how my worksheet might look after entering some information in the cells.