## **REMINDER:** Emailed to a group account. Do NOT reply using the email group account.



## Keep your Format Painter Active

Formatting an entire spreadsheet to look just the way you desire, clicking back and forth between the formatting options, can take longer than expected. But Excel provides a quick way to copy a cell format and paste it to another cell or range of cells using the **Format** 



		Microsoft Excel - B	ook1					
	100	Eile Edit View	Insert Format Tools D	ata <u>W</u> indow <u>H</u> elp Shared	<ul> <li>International Contraction</li> </ul>			
	-	0 💕 🖬 🖪 🖨	13 Q 17 12 1 X Q	🕰 • 📝 19 • 19 • 18	$\Sigma \rightarrow \stackrel{A}{Z} \downarrow \stackrel{Z}{A} \downarrow   \coprod \stackrel{A}{\amalg} 100\%$	, 🝷 🙆		
		Arial	• 10 • B I U	≣ <b>≣ ⊡   \$ % , </b> *	;8 ;98   🖅 🖅   🖽 - 💩	A -		
			(Mic	rosoft Excel 2003)				
5	G			Book1 - Microsoft Excel		_ = x		
2	Home Inse	Home Insert Page Layout Formulas Data Review View						
1	X Cut	Calibri - 18 - A A	N = = = 😽 🖉 Wap Ted	General •	🕞 🎥 🍞 🗊 Σ AutoSum *	27 33		
ste	J Format Painte Clipboard	- B Z U + ⊡ + ≙ + Δ Fort	Alignment	S - % , to Conditional Formatt Formatting - as Table	Cell Insert Delete Format - Styles - Celli Edit	Sort & Find & Filter * Select *		

(Microsoft Excel 2007)

But if you need to use the Format Painter to add your copied formatting to more than one, non-contiguous data range, you'll find yourself wasting time. You will probably select the cell with the desired formatting, click the Format Painter button, select one data range for the new formatting, go back to the original cell and do it all over again.

You don't have to go through this time-consuming, back-and-forth process. Simply follow the steps below:

1. Select the cell with the desired formatting.

0	n) - (*	+) <del>+</del>				
	Home I	nsert	Page Layout	Formulas	Data	
Pa	Cut Copy aste Clipboard	inter Te	mpus Sans ∏ • I I ∐ + [] For	12 ▼   A +   ③ ▼		
	A1	+ (0	fx	Team		
1	A	В	С	D	E	The desired format of th
(	Team	Score	Result			selected cell.
2	Shelbyvillo	41-13	W			21 77 8
3	Sinclair	29-27	W			
4	Thompsonville	24-3	W			
5	Caufield	19-24	L			
6	Upton	31-20	W			
7	Cactus Ridge	22-20	W			
8	TOTAL					

2. Double-click on the Format Painter button located on the Home tab.

Microsoft Excel - Book1								
Eile Edit View Insert Format Tools Data Window Help Shared								
i 🗋 😅 🛃 💪 🗐 🛃 💪 💞 👯   χ 📾 🙈 • 📝 🤊 - 🗠 -   📚 Σ • ½↓ 🛣 🖓 400% 🔹	0							
jArial - 10 - B I U ≡ ≡ ≡ 🔤 \$ % , 58 👭 🛱 🗐 - 🌭 - 🗛 -								
(Microsoft Excel 2003)								
G 9 - Charles + Bookg - Microsoft Excel								
Home Insert Page Layout Formulas Data Review View								
X Cut       Calibri       * 18       A' A'       Image & Wap Text       General       Image & Wap Text       General       Image & Wap Text       Image & Wap Text	A .							
Clipboard Font G Alignment G Number G Syles Cells Editing	Pelect +							
(Microsoft Excel 2007)								

- 3. You'll see that the cursor now includes a paintbrush graphic **D**.
- 4. Click the cell/s where you'd like to apply the formatting. You'll see that the paintbrush cursor sticks around even after you apply the formatting for the first time. This enables you to select multiple cells to format.

efore	2. 					After	:					
9	Home Insert Page Layout Formulas Dat					Home Insert Page Layout Formulas Da						
P	A     Cut       Copy     Calibri       Paste     ✓ Format Painter       Clipboard     ✓         B     Z     U       Font						Cut Calibri • 11 • A Calibri • 11 • A Calibri • 11 • A B I U • • • • • • • • • • • • • • • • • •					
	B1	- (0	$f_{x}$	Score			G1	- (0	$f_{x}$			
	A	-	С	D	Е	1		в		D	E	
1	Team (	Score	Pesult			<	Team	Scote	Result	D		
2	Shelbyville	41-15	W			2	Shelbyville	41-13	14			
3	Sinclair	29-27	W			3	Sinclair	29-27	W			
4	Thompsonville	24-3	W			4	Thompsonville	24-3	W			
5	Caufield	19-24	L			5	Caufield	19-24	L			
6	Upton	31-20	W			6	Upton	31-20	W			
7	Cactus Ridge	22-20	W			7	Cartus Ridgo	22-20	w			
2	TOTAL					6	TOTAL					