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ProductivI.T.y – For Internal Use Only

WHAT's New?

Keep your Format Painter Active

The Format Painter button offers a great service when formatting several worksheet cells. It copies the formatting from your selected cell or data range and pastes it onto the next data range you select. No need to format a new area from scratch.

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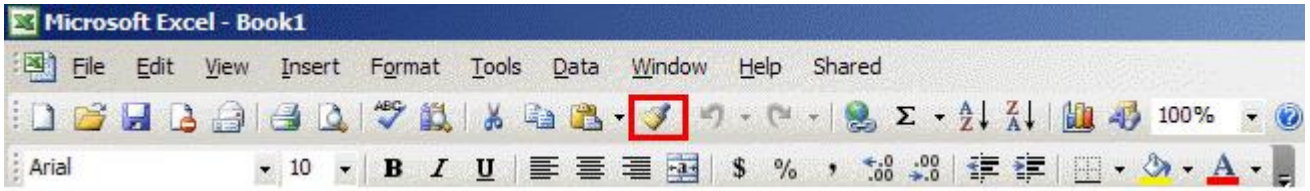
Keep your Format Painter Active

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 Painter button**.



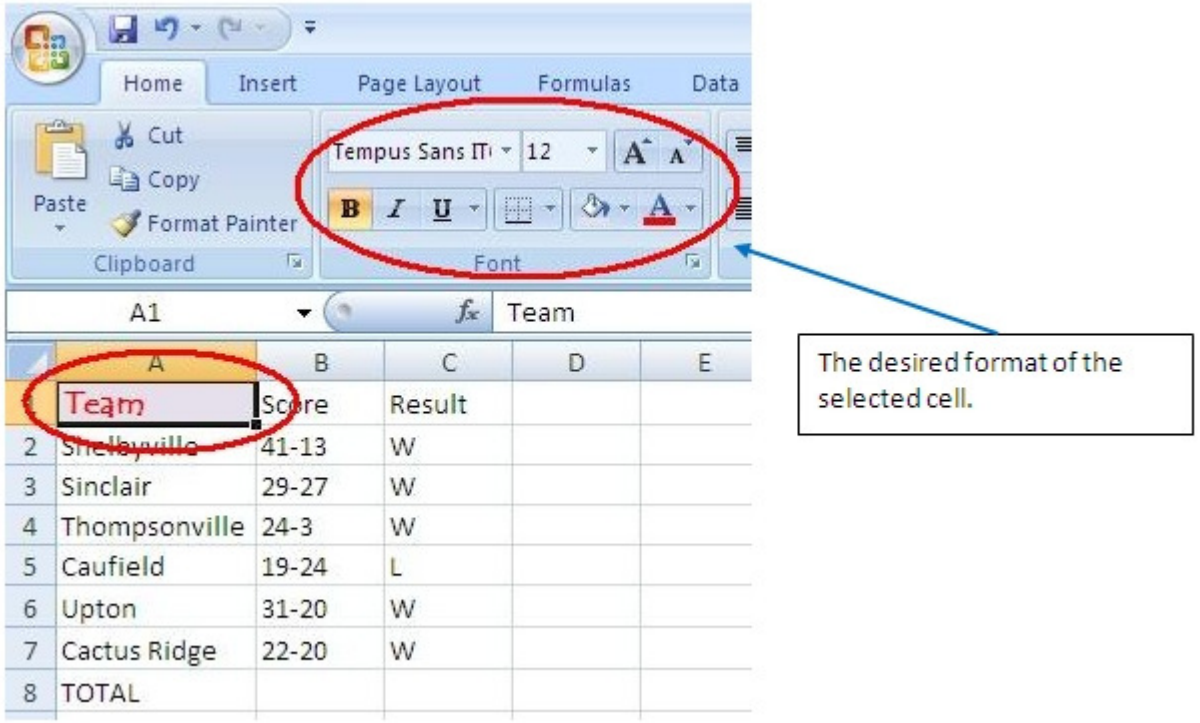
(Microsoft Excel 2003)

(Microsoft Excel 2007)

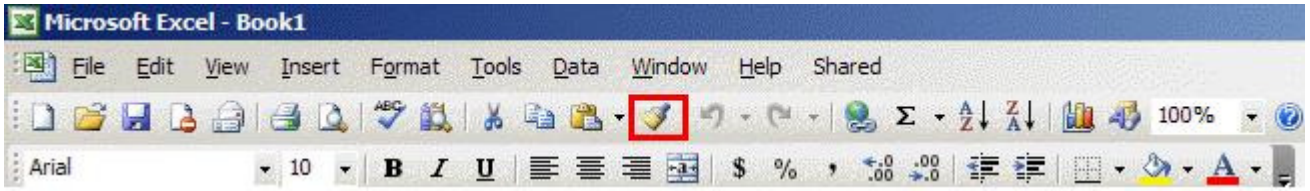
But if you need to use the Format Painter to add your copied formatting to more than one, non-contiguous data range, you'll find yourself wasting time. You will probably select the cell with the desired formatting, click the Format Painter button, select one data range for the new formatting, go back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



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

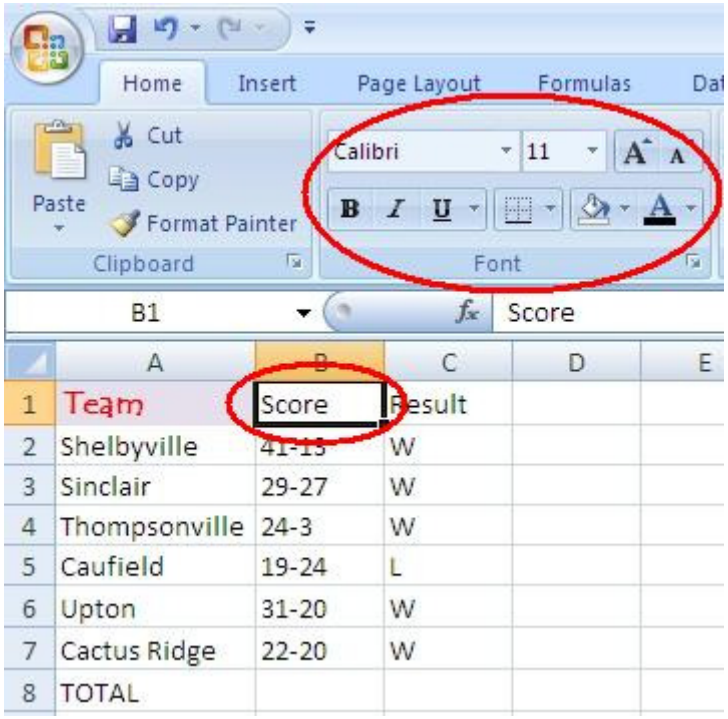
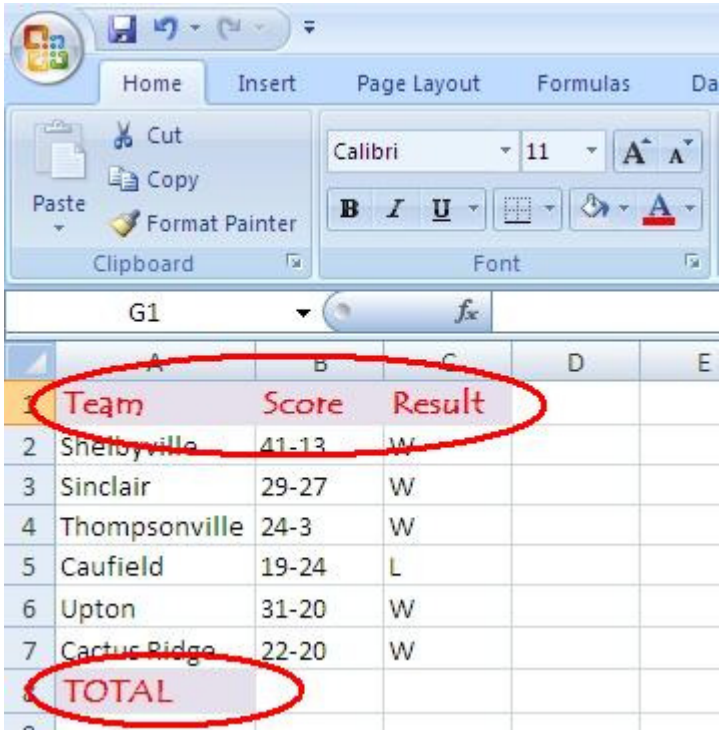


(Microsoft Excel 2003)

(Microsoft Excel 2007)

3. You'll see that the cursor now includes a paintbrush graphic .
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.

Before:



After: