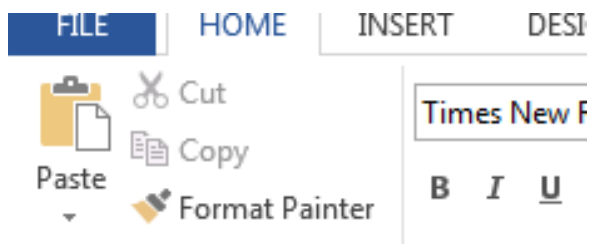


Format Painter

Often you will find you have formatting on data you want to apply to other pieces of text in your worksheet. The format painter enables you to do this quickly and easily and is particularly useful to apply multiple formats ie \$ and Bold or apply to cells that are not adjacent to each other.

- ☞ Click on the cell containing the text which has the formatting you want to “paint”
- ☞ From the Home tab, click the Format Painter icon – note a single click will allow you to take the formatting attributes of the selected cell and apply them ONCE to another cell or cells in your worksheet. A double click will enable you to copy the formatting attributes of the selected cell and keep applying them to other cells in your worksheet.



- ☞ To “paste” the formatting, simply click on the desired cell or cells
- ☞ If you double clicked the format painter icon, switch it off by selecting the format painter icon again or simply press the Escape key on the keyboard (top left).