

Microsoft Excel Copying Cell Formats



Copying Cell Formats

By using Format Painter it is possible to copy the formatting from one cell to another cell.

Select the cell that has the formatting you wish to copy.

Select the **Format Painter** icon from the **Home** tab.



Drag through the area you wish to format.

Tip: Format Painter can be used repetitively to copy formats to more than one location.

Double click the Format Painter and use as many times as required.

To stop the formatting being repeated click on the Format Painter.