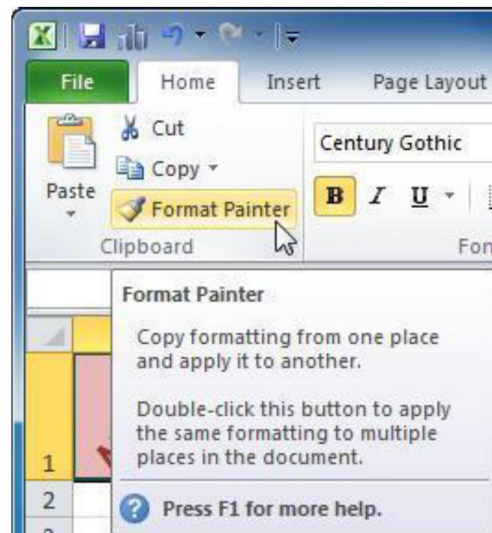


The Format Painter

The Format Painter is a very useful feature that helps you save time formatting. With the Format Painter, you can copy just the formatting from one cell and apply it to others in your worksheet. This is useful if you didn't create the worksheet and don't have the time to duplicate the formatting.

To use the Format Painter, select a cell and then click Home → Format Painter:



The cell that you selected will be enhanced with a flashing dark and light border and your mouse pointer will turn into a thick cross with a paint brush beside it. When this happens, any cell or range you select with the cross and paint brush pointer will assume the formatting of the cell that you selected. In other words, you “paint” your selection with the formatting from the original cell.

Let's say you have formatted the Month cell a certain way, and we now want to copy that format to the Sales cell:

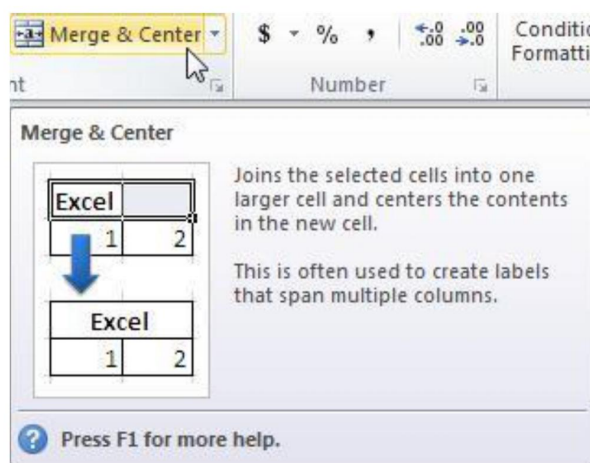


Click Format Painter **once** to apply the copied formatting **once**. **Double-click** Format Painter to apply the copied formatting **multiple times**. Once you have finished applying formatting multiple times, click Format Painter once more to deactivate the command.

Cell Merging and AutoFit

Cell Merging is a feature that helps you change the physical layout of a worksheet. Occasionally, you may need a long cell for a heading, or you may need to resize your columns or rows so that long items can be displayed. If you need to put some text or a value into a cell but don't have the available space to resize the row or column, you can use the merge command. This command allows you to select a group of cells, either across a row or down a column, and combine them to form one big cell.

To do this, select a group of adjacent cells and click the Merge & Center command in the Home tab:



Here, the title is entered into A1, but spills over into B1 and C1. If you select A1:D1 and click the Merge & Center command, you can turn this:

	A	B	C	D
1	Regional Sales Figures			
2	North	South	East	West

Into this:

	A	B	C	D
1	Regional Sales Figures			
2	North	South	East	West

A1:D1 has been merged into one big cell and is referenced as A1. Cells B1:D1 do technically still exist (you can reference them in a formula), but you can't easily access the data because it is behind A1. To avoid confusion, we recommend you assume that cells behind a merged cell are inaccessible.

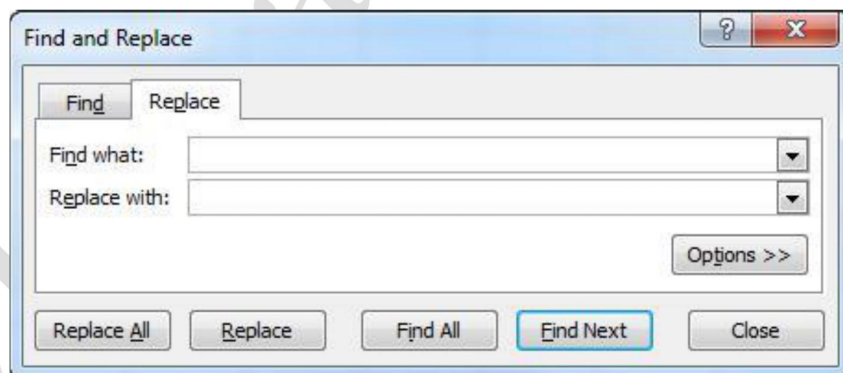
If numerical data in a cell is too large for the available space, you might see a string of number signs (#####). This means that the data is still there and usable, but is too wide to be displayed properly. If you have the room to expand the row or column size, use **AutoFit**.

AutoFit is the easiest way to change row or column dimensions in order to fit the contents. Just double-click the divider between adjacent columns or rows. Excel will automatically size the columns to fit the widest thing in a column or the highest thing in a row. Here, the text in B1 is too wide to be seen at once. Double-click the line between the B and C column headers and Excel will automatically widen column B to fit the contents:

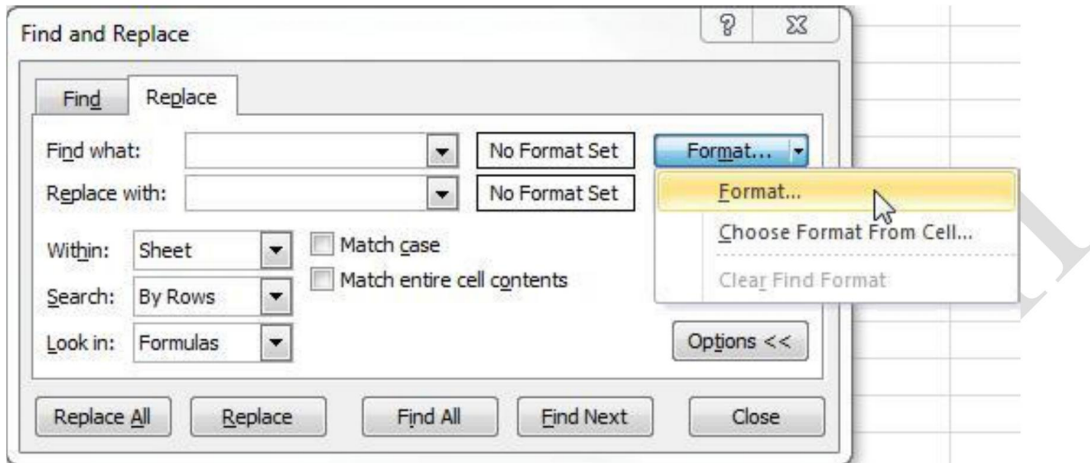


Find and Replace Formatting

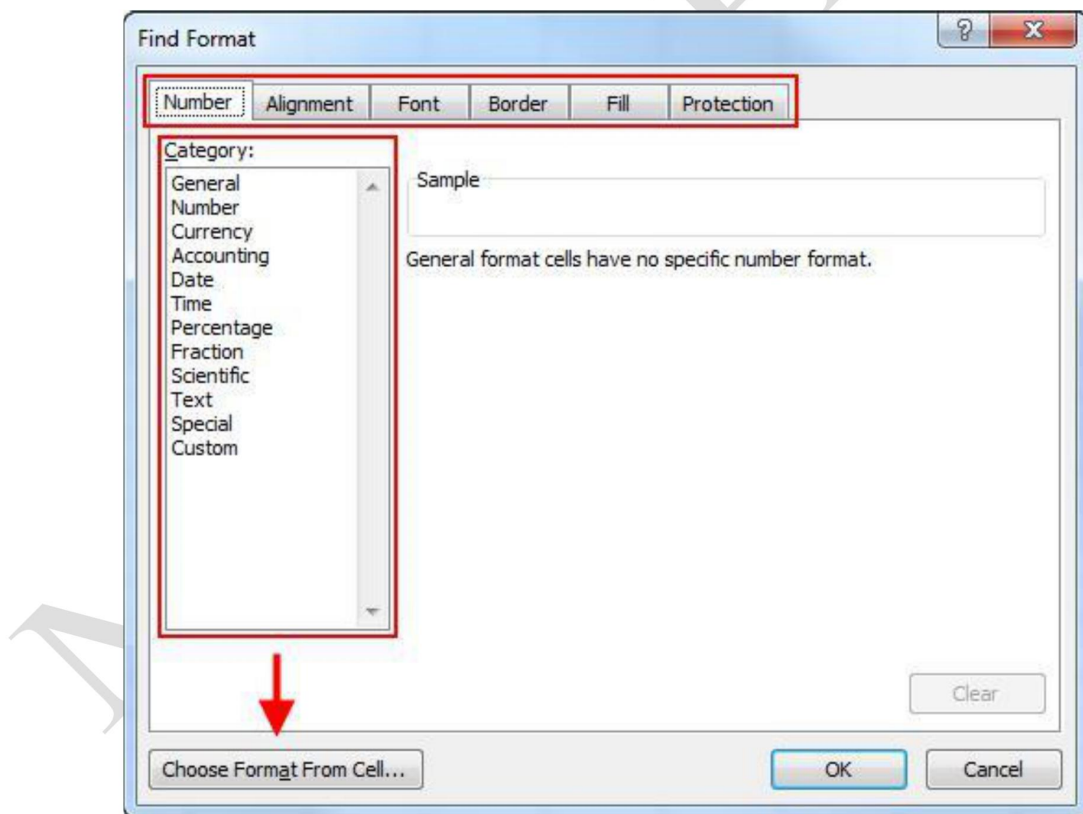
You can use the Find and Replace command to search your workbook for a specific term and replace it with something else. Find and Replace also lets you search for and replace certain types of formatting. This feature is ideal for replacing a formatting style that is scattered throughout a spreadsheet. To use Find and Replace with formatting, click Home → Find & Select. When the Find and Replace dialog box appears, click the Replace tab.



Click the Options button to display the options for formatting. Then, click the Format button and click Format:

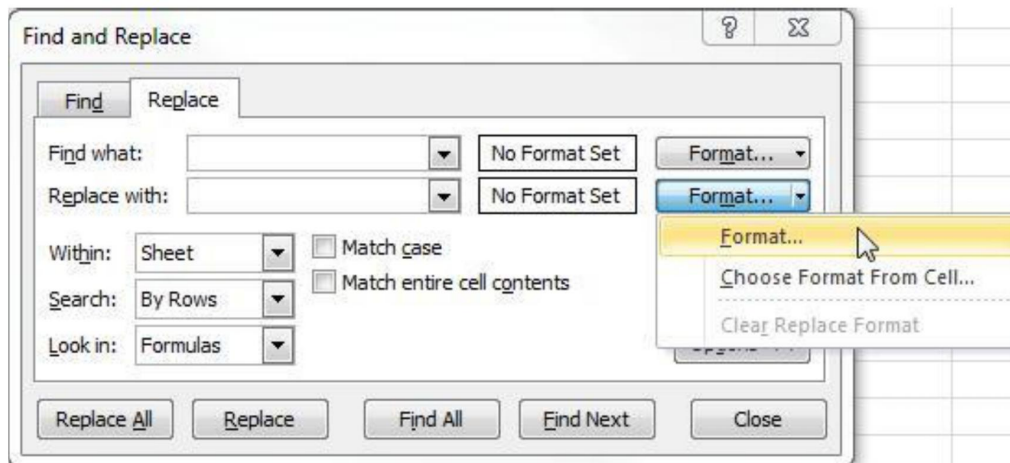


Here you can select a Number format from the category list and then specify the details of the format using the other tabs across the top of the dialog. Click OK to proceed:



You can also choose a format from a cell by clicking the Choose Format From Cell button.

If you click Choose Format From Cell, you will see a thick cross mouse pointer with an eye dropper beside it. Click a cell with formatting that contains formatting want to find, and the Find and Replace dialog box will be displayed again. Next, make sure that the Replace tab on the dialog box is selected to show the options for choosing a replacement format. You can choose a replacement format in the same way that you chose a format to find:



In the second half of the dialog, there are options in the list boxes to search worksheets, workbooks, and formulas. Once your options are set, click Replace to replace the unwanted