

How can Google Sheets be used to clear formatting?

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RECOMMENDED CITATION

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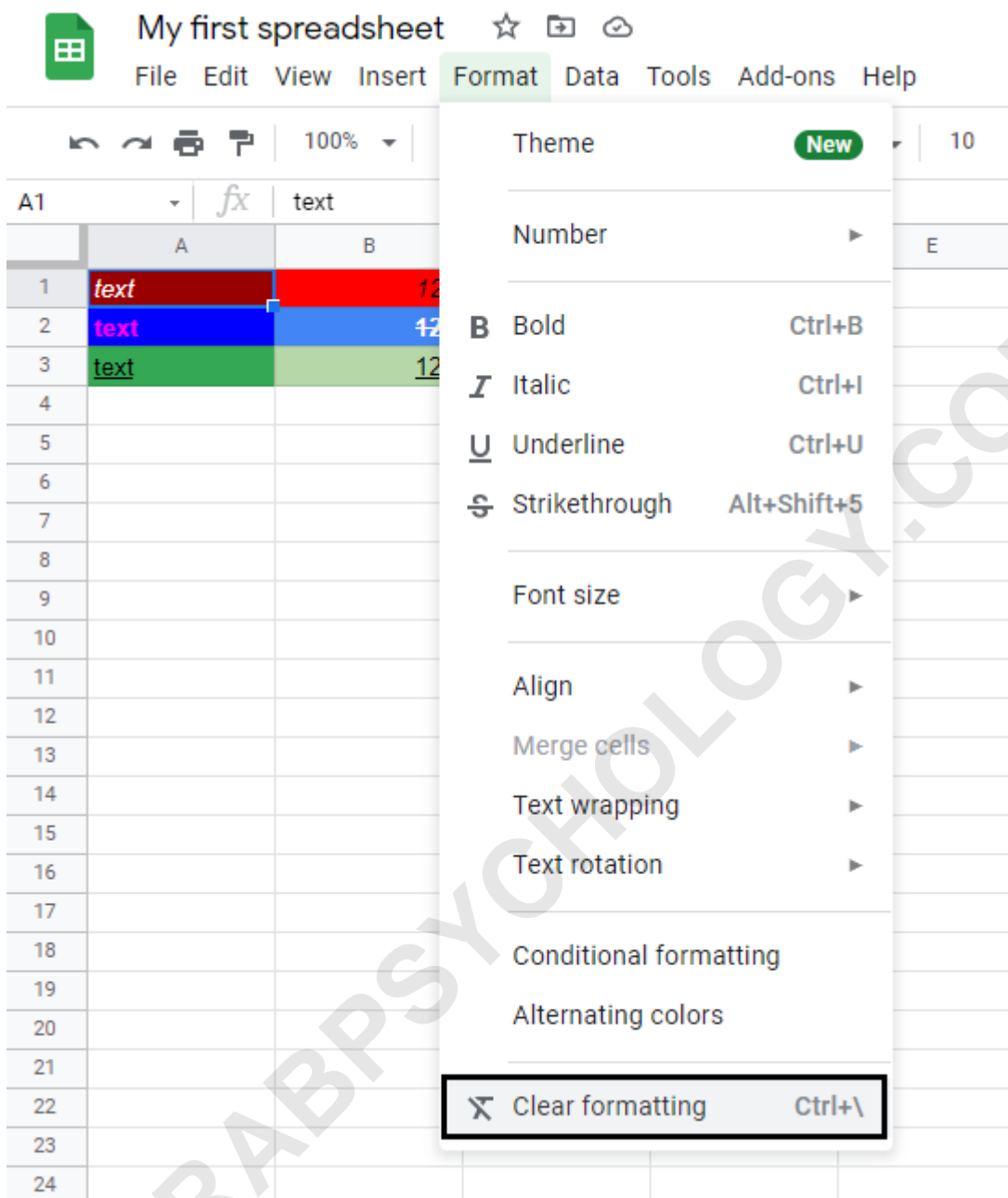
PSYCHOLOGICAL SCALES. Retrieved from <https://scales.arabpsychology.com/?p=159929>

Google Sheets is a powerful spreadsheet program that can be used to organize and manipulate data. One of its useful features is the ability to clear formatting. This allows users to remove any unwanted formatting, such as bold or italic text, cell borders, and cell color, from their data. By selecting the desired cells or range of cells and using the "Clear formatting" option, users can quickly and easily clean up their data without manually removing each formatting element individually. This feature is particularly helpful for creating clean and professional-looking spreadsheets for presentations or reports. Overall, Google Sheets' clear formatting function is a convenient tool for maintaining the visual consistency and accuracy of data.

Google Sheets Clear Format

Google Sheets lets you remove **all** formatting operations on a selected range.

The **Clear Formatting** command can be found in the **Format** menu.



The screenshot shows a Google Sheets interface with a spreadsheet titled "My first spreadsheet". The "Format" menu is open, displaying various options. The "Clear formatting" option is highlighted with a black border. The spreadsheet content shows cells A1 and B1 containing the text "text", with cell A1 having a red background and cell B1 having a blue background. The "Format" menu includes options like Theme, Number, Bold (Ctrl+B), Italic (Ctrl+I), Underline (Ctrl+U), Strikethrough (Alt+Shift+5), Font size, Align, Merge cells, Text wrapping, Text rotation, Conditional formatting, and Alternating colors. The "Clear formatting" option is located at the bottom of the menu, with a keyboard shortcut of Ctrl+\.

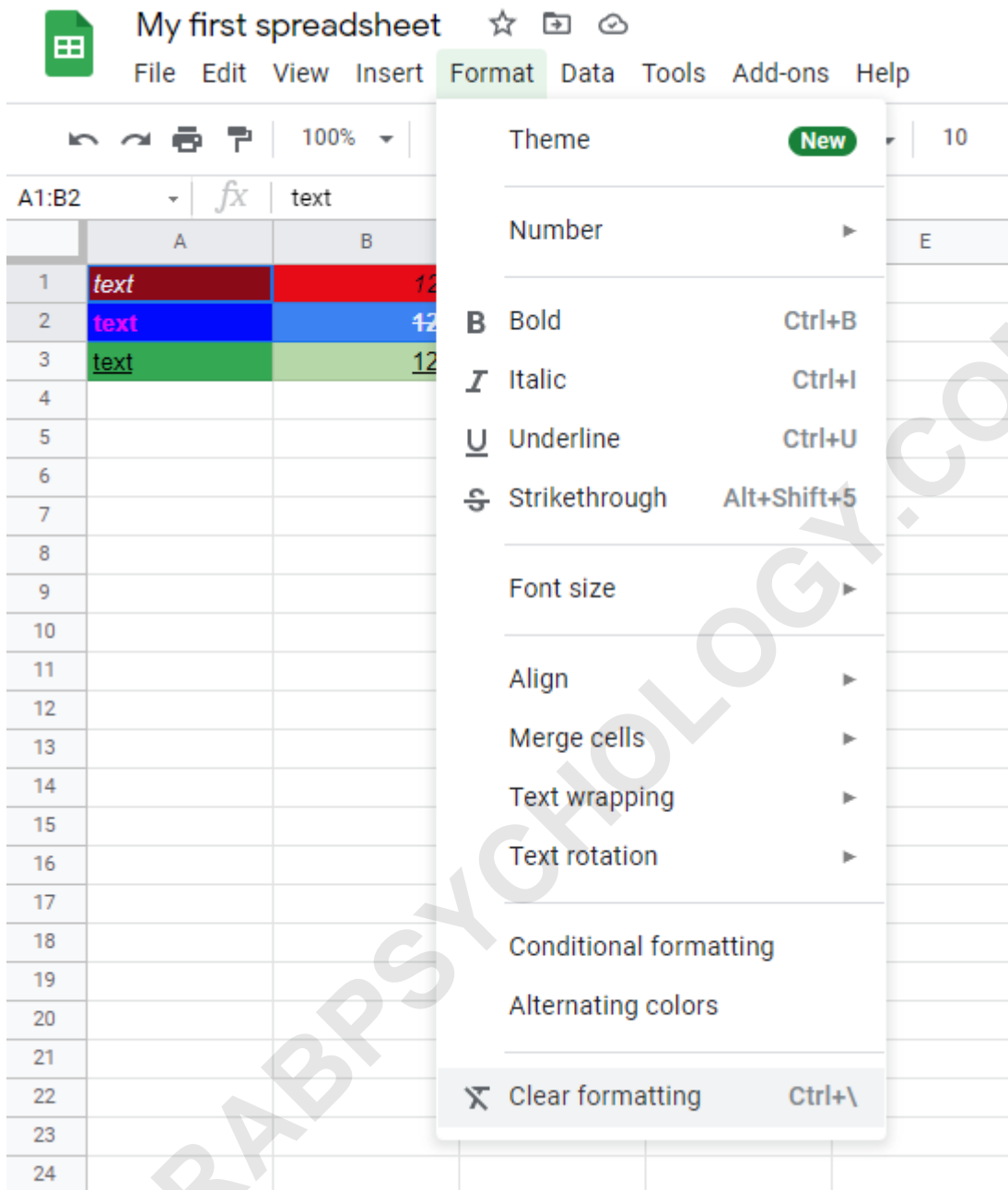
Example (Remove Formatting For a Range)

Remove formatting for a range, step by step:

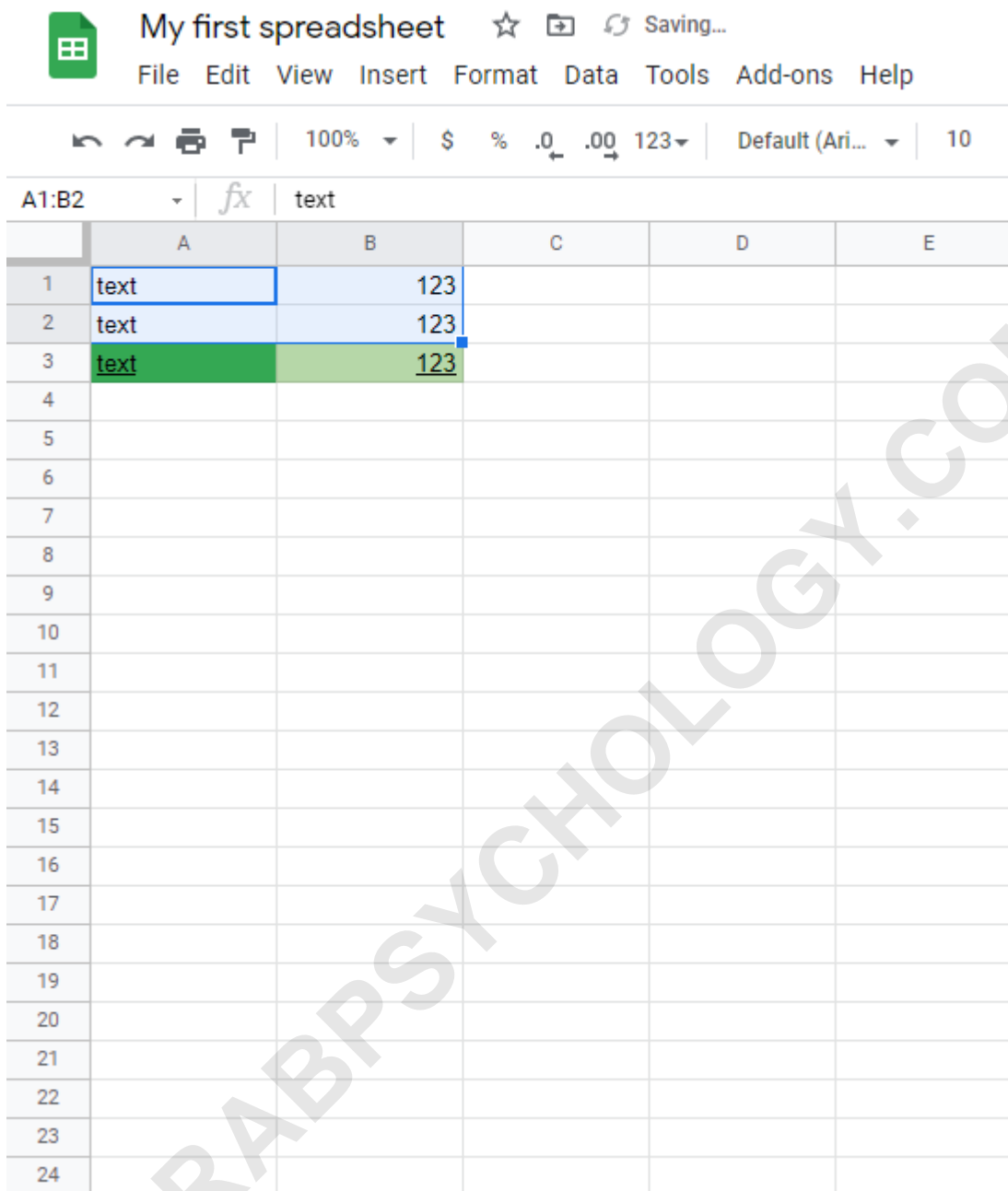
Select range `A1:B2`

The screenshot shows the Google Sheets interface for a spreadsheet titled "My first spreadsheet". The menu bar includes File, Edit, View, Insert, Format, Data, Tools, Add-ons, and Help. The toolbar shows various icons for undo, redo, print, and zoom, along with currency and decimal formatting options. The active cell range is A1:B2, and the formula bar shows "text". The spreadsheet grid has columns A through E and rows 1 through 24. The first three rows (1-3) have colored cells: Row 1 has red cells for "text" in A1 and "123" in B1; Row 2 has blue cells for "text" in A2 and "123" in B2; Row 3 has green cells for "text" in A3 and "123" in B3. A large watermark "ARABPSYCHOLOGY.COM" is overlaid diagonally across the spreadsheet.

Click on the **Format** menu and then select **Clear formatting**



This is the result:



The screenshot shows the Google Sheets interface for a spreadsheet titled "My first spreadsheet". The menu bar includes File, Edit, View, Insert, Format, Data, Tools, Add-ons, and Help. The toolbar shows various icons for undo, redo, print, and zoom, along with currency and decimal formatting options. The active cell range is A1:B2, and the formula bar contains the text "text". The spreadsheet grid shows columns A through E and rows 1 through 24. Cells A1, B1, A2, B2, A3, and B3 are highlighted with blue and green backgrounds, indicating they are selected. A large watermark "ARABPSYCHOLOGY.COM" is visible across the spreadsheet.

	A	B	C	D	E
1	text	123			
2	text	123			
3	text	123			
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
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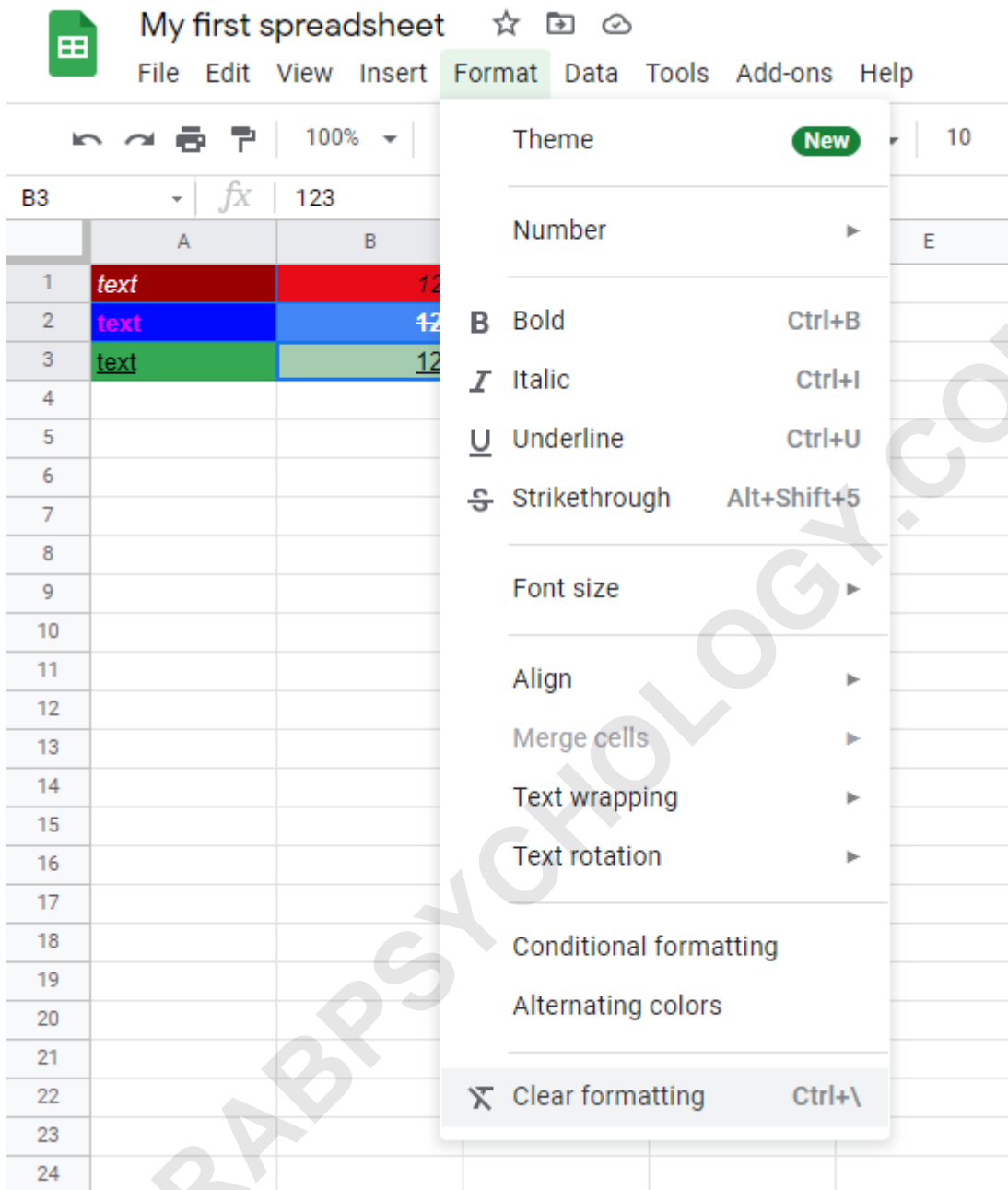
Example (Remove Formatting For Multiple Cells)

Remove formatting for multiple cells, step by step:

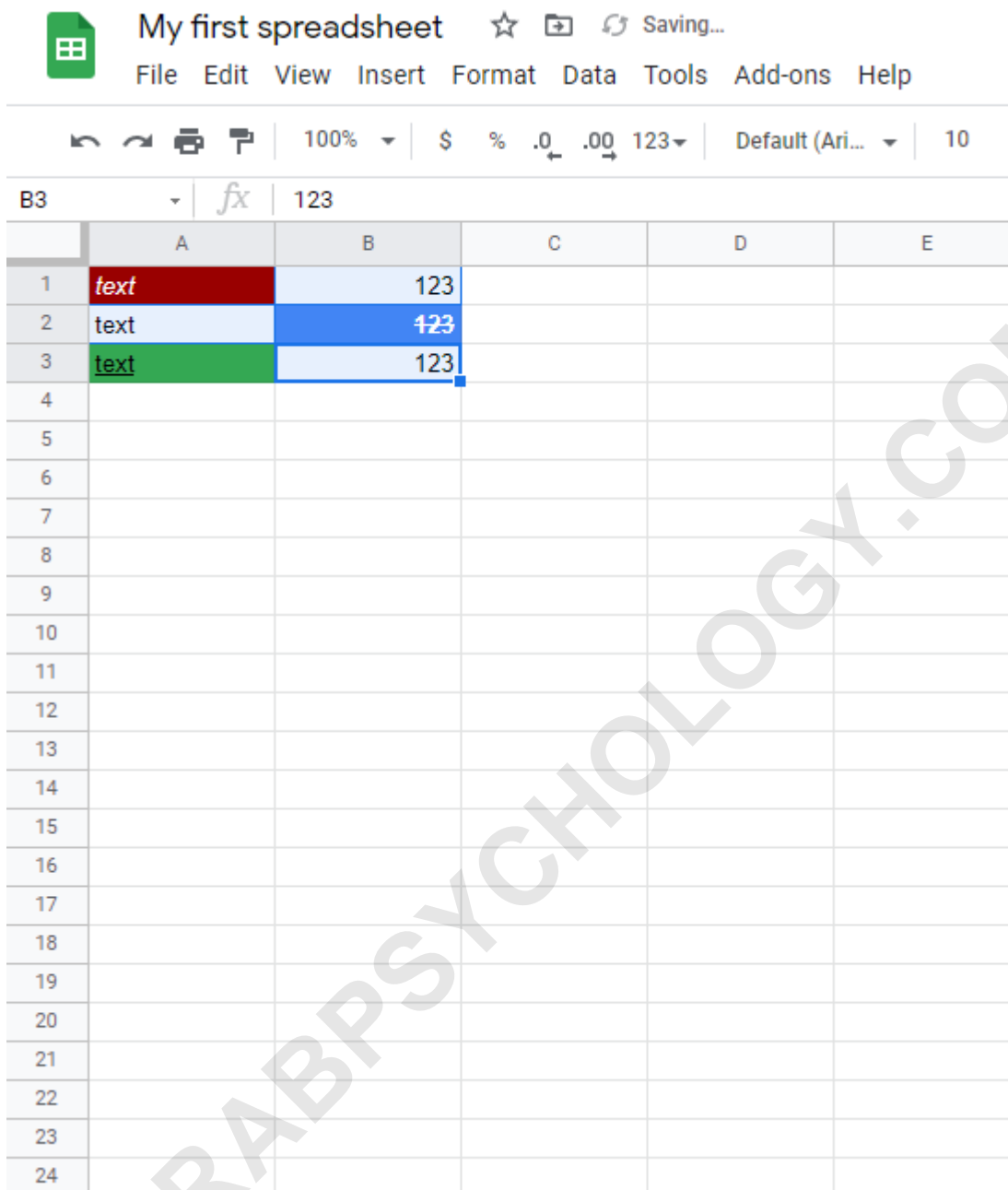
Select cells **A2**, **B1** and **B3** by holding the **Ctrl** button (**Command** for Mac) on the keyboard

The screenshot shows the Google Sheets interface for a spreadsheet titled "My first spreadsheet". The menu bar includes File, Edit, View, Insert, Format, Data, Tools, Add-ons, and Help. The toolbar shows various icons for undo, redo, print, and zoom, along with a 100% zoom level and currency symbols. The active cell is B3, containing the text "123". The spreadsheet grid shows columns A through E and rows 1 through 24. The first three rows have colored cells: Row 1 (red), Row 2 (blue), and Row 3 (green). The text "text" is in column A and "123" is in column B for these rows. A large watermark "ARABPSYCHOLOGY.COM" is overlaid diagonally across the spreadsheet.

Click on the **Format** menu and then select **Clear formatting**



This is the result:



The screenshot shows the Google Sheets interface for a spreadsheet titled "My first spreadsheet". The menu bar includes File, Edit, View, Insert, Format, Data, Tools, Add-ons, and Help. The toolbar shows various icons for undo, redo, print, and zoom, along with currency and decimal formatting options. The active cell is B3, containing the value 123. The spreadsheet grid shows columns A through E and rows 1 through 24. Column A contains the text "text" in cells A1, A2, and A3, which are highlighted with red, blue, and green backgrounds respectively. Column B contains the number "123" in cells B1, B2, and B3, which are highlighted with light blue and blue backgrounds respectively. A large watermark "ARABPSYCHOLOGY.COM" is visible diagonally across the spreadsheet.

Well Done! You can now remove all types of formatting for any arrangements of cells.

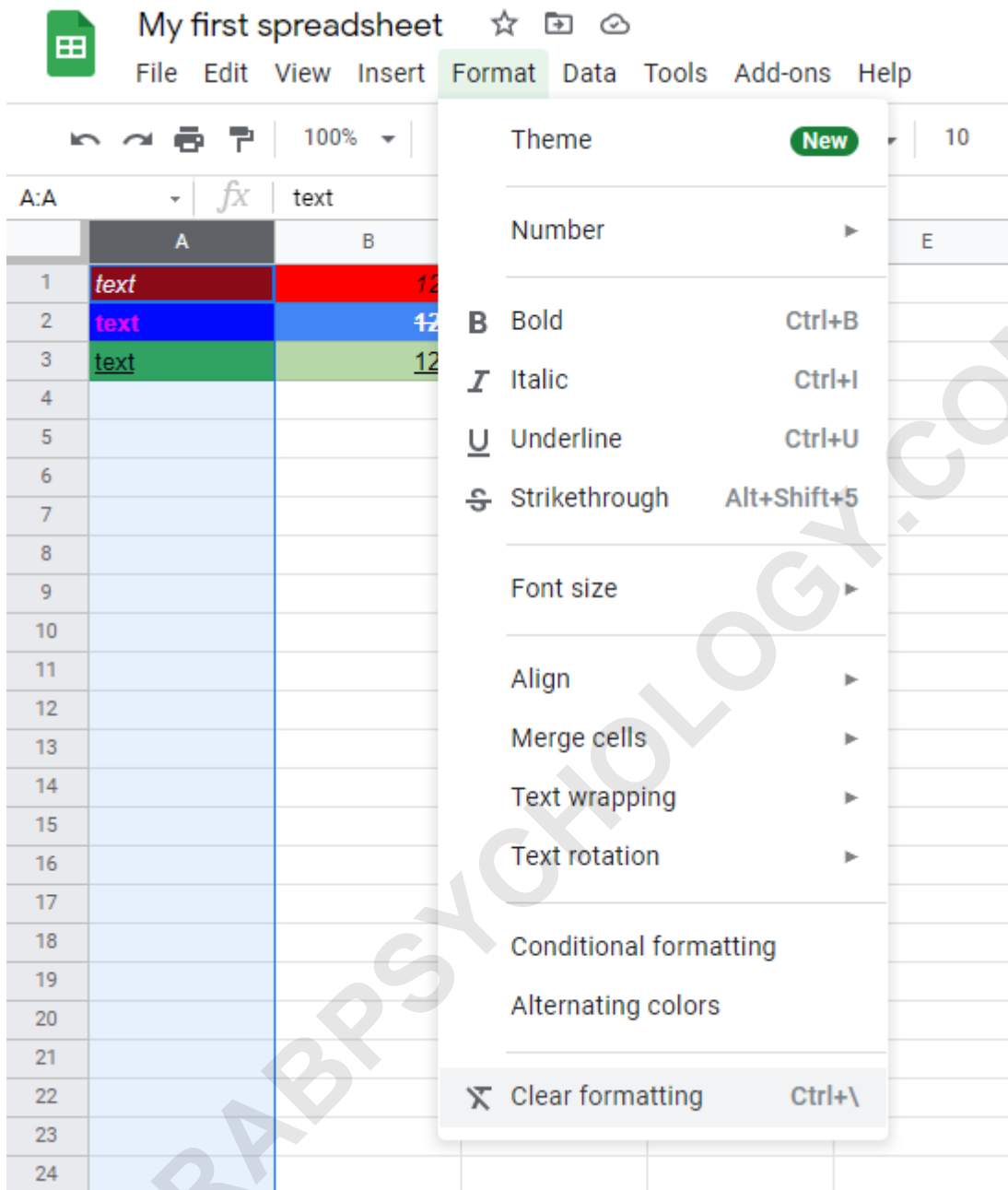
Example (Remove Formatting For A Column)

Remove formatting for a column, step by step:

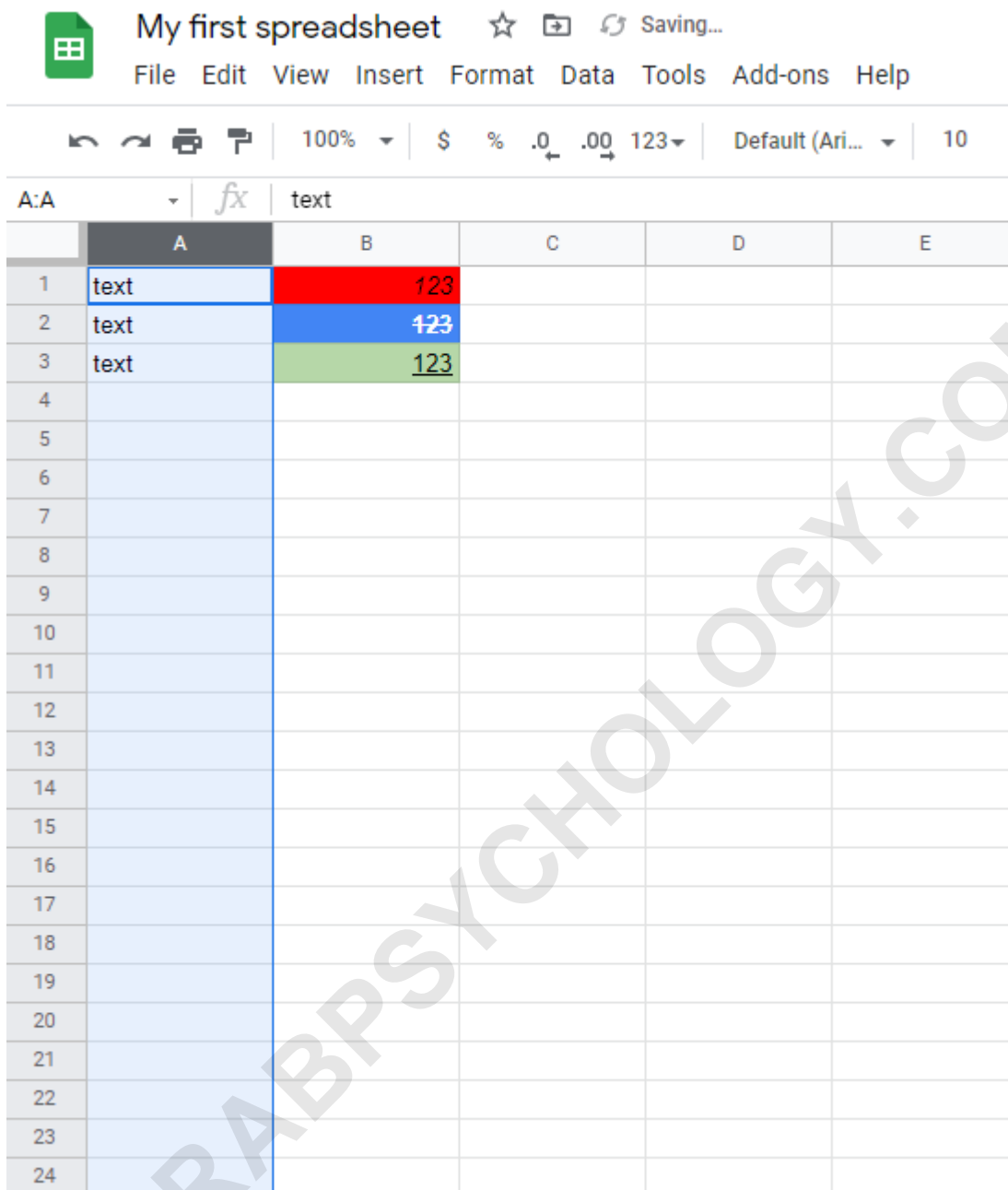
Select column **A** by clicking on the letter A in the column bar

The screenshot shows the Google Sheets interface for a document titled "My first spreadsheet". The menu bar includes File, Edit, View, Insert, Format, Data, Tools, Add-ons, and Help. The toolbar shows a zoom level of 100%, currency symbols (\$, %), and a numeric keypad with "123" selected. The spreadsheet grid has columns A through E and rows 1 through 24. Row 1 contains "text" in cell A1 (dark red background) and "123" in cell B1 (red background). Row 2 contains "text" in cell A2 (blue background) and "123" in cell B2 (blue background). Row 3 contains "text" in cell A3 (green background) and "123" in cell B3 (green background). A large watermark "ARABPSYCHOLOGY.COM" is overlaid diagonally across the spreadsheet.

Click on the **Format** menu and then select **Clear formatting**



This is the result:



My first spreadsheet ☆ 📄 🔄 Saving...

File Edit View Insert Format Data Tools Add-ons Help

100% | \$ % .0+ .00 123 | Default (Ari... | 10

	A	B	C	D	E
1	text	123			
2	text	123			
3	text	123			
4					
5					
6					
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You can do the same with rows. **Try it!**

Example (Remove Formatting For All Cells)

Remove formatting for the entire spreadsheet, step by step:

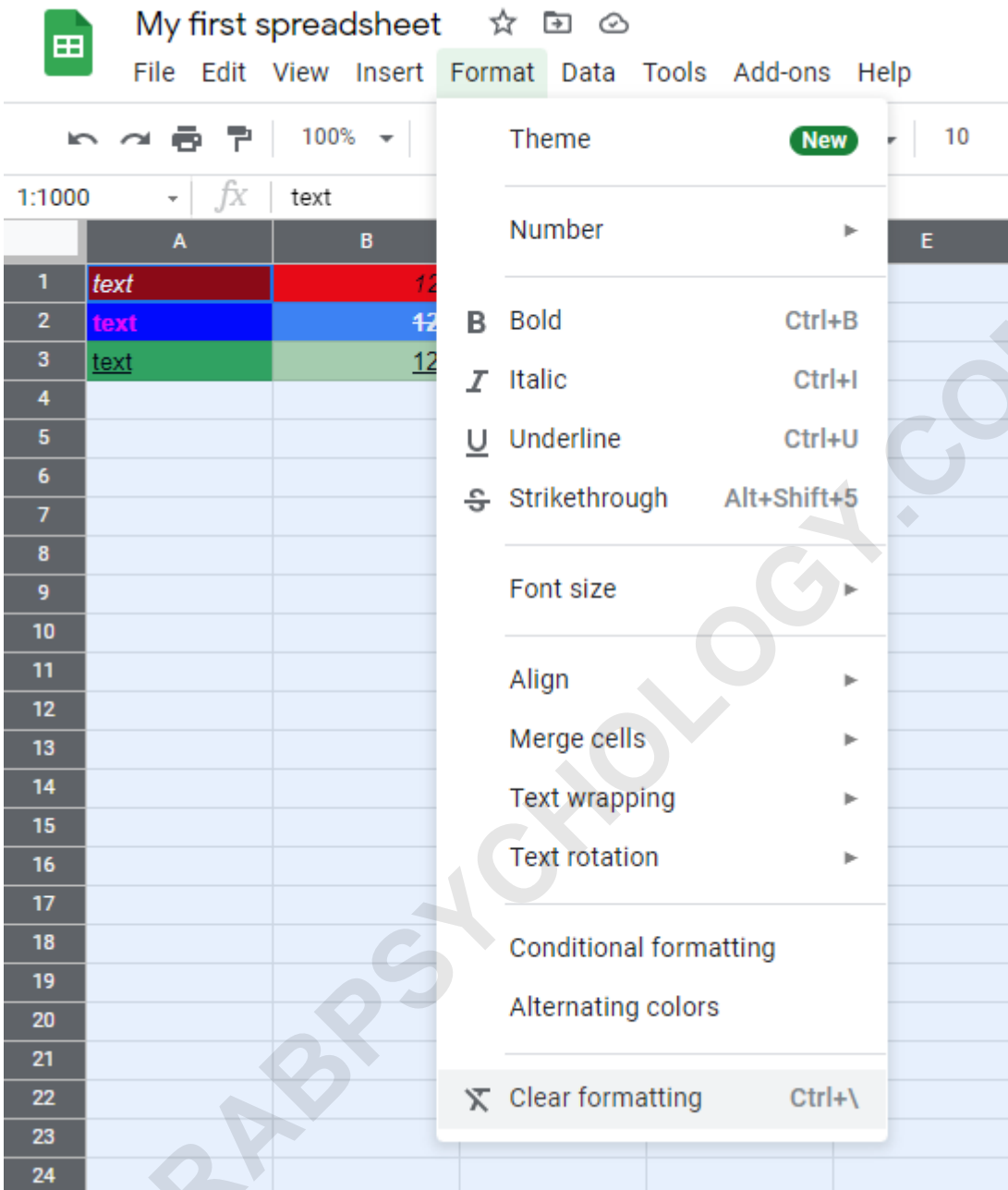
Select the entire spreadsheet by clicking on the rectangle on the top left corner of the sheet (



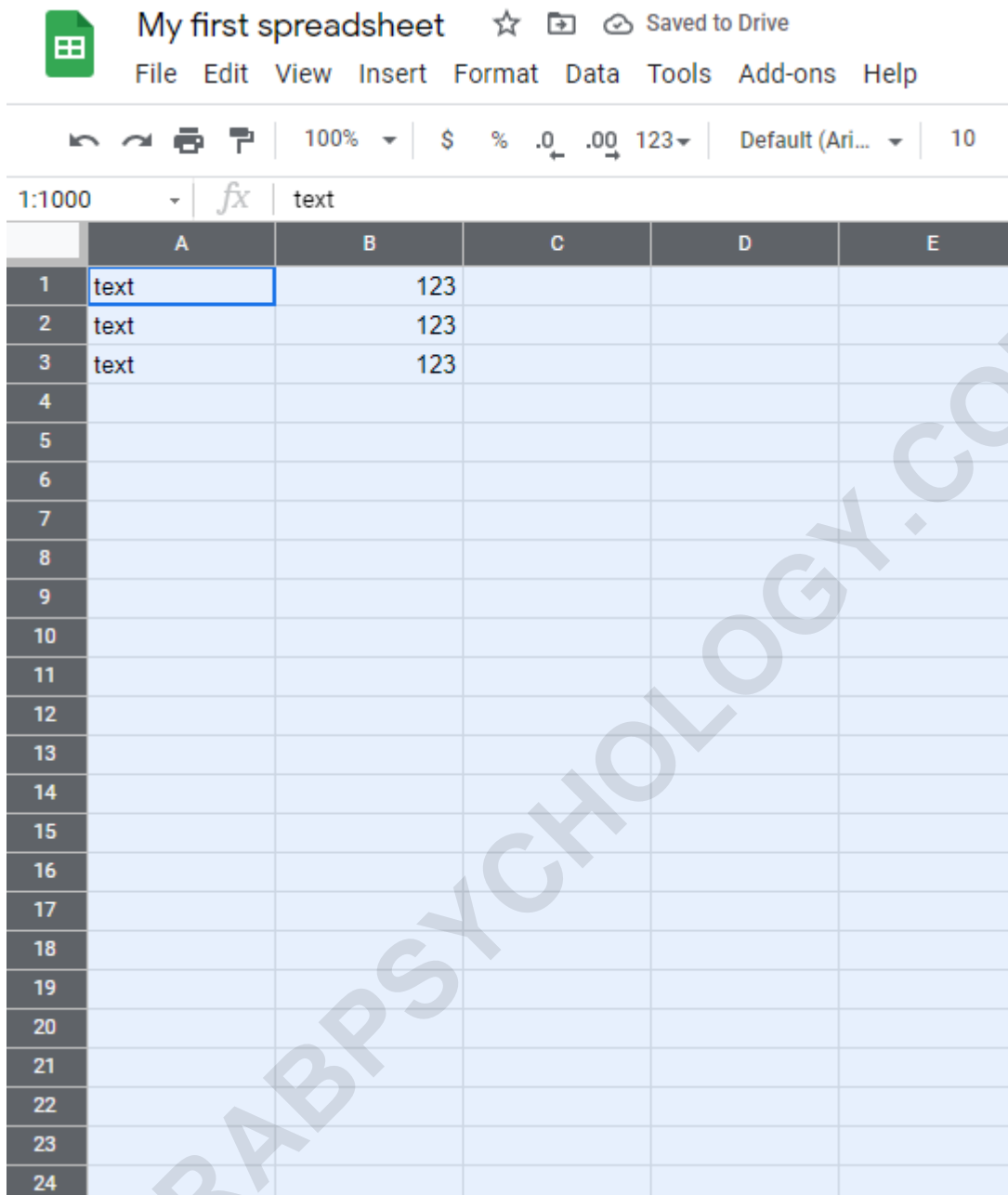
)

The screenshot shows the Google Sheets interface for a spreadsheet titled "My first spreadsheet". The menu bar includes File, Edit, View, Insert, Format, Data, Tools, Add-ons, and Help. The toolbar shows various icons for undo, redo, print, and zoom, along with a zoom level of 100%. The spreadsheet has columns A through E and rows 1 through 23. Row 1 contains "text" in cell A1 (red background) and "123" in cell B1 (red background). Row 2 contains "text" in cell A2 (blue background) and "123" in cell B2 (blue background). Row 3 contains "text" in cell A3 (green background) and "123" in cell B3 (green background). A watermark "ARABPSYCHOLOGY.COM" is visible diagonally across the spreadsheet. A black arrow points to the "Format" menu item in the top menu bar.

Click on the **Format** menu and then select **Clear formatting**



This is the result:



The screenshot shows a Google Sheet interface. At the top, the title is "My first spreadsheet" with a star icon and "Saved to Drive". Below the title is a menu bar with "File", "Edit", "View", "Insert", "Format", "Data", "Tools", "Add-ons", and "Help". The toolbar includes icons for undo, redo, print, and a zoom level of 100%. The formula bar shows "1:1000" and "text". The spreadsheet grid has columns A through E and rows 1 through 24. The first three rows have "text" in column A and "123" in column B. The rest of the grid is empty.

	A	B	C	D	E
1	text	123			
2	text	123			
3	text	123			
4					
5					
6					
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10					
11					
12					
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It was easy, No? You have successfully removed all formatting in your sheet.

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