

# How can I use the “Excel Format Painter” feature?

Authored by  
**stats writer**

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## RECOMMENDED CITATION

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The Excel Format Painter is a useful tool that allows users to quickly apply formatting to multiple cells in a spreadsheet. This feature eliminates the need to manually copy and paste formatting, saving time and effort. To use the Format Painter, simply select the cell with the desired formatting, click on the Format Painter icon, and then click on the cells where you want to apply the same formatting. This feature is especially helpful for creating consistent and professional-looking spreadsheets. It can also be used to easily update formatting when changes are made to the original cell. Overall, the Excel Format Painter is a convenient and efficient tool for formatting data in spreadsheets.

## Excel Format Painter

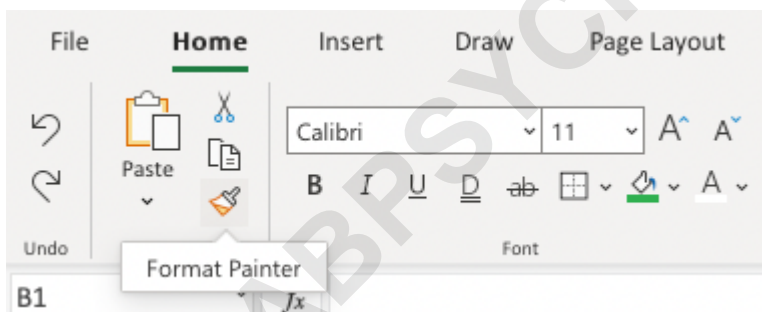
### Format Painter

The format painter is a command which lets you copy formatting from one cell to another.

It is a great tool, which saves you lots of time!

The Format painter can be used to copy to single cells or ranges.

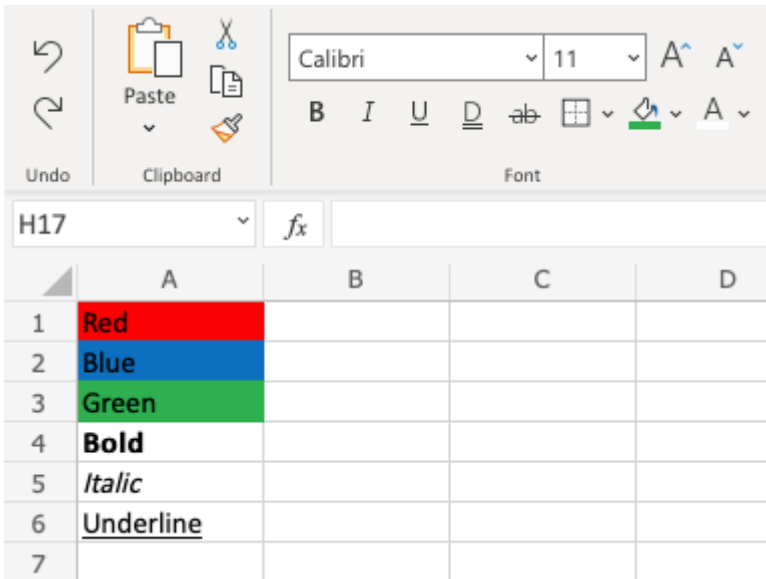
Format Painter is used by clicking on its button in the Ribbon, found in the Clipboard group.



### How To Use the Format Painter

Select the cell that you want to copy  
Click the Format Painter button  
Select a cell or range

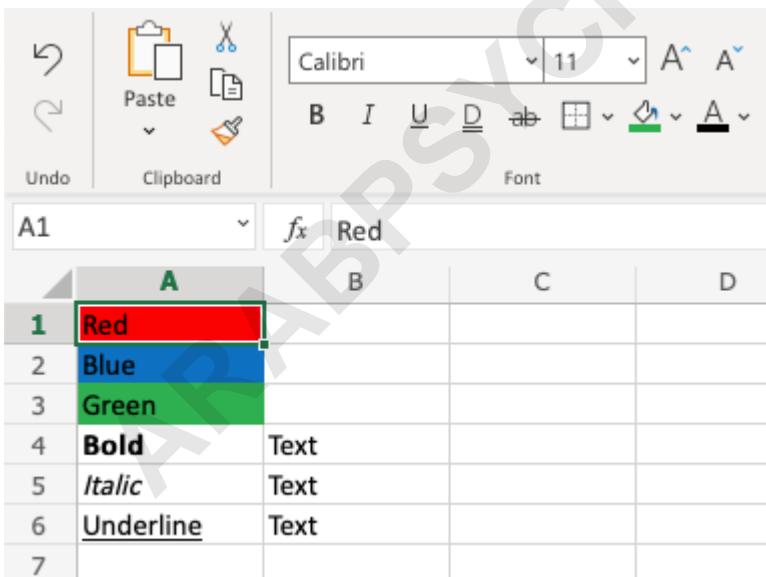
Let's try some examples and copy formats with Colors and font Characteristics, such as bold, italic and underline:

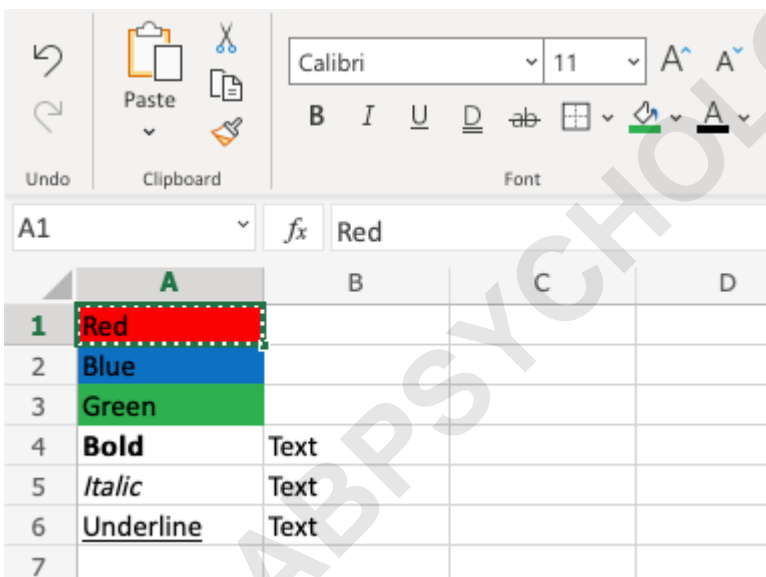
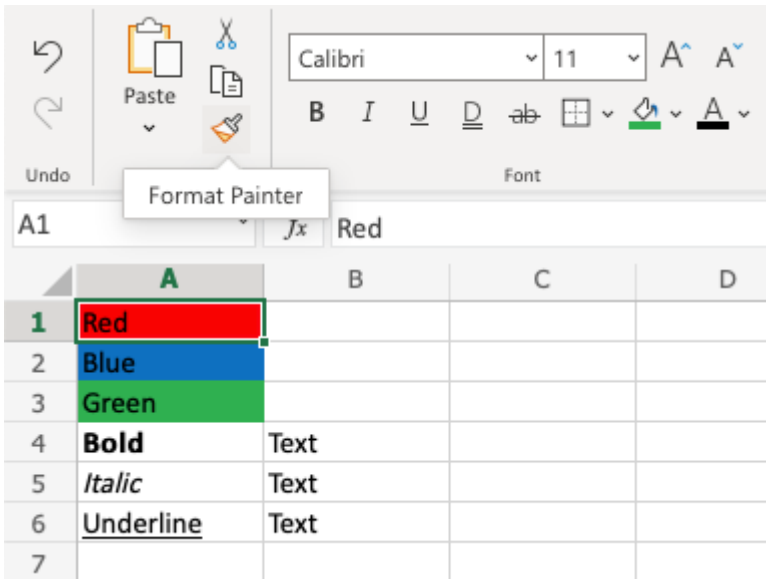


Copy the red color from A1 to B1.

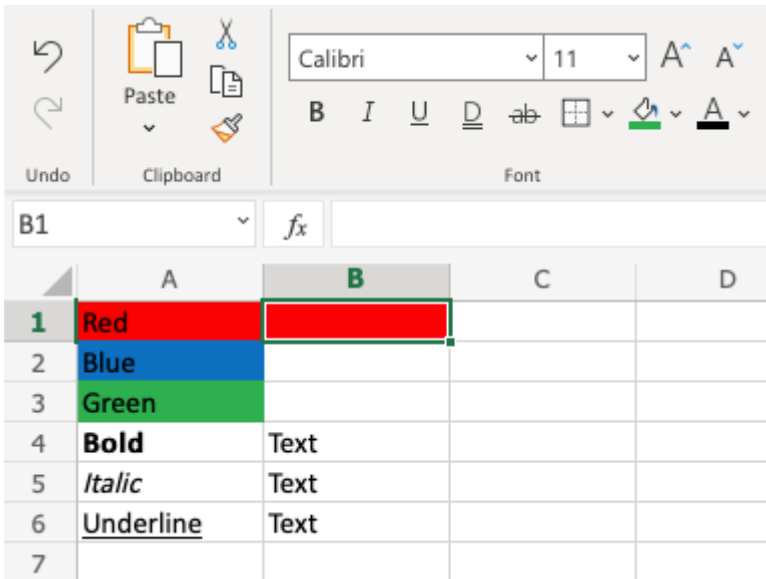
Step by step:

Select A1 Click the **Format Painter** button Select B1





Notice the dotted border around **A1**. This indicates that the format is copied and ready for pasting. Let's paste it to **B1**!

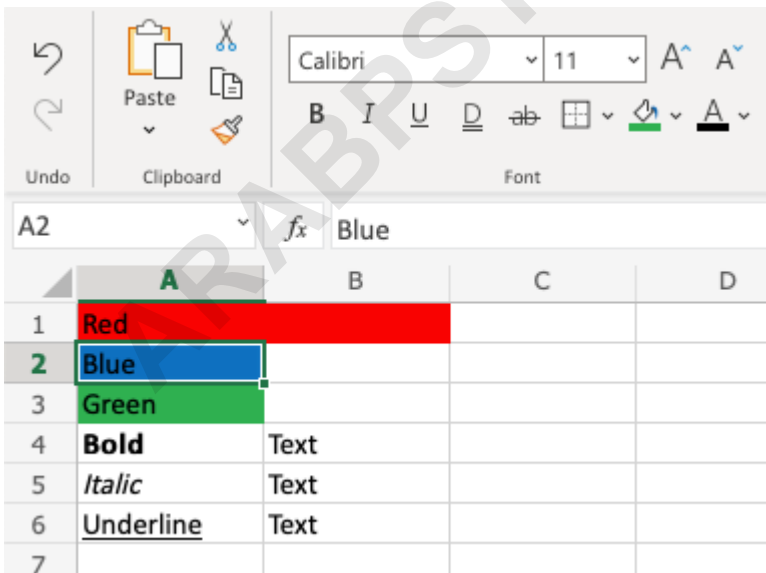


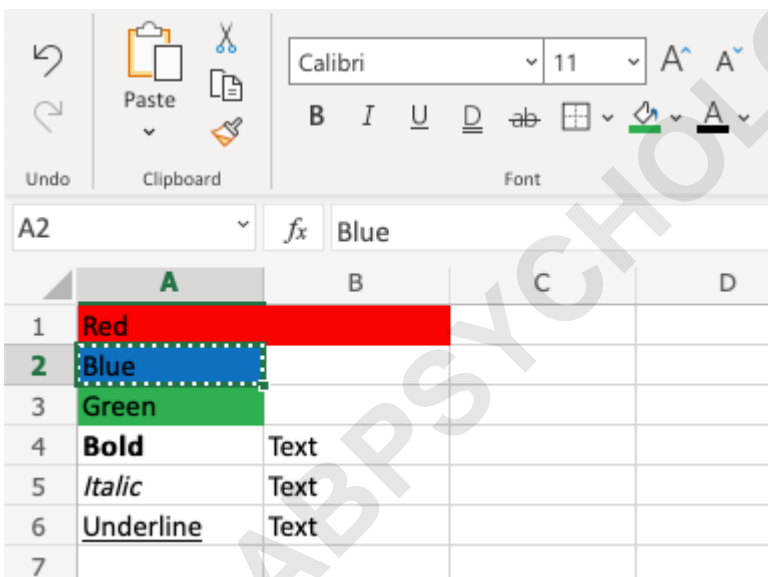
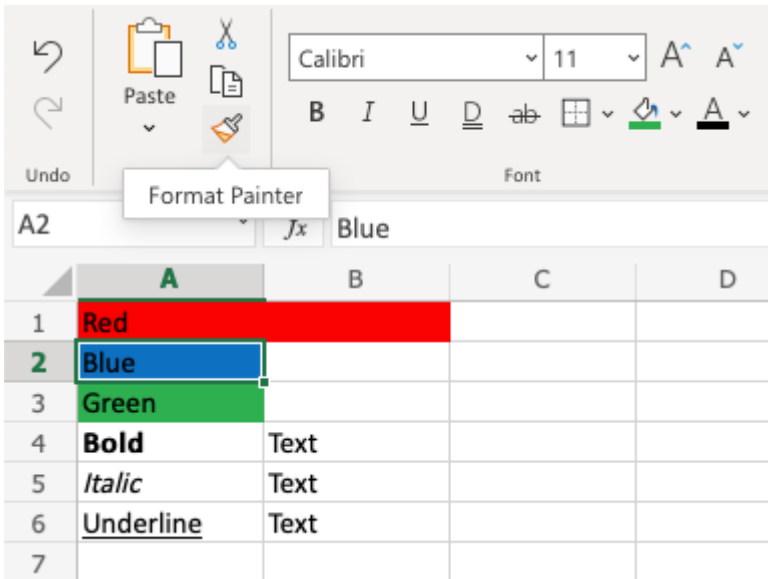
Great job!

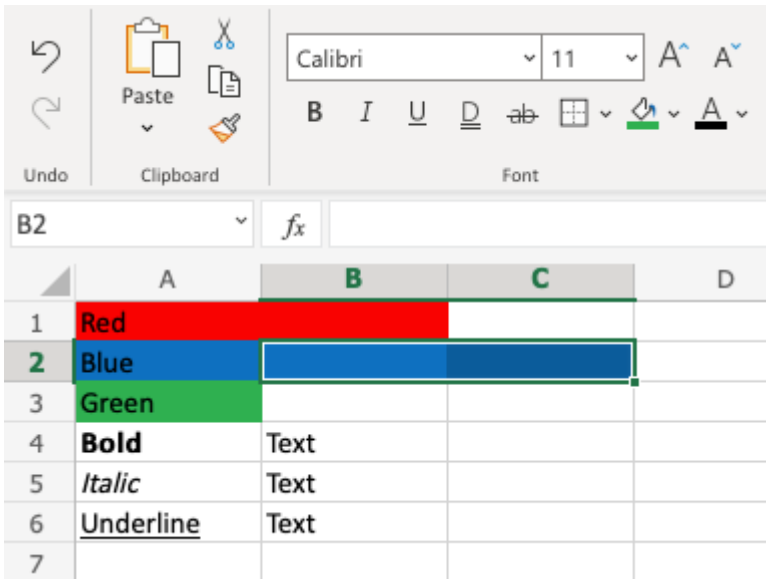
## Copy and Paste Color to Multiple Cells

Copy B2 to C2. That is right, let's try to paste to a range of two cells!

Select A2 Click the **Format Painter** button Select B2 and hold an drag to C2







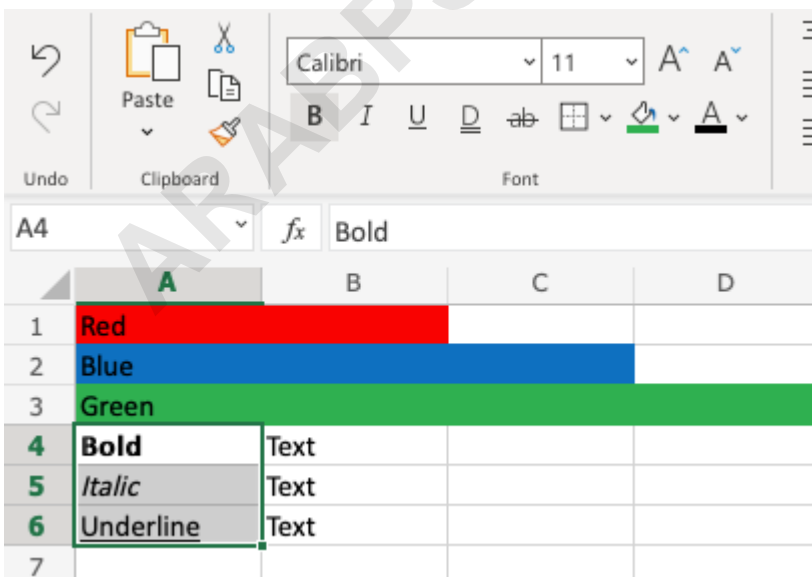
**That's the way!** The format painter can be used for single cells and on ranges.

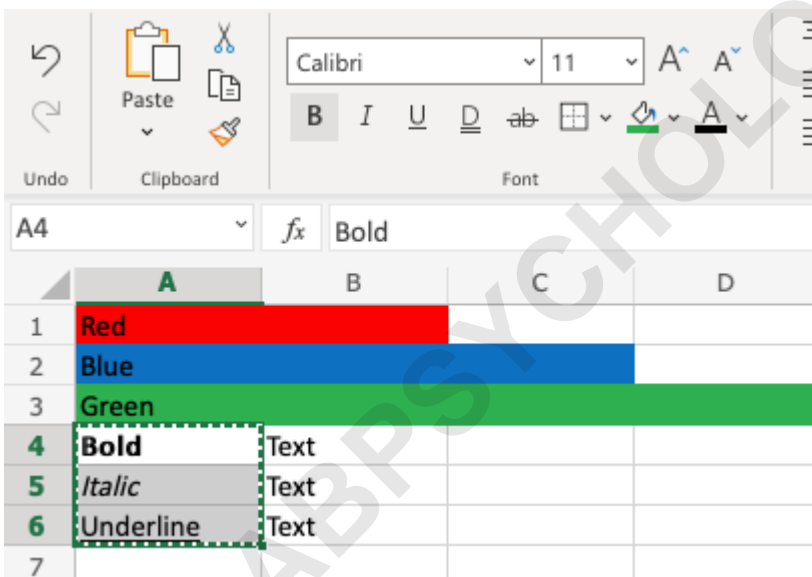
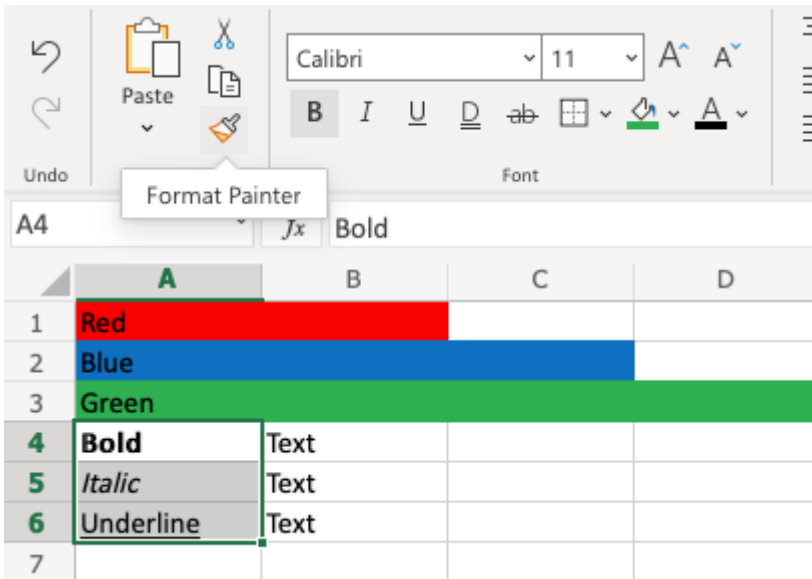
### Copy Font Characteristics

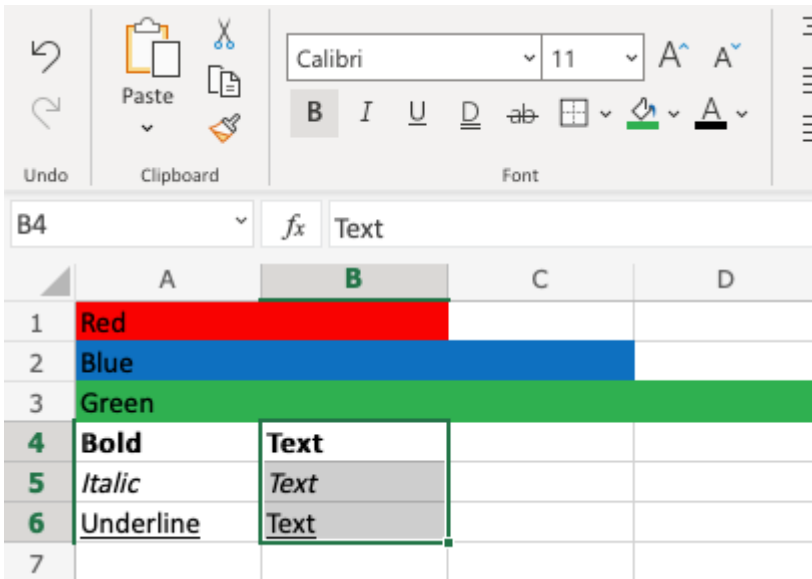
Last example. Copy the Font Characteristics from A4:A6 to B4:B6.

Step by step:

Mark A4:A6 Click the **Format Painter** button Drag and mark B4:B6







Good job!

★+1

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