

# How do I use the “Format Painter” tool in Google Sheets?

Authored by  
**stats writer**

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## RECOMMENDED CITATION

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PSYCHOLOGICAL SCALES. Retrieved from <https://scales.arabpsychology.com/?p=159778>

The "Format Painter" tool in Google Sheets is a useful feature that allows you to quickly copy the formatting of one cell or range of cells to another. To use this tool, simply select the cell or range of cells that you want to copy the formatting from, then click on the "Format Painter" icon in the toolbar. Next, click on the cell or range of cells that you want to apply the formatting to, and the formatting will be instantly copied over. This tool can save you time and effort when formatting your data in Google Sheets.


## Google Sheets Format Painter

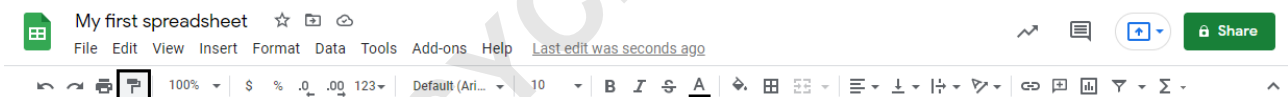
### Format Painter

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.



### 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:

	A	B	C	D	E
1	Red				
2	Blue				
3	Green				
4	<b>Bold</b>	text			
5	<i>Italic</i>	text			
6	<u>Underline</u>	text			
7					
8					
9					
10					

Copy the red color from cell A1 to cell B1.

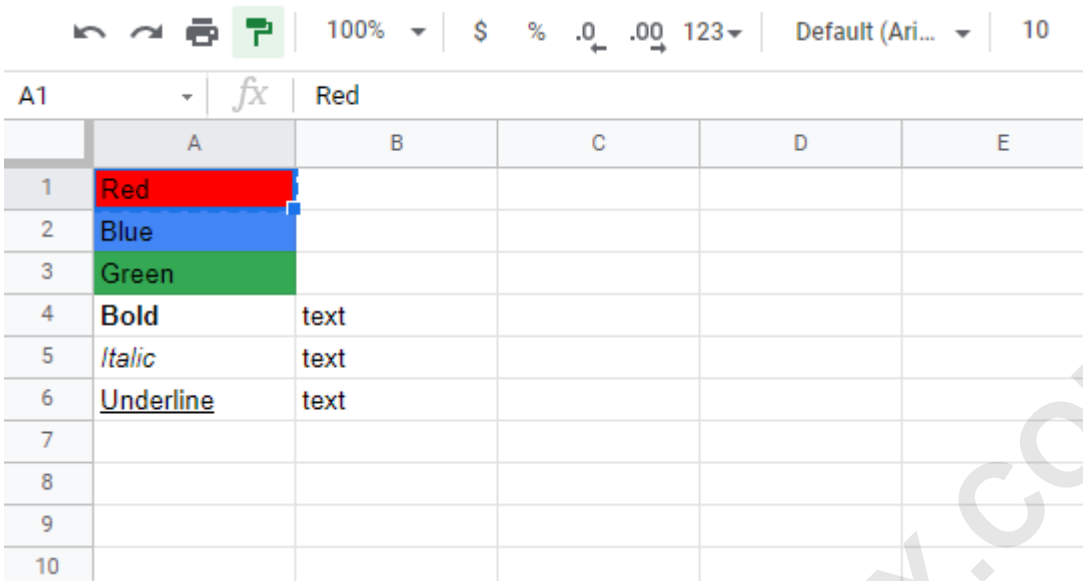
Step by step:

Select cell A1

	A	B	C	D	E
1	Red	Red			
2	Blue				
3	Green				
4	<b>Bold</b>	text			
5	<i>Italic</i>	text			
6	<u>Underline</u>	text			
7					
8					
9					
10					

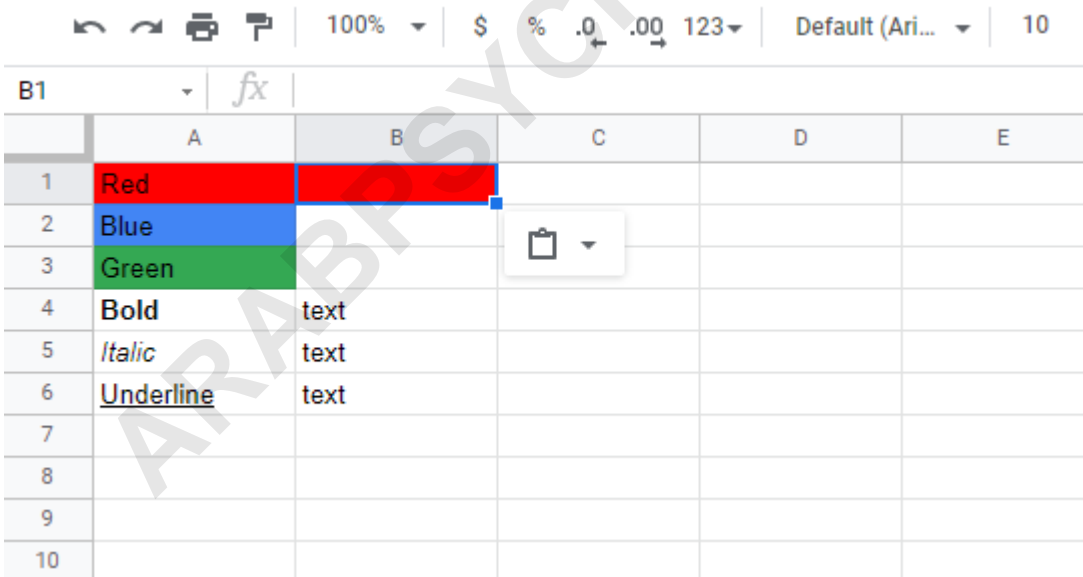


Click the **Format Painter** button ( )



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

Select cell B1

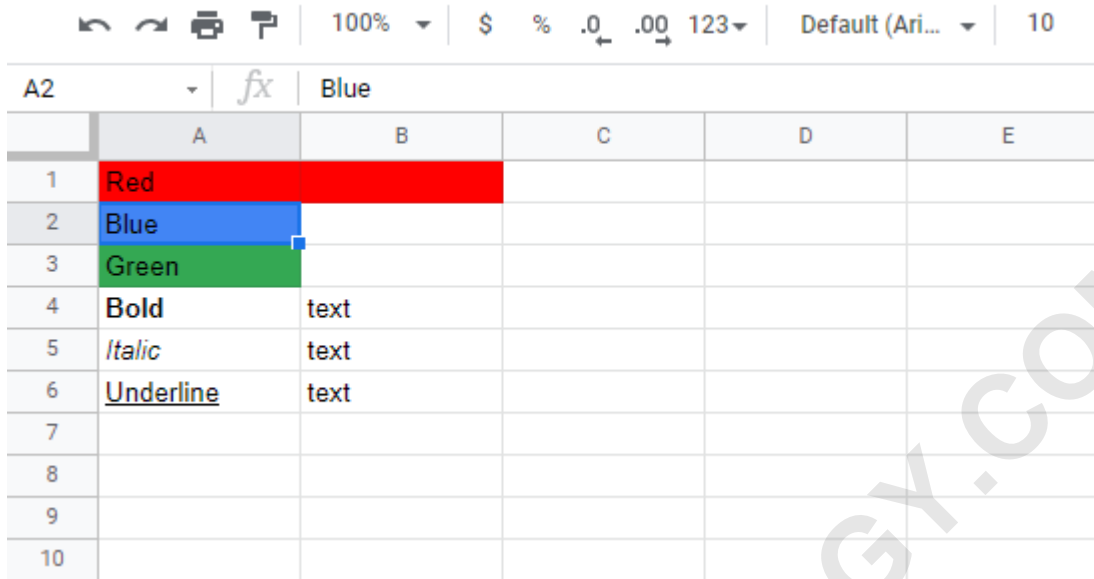


Great job!

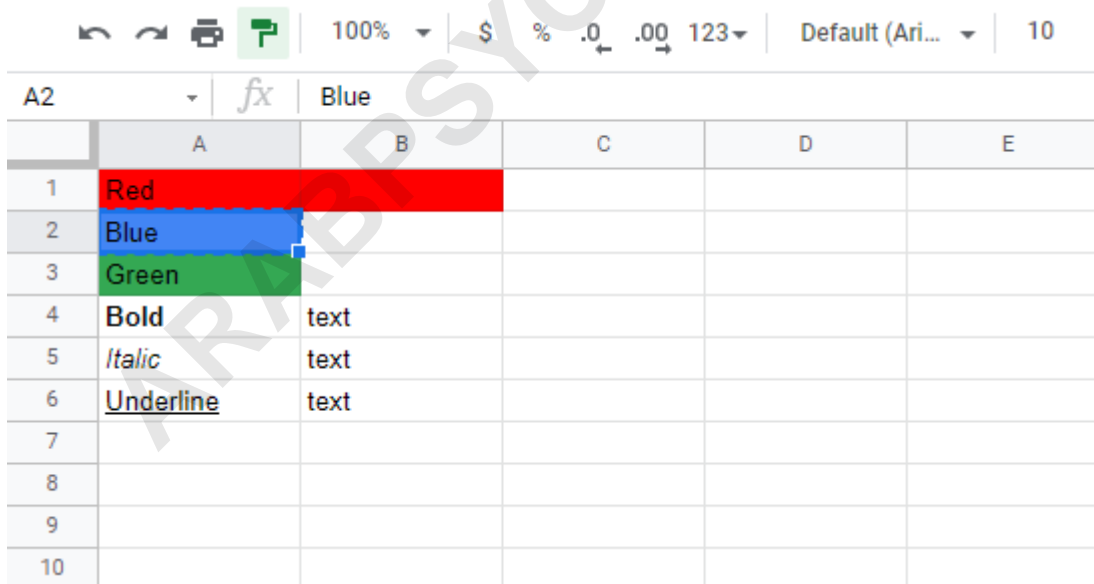
## Copy and Paste Color to Multiple Cells

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

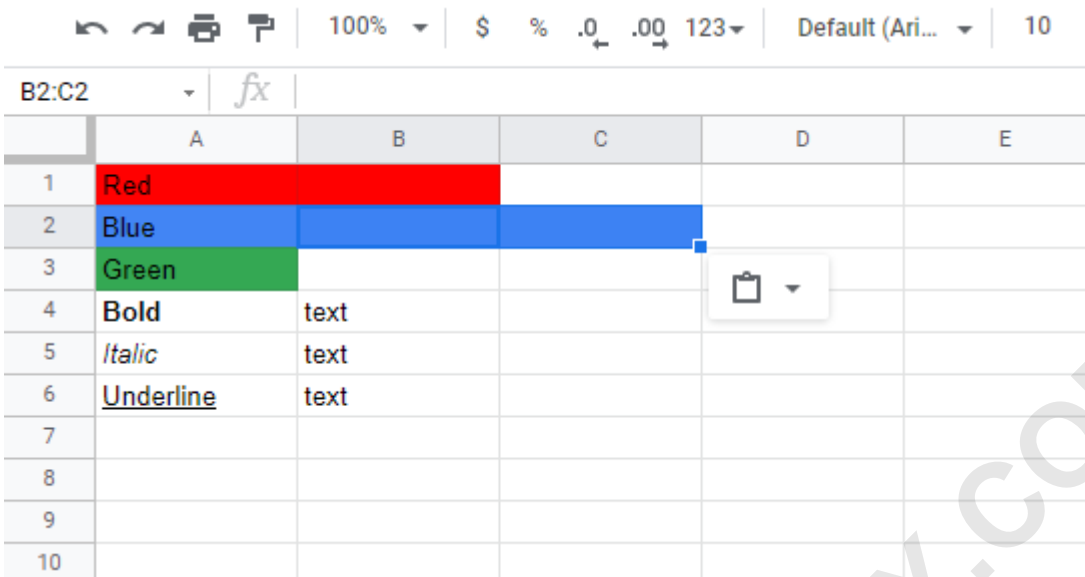
Select cell **A2**



Click the **Format Painter** button ( )



Select cell **B2** and hold an drag to cell **C2**



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

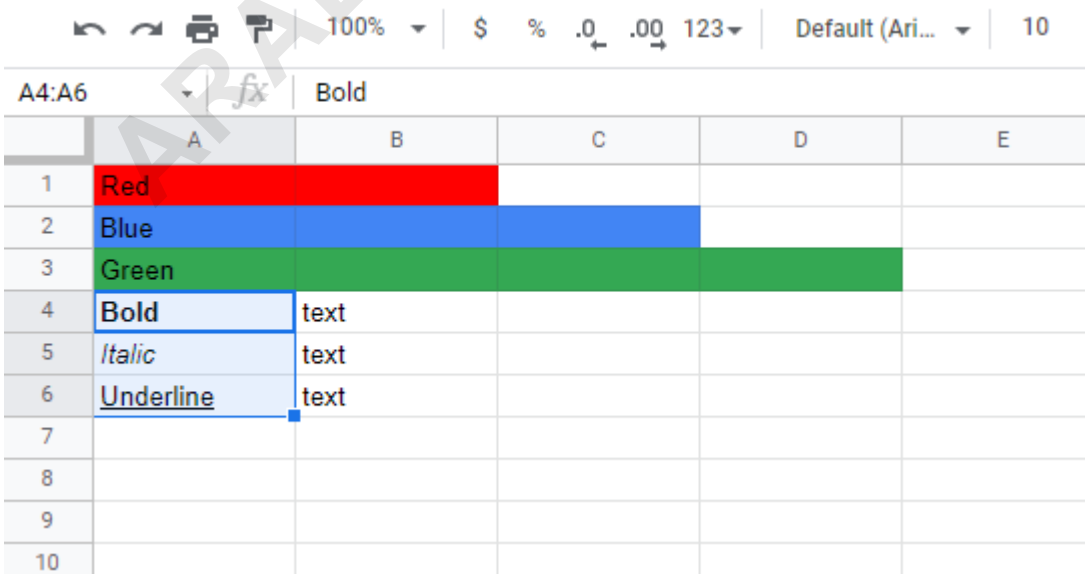
Now do it yourself! Copy the format from cell A3 to range B3:D3.

### Copy Font Characteristics

Last example. Copy the font characteristics from range A4:A6 to range B4:B6.

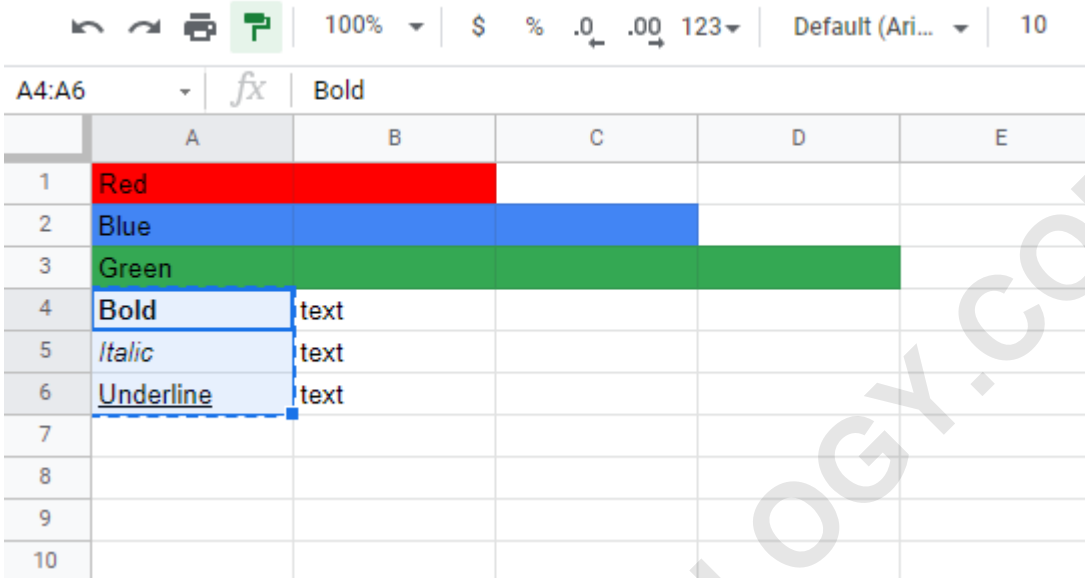
Step by step:

Select range A4:A6

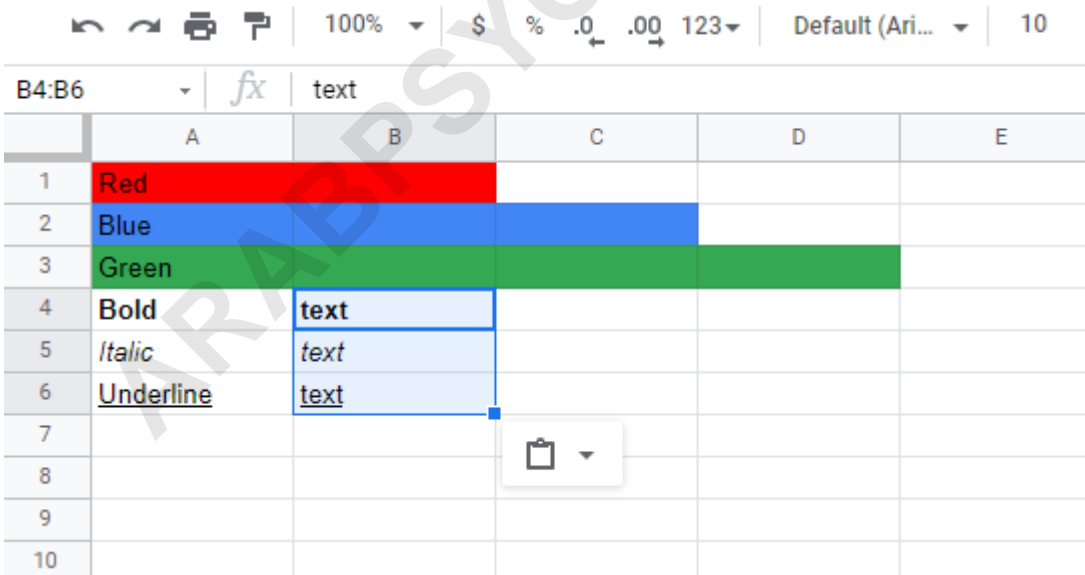




Click the **Format Painter** button ( )



Drag and select range B4 : B6



**Good job!**

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