Format Painter



Use the format painter (the icon that looks like a paint roller in your word processor or spreadsheet toolbar) to quickly copy the formatting from one cell or paragraph to another.
Example: You've worked hard to format a spreadsheet cell just how you want it -- bold, colored text, highlighted, borders -- and you don't want to have to make all those changes to another cell to make it look the same. Use the format painter to apply all of those properties at once. Click the cell you like, then the format painter, and then the cell(s) you want to look the same.

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