3 Quick Tips for Excel Formatting

Tip 1:

F4  The F4 key repeats the last command.

Usage: This is particularly useful when formatting worksheets. If, for example, you bold a cell and then decide you want that same formatting applied to other cells, just select the other cells and hit the F4 key. The F4 key keeps repeating the same last command, until you use a different command. The original cell selection and the subsequent cell selections do not need to be the same size. The F4 key repeats any last command, such as deleting or inserting, not just cell formatting.

As an aside: This also works in M/S Word.

Tip 2:

Format Painter (the Paintbrush icon)

Usage: If you double-click on the Paintbrush icon it stays activated until you hit the escape key or click on the Paintbrush icon again.

As an aside: This also works in M/S Word.

Tip 3:

Paste Special  Instead of “paste” after the “copy” command

Usage: There are several useful options in the Paste Special dialogue box. One that can be a good timesaver is the Column Width option.

Example: If the width of column A is 15, column B is 10 and column C is 20, and you need columns E, F, and G to be those same widths respectively, drag to select cells in columns A, B and C; Copy, select any cell in column E then Paste Special / Column Width.