

## 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)

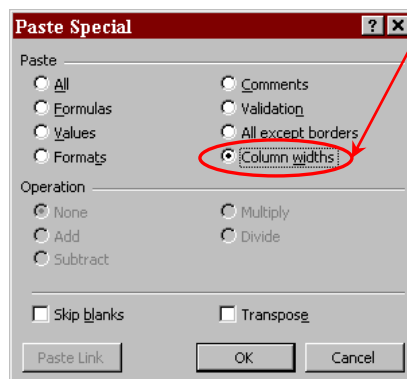
Usage: If you double-click on the **Paintbrush** icon it stays activated until you hit the escape key or click on the Paintbrush icon again.

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**.