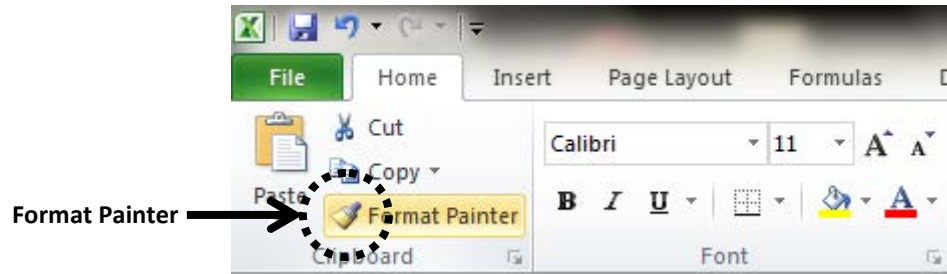# Format painter

Microsoft Excel

The format painter is a very useful tool! It appears in most Microsoft Office applications such as Word and PowerPoint. It copies the formatting (font size, font colour, font style, borders, shadows, alignments, AutoShape etc...) and applies it to the next text or object you click.

1. Select the cell that you want to copy the format from.

2. Click on the Format Painter on the tool bar (Your mouse pointer will look like a paint-brush and the cell border will have a running marquee.)

3. Click the cell that you want to apply the format to

Tip

If you are going to perform more than one block of cells to format, **double-click** on the Format Painter icon at the Step 2. It will retain the formatting until you click on the Format Painter icon once again or press the **ESC** key on the keyboard.