

COPY AND PASTE WORKSHEET FORMATTING

After we format a worksheet, we can copy its formatting settings and paste them into other worksheets. This saves time from the manual steps involved in updating the formatting options.

The settings that we can copy are anything that we can set in the **Format pane**, except for reference lines and annotations

Adjustments like manual sizing and level of zoom are not copied

COPY AND PASTE WORKSHEET FORMATTING

STEP 1: Given below are some of the settings in the **Format Pane** that we can copy and paste

Format Lines

A [icon] [icon] [icon] Fields ▾

Sheet Rows Columns

Lines

Grid Lines: None ▾

Zero Lines: ▾

Trend Lines: ▾

Ref Lines: ▾

Drop Lines: ▾

Axis Rulers: ▾

Axis Ticks: ▾

Format Shading

A [icon] [icon] [icon] Fields ▾

Sheet Rows Columns

Default

Worksheet: ▾

Pane: None ▾

Header: None ▾

Total

Pane: None ▾

Header: None ▾

Grand Total

Pane: None ▾

Header: None ▾

Row Banding

Pane: ▾

Header: ▾

Band Size: [slider]

Level: [slider]

Column Banding

Pane: ▾

Header: ▾

Band Size: [slider]

Format Borders

A [icon] [icon] [icon] Fields ▾

Sheet Rows Columns

Default

Cell: None ▾

Pane: None ▾

Header: None ▾

Total

Pane: None ▾

Header: None ▾

Grand Total

Pane: ▾

Header: ▾

Row Divider

Pane: None ▾

Header: None ▾

Level: [slider]

Column Divider

Pane: None ▾

Header: None ▾

Level: [slider]

Format Lines

A [icon] [icon] [icon] Fields ▾

Sheet Rows Columns

Lines

Grid Lines: None ▾

Zero Lines: ▾

Trend Lines: ▾

Ref Lines: ▾

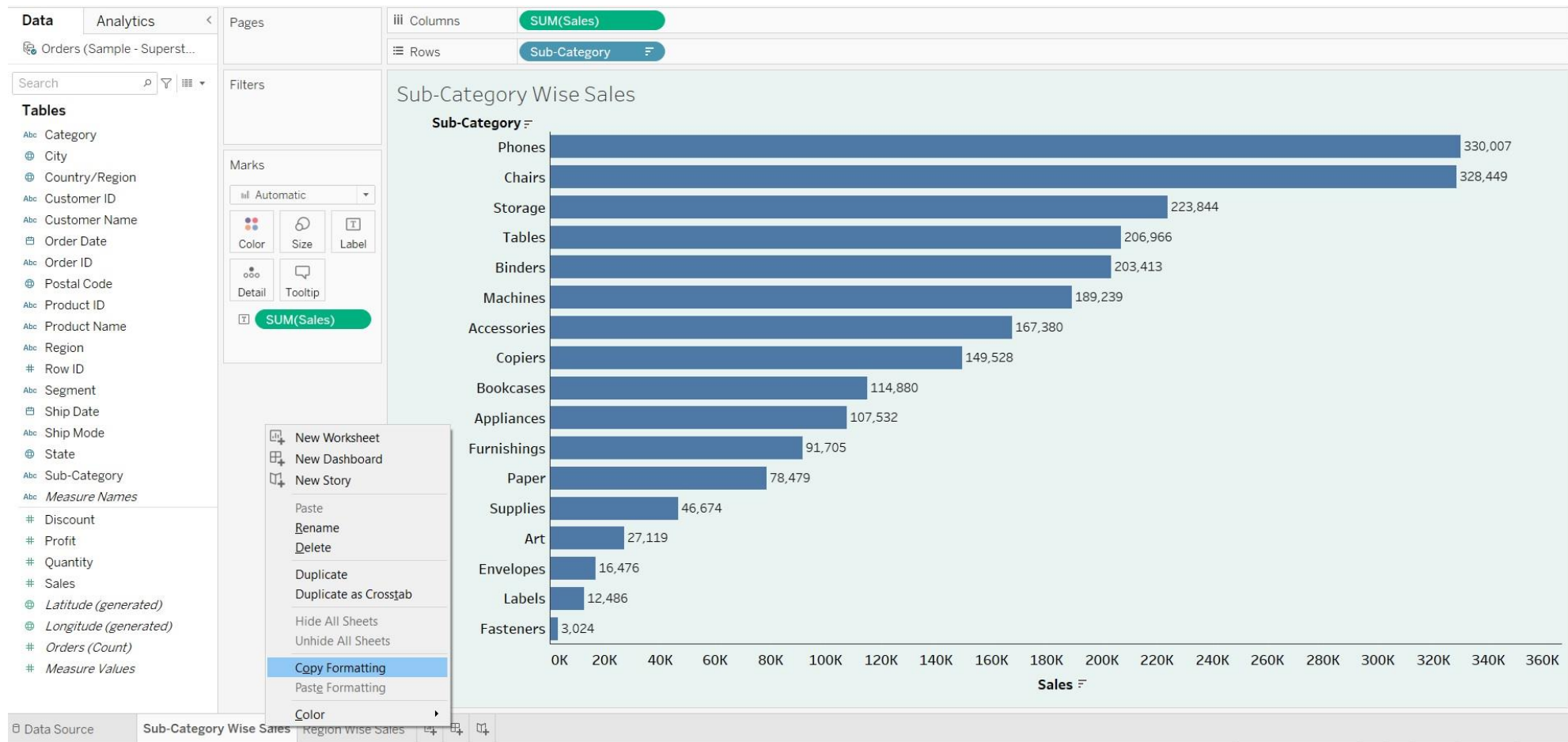
Drop Lines: ▾

Axis Rulers: ▾

Axis Ticks: ▾

COPY AND PASTE WORKSHEET FORMATTING

STEP 2: Select the worksheet from which we want to copy formatting
Right-click (control-click on Mac) the worksheet tab and select **Copy Formatting**



COPY AND PASTE WORKSHEET FORMATTING

STEP 3: Select the worksheet we want to paste the formatting into
Right-click (control-click on Mac) the worksheet tab and select **Paste Formatting**

