


To format a cell:

1. Select the cell(s) you would like to format.
2. Click the **Home** tab.
3. From the **Font** group, select a Font style, size, color, etc.  
OR click the **Font Dialog Box Launcher** and select from more options.

To format a cell using the Format Painter:

1. Select the cell that has the format you would like to copy.
2. Click the **Home** tab.
3. From the **Clipboard** group, click the **Format Painter** option.
4. Select the cell you would like to format.

To add a border:

1. Select the cell that has the format you would like to duplicate.
2. Click the **Home** tab.
3. From the **Font** group, click the drop-down arrow next to the **Borders** button. 
4. Select the border style you would like to apply.