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**Excel - Format Painter**

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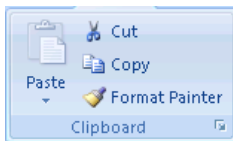
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## Excel - Format Painter

Looking for a quick and simple way to set up the formatting of objects and text in your Excel sheet? Format Painter is a feature that is sometimes overlooked but shouldn't be (I too forget it exists, so don't feel bad.)

With Format Painter you can copy for the formatting of shapes, objects, text or worksheet cells. So let's see how this works:

1. Select the shape, object, text, or worksheet cell that has the formatting that you want to copy.
2. On the Home tab choose the Format Painter and do one of the following:

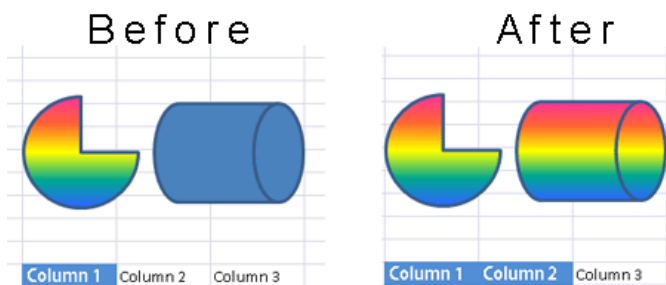


- To copy the formatting to one other shape, object, cell, or text selection, click Format Painter.
- To copy the formatting to multiple shapes, objects, cells, or text selections, double-click Format Painter.

The pointer changes to a paintbrush.

3. To apply the formatting:

- Of a single shape, object, or piece of text, click the object or text that you want to format.
- To a single cell or range of cells, drag the mouse pointer across the cell or range of cells that you want to format.
- On several cells or ranges of cells, drag the mouse pointer across the cells or ranges of cells that you want to format.
- For several text selections, click each text selection that you want to format.



4. To stop formatting, press ESC.

### Notes

- For text selections with multiple words, clicking within a word applies the formatting to that word only, and dragging across the text selection applies the formatting to all of the words.
- To copy the width of one column to a second column, select the heading of the first column, click Format Painter, and then click the heading of the column that you want to apply the column width to.

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- You cannot copy the column width if a merged cell includes the column from which you want to copy the width.
- You can copy formatting from a picture (such as the picture's border or the shape that the picture appears in) by using the steps above.
- You can select WordArt text and then use Format Painter to apply the font and font size to other text as long as the text is within a shape. It is not possible to apply WordArt formatting directly to text in a worksheet.
- If you apply three-dimensional (3-D) effects, such as a 3-D WordArt style or Warp Transform effect, to text in a shape (to copy the effects applied to the text in the shape), you must use Format Painter to copy all of the shape formatting and not just the text formatting.

If you need help working with an MS office project contact me at [info@aapk.com](mailto:info@aapk.com) I have years of experience and can help you.

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## Using Short Videos

You've seen them before, short videos featuring a product or service. Did you think these short videos are only for use by the big budget advertisers? Think again.

Short-form video content is streamed to us through a variety of social platforms: 6-second Vine videos, 15-second Instavids on Instagram, 2- to 3-minute videos on Facebook, news feed videos on Google+, LinkedIn videos via Professional Portfolio and videos can be "pinned" to Pinterest.

Here are 6 suggestions to use short videos to promote your business:

- Show how to do something
- Highlight your skills
- Showcase an event
- Reveal a new product
- Go behind the scenes
- Use video what you have already

So why not get out your phone or camera and take some short videos to use. They may not be as professional as the big budget guys, but don't worry about it – as long as your message is made you will be communicating with your viewers. And who knows it might go viral!

To see the full article – click here: <http://www.socialmediaexaminer.com/use-short-video-for-social-marketing/>

If you need help with your social marketing contact me at [info@aapk.com](mailto:info@aapk.com), I have years of experience.

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## You Have To Laugh

Dog rides bus on own to dog park ... [see it here](#)

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