

Active Blog
Excel Trick

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Copy Chart Formats

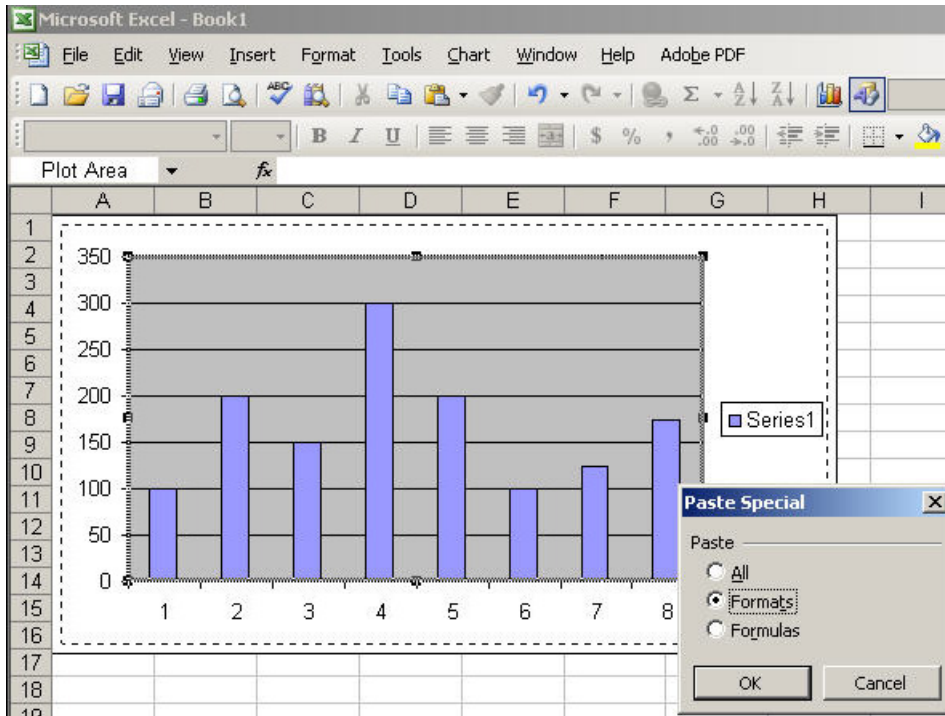
Sometimes, the most time-consuming chores have more to do with appearance than the actual information you're working with. For example, let's say you've just created a Microsoft Excel chart that details your organization's first quarter sales for 2005, and you spent a lot of time formatting it for your presentation.

You like the format, so you decide to make the other charts in your presentation look like it. However, you don't have the time to reformat all 10 charts.

Instead of reformatting each chart individually, you can copy the format to the other charts, and this is how we do it:

1. Select the chart whose formats you want to copy.
2. Go to Edit | Copy.
3. Select one of the charts that you want to reformat.
4. Go to Edit | Paste Special.
5. Select Formats, and click OK (see **Figure B**).

Repeat this procedure for each chart you want to reformat.



If you require additional information or assistance with this item, please give us a call.