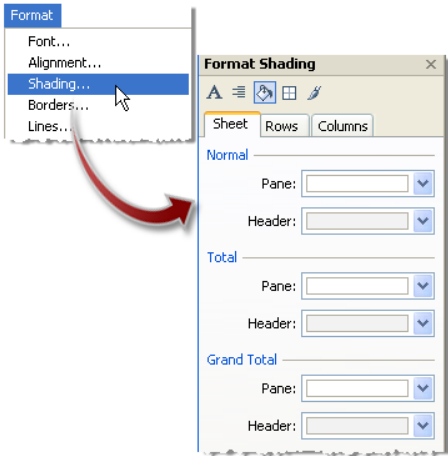


# Formatting

Using the Format window to modify text, shading, borders, number formats, and more. Specify format settings for the entire worksheet, all rows, all columns, or format individual parts of the view such as fields and reference lines.

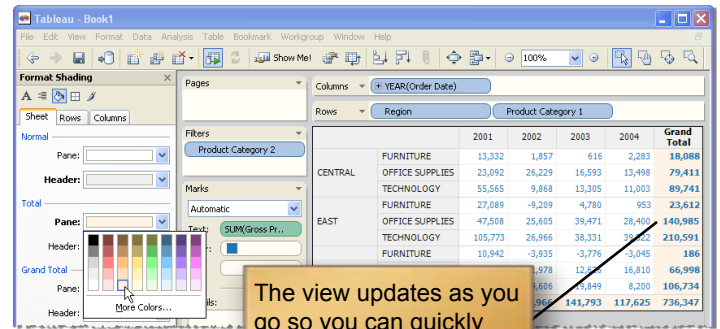
## 1 Open the Format Window

Select a formatting category on the **Format** menu. The Format window opens on the left side of the workbook.



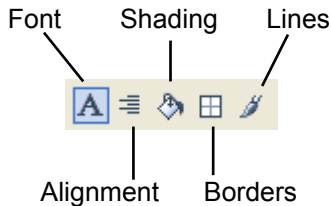
## 2 Modify Format Settings

Use the drop-downs in the Format window to modify the formatting in the view.

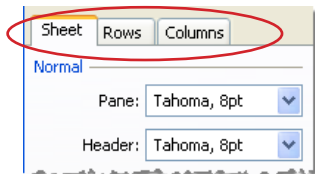


## 3 Format the Worksheet

Use the toolbar at the top of the Format window to select the parts of the worksheet you want to format.

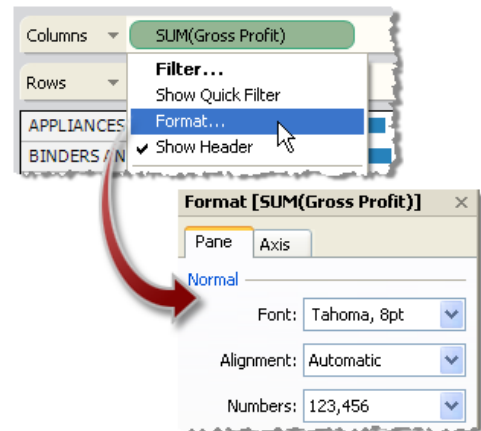


Using the tabs at the top of the Format window to specify format settings for the entire sheet, all rows, or all columns.



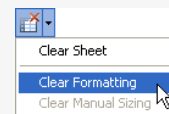
## 4 Format Specific Fields in the View

Sometimes you just want to format a specific field or object in the view without affecting everything else. Right-click the field or object and select Format.



## Clear Formatting

Use the Clear toolbar command to clear all formatting in the worksheet.



Bold labels in the Format window indicate settings that you have modified. You can clear these settings individually, by right-clicking the setting and selecting **Clear**.

