

# Lotus 1-2-3

## Style In A Hurry

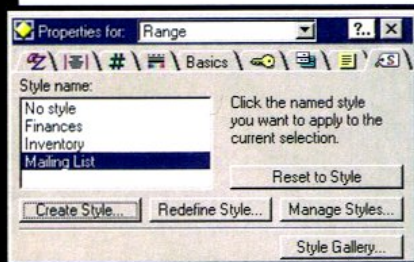
### Quick Studies

To make a spreadsheet distinctive and easy to read, you make changes to the cell's format, perhaps making headings bold, lining up numbers, or adding background colors. Once you format a range of cells, you may want to use the same formatting over and over. With the Fast Format and Named Styles commands, you can apply one cell's formatting to another.

The Fast Format command lets you copy the format of the current cell and apply it to another. To use it, click the cell with the style you want to copy. Click Range and then Fast Format. The mouse pointer changes to a paintbrush. Click all of the cells you want to format. To change several adjacent cells, drag the paintbrush over them. The Fast Format command stays active until you press ESC to turn it off.

### The Name Game

The Fast Format command is convenient for quick changes; create a Named Style if you often find yourself copying the same style often. A Named Style



**You may want to use different formatting styles to set off different types of data.**

maintains a set of formatting options that can be assigned to a cell. These options include font type, size, and color; backgrounds and lines; row and column sizes; number formats; and bold, italics, underlining, patterns, and alignment. You can use the templates 1-2-3 provides or create your own Named Style.

Click a cell that is formatted to your liking and select Range Properties from the Range menu. Click the Named Style tab in the InfoBox. (It's the last tab on the right.) Click Create Style and give the new style a name. Click OK. 1-2-3 saves the formatting for the current cell under this style. Even if you change the formatting of this cell, the style will stay as you originally saved it. In fact, the Named Style is not automatically applied to the example cell that defines it. You will need to apply the style to this cell.

To apply a style to any cell, click the cell or range of cells and select the style from the list of names on the Style tab. 1-2-3 makes the change immediately. If you decide that you do not want to use any style, select No Style from the Named Style list. You can close the InfoBox by clicking the X in the upper-right corner.

A faster way to use Named Styles is with the Style button on the status bar at the bottom of the 1-2-3 window. The Style button displays the name of the style of the current cell, or it displays No Style if the cell does not have one. Click the Style button; to select a style, click it from the list.

To use one of the styles 1-2-3 provides, select the cell or range of cells you want to change and open the InfoBox again (click Range and then Range Properties). Click the Style Gallery button, click your choice from the Style templates list, and click OK. If you change your mind, click Reset To Style to remove the template from the cells.

If you want to make changes to a style you created, click the cell with the desired formatting. Click Range, Range Properties, and then the Named Style tab. Click Redefine Style, select the style to change, and click OK. When you redefine a Named Style, all of the cells using the named style also change to the new formatting.

To remove or rename a style, click Manage Styles on the Named Styles tab. When you delete a Named Style, the cells formatted with that style retain the style but are no longer linked to the Named Style.

### Print With Ease

You can also create Named Print Styles to save specific print settings. From the File menu, select Preview & Page Setup. Select the print options you want. Go to the Named Style tab, click Create Style, and type a name for the style. To use one of your print styles, select it from the list of styles.

If you are constantly adding new information or sheets to your workbook, the Fast Format and Named Style commands will make fast work of formatting the new information so all your work has a consistent look. ■

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