

*Use the Clear button to delete formats from a cell*

3. In the menu that appears, click **Clear Formats**.

#### To change the default font of a workbook

1. Click the **File** tab of the ribbon, and then click **Options**.
2. In the **Excel Options** dialog box, on the **General** page, click the **Use this as the default font** list box, and select the font you want to use.
3. Click the arrow next to the **Font size** menu and click the font size you want.
4. Click **OK**.
5. Exit and restart Excel to complete the default font change.

## Define styles

As you work with Excel, you will probably develop preferred formats for data labels, titles, and other worksheet elements. Instead of adding a format's characteristics one element at a time to the target cells, you can format the cell in one action by using a cell style. Excel comes with many built-in styles, which you can apply by using the Cell

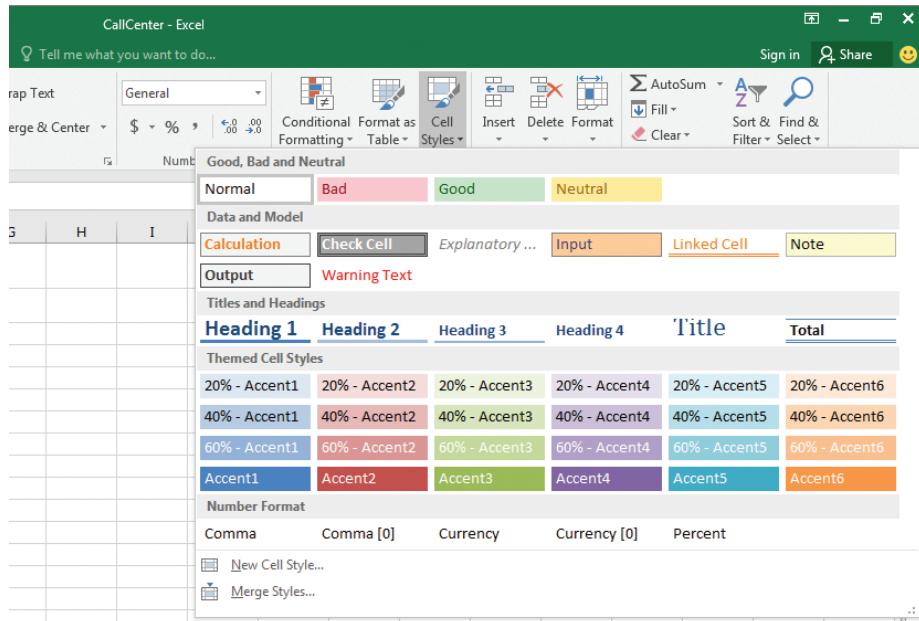
Style gallery. You can also create your own styles by using the Style dialog box and apply them as needed. If you want to preview how the contents of your cell (or cells) will look when you apply the style, point to the style to get a live preview.



**TIP** Depending on your screen's resolution, cell style options might be accessed via an in-ribbon gallery instead of a Cell Styles button. If you see an in-ribbon gallery, click the More button that appears in the lower-right corner of the gallery (it looks like a small, downward-pointing black triangle) to display the full set of cell styles available.

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It's likely that any cell styles you create will be useful for more than one workbook. If you want to include cell styles from another workbook into your current workbook, you can merge the two workbooks' style collections.



Apply built-in styles from the Cell Styles gallery

### To apply a cell style to worksheet cells

1. Select the cells to which you want to apply the style.
2. On the **Home** tab, in the **Styles** group, click the **Cell Styles** button.
3. In the gallery that appears, click the style you want to apply.