

## Excel: Saving styles to use in new workbooks

If you want to make the styles that you create in or copy into a workbook available in all future workbooks, you can save them in the template that is used when creating new workbooks.

1. Open the workbook that contains the styles that you want to make available.
2. Open a new blank workbook. Use the shortcut of CTRL N or by going the File tab and navigating to New.
3. In the blank workbook, click **Cell Style** drop down button located in the Style group on the Home tab in the ribbon.
4. Choose **Merge Styles**.
5. In the **Merge Styles** box, double-click the workbook that contains the styles that you want to make available, and then click **OK**. The list in this windows shows only the open workbooks.

**Note:** If the two workbooks contain styles with the same names, you receive a message asking whether you want to merge these styles. To replace the styles in the active workbook with the copied styles, click **Yes**. To keep the styles in the active workbook, click **No**. You receive this message only once, regardless of the number of conflicting style names. So it is a good idea the check the names of the styles used in both workbooks to avoid conflicts.

6. On the **File** tab, choose **Save As** or use the F12 key.
7. In the **Save As** window
  - a. Type **book** in the **File Name** field.
  - b. Choose **Template** from the **Save as type** list.
  - c. Set the Save As location to the **XLStart** folder.

**Note:** The XLStart folder is usually located in C:\Program Files X86\Microsoft Office\Office(Version Number)\XLStart.

**Note:** This will not work for PivotTable Styles.

- d. Click **Save**.

**Note:** After restarting Excel, the styles that you saved in book.xlt will be available in all new workbooks that you create.