

Format painter

Microsoft Word 2007

Format painter is the one of the best tools available in Microsoft Office! It copies the format. It is extremely effective if you have a large amount to formatting to do as it saves time.

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Format Painter

Format Painter copies all of the following formats and styles.

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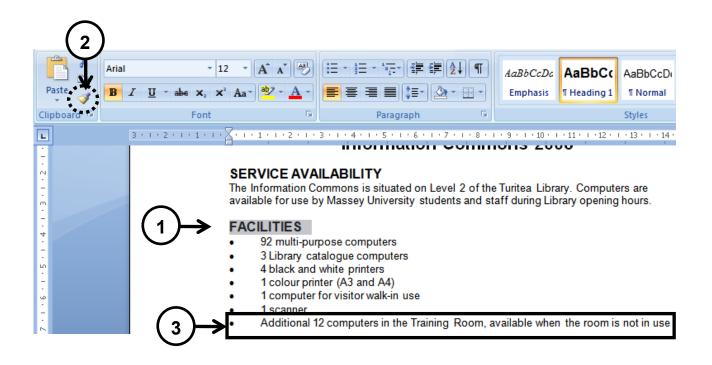
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To copy the format once

- 1. Highlight text that you wish to copy the formatting from
- 2. Click the Format Painter
- 3. Select the text to apply the formatting to

(The mouse pointer will change to an "I *beam*" pointer and a brush icon appears.)

Esc



To copy the same format more than once

- 1. Double-click on the Format Painter icon (it will remain active until you turn it off.)
- 2. Select the text to apply the formatting to
- 3. When you finish, click the Format Painter icon or press the Escape key on the key board.