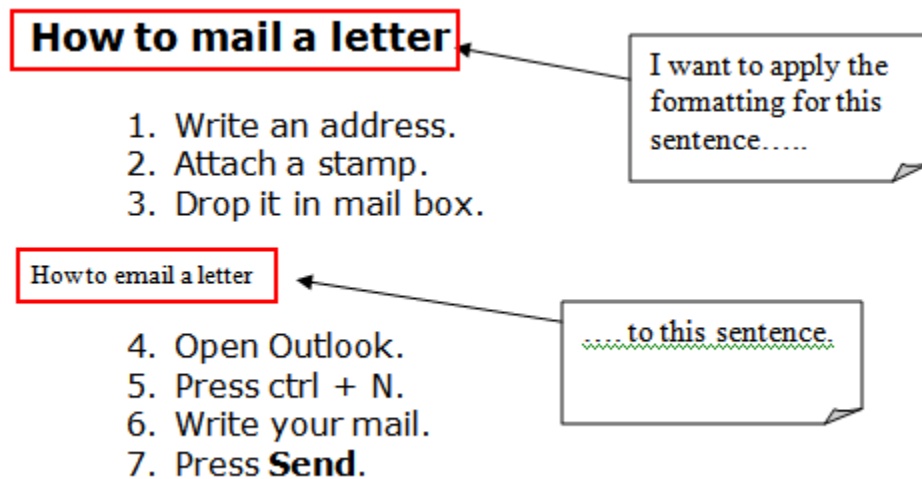


## Tuesday TechTip:

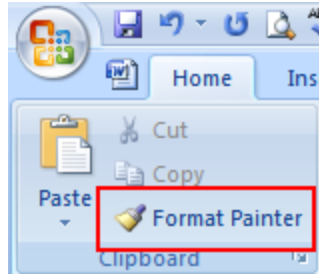
### **Apply formatting quickly with the Format Painter:**

Do you ever find yourself applying the same font or text effect again and again in your Word document? One of Word's handiest tools is the **Format Painter** button. Click this button to apply formatting from one area of your document to another with lightning speed. Here is an example of how this useful tool can simplify your document creation:

1. I want to apply the formatting from an earlier part of my document to the section I just typed. I want the same font, formatting, and text size.
2. Choose an area of the text from which you would like to copy the formatting. In our example, I want to choose the format (Verdana, 14pt., Bold font) from the "How to mail a letter" section of a word document.



3. Place the *cursor* anywhere within the area of the text you wish to copy. In our example, place the cursor anywhere within the sentence "How to mail a letter".
4. Click the **Format Painter** button located under the *Home* tab and *Clipboard* group.



5. Now select the area to which you wish to apply the formatting by holding the left mouse button and dragging over the area. Release the button and the formatting will be applied.

[NEW FEATURE! Click here to view this TechTip in action.](#)

Note: Click this linking will open your browser.

### **Shortcut for Format Painter.**

Earlier versions of Word did not have a shortcut for format painter. But Word 2007 remedied this shortcoming to make this handy tool more accessible. Select the text area from which you wish to format, then use the keyboard combination **shift+ctrl+c**. Now select the text where you want to apply the formatting and press **shift+ctrl+v**. Your formatting is applied!

The format painter button is also available for use in PowerPoint and Excel 2007. Check this feature out to apply formatting in a flash!

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For additional tips, check out the Technology Solutions Center self-service portal at <http://help.ccis.edu>