



Quick Formatting with Format Painter

Formatting each part of a document over and over is tough! Good thing there is a "Format Painter" feature, which conveniently copies the formatting properties from one item to another. This saves time and prevents duplicating efforts in applying various formatting attributes such as font size, font effects, paragraph alignments, and spacing to selected content.

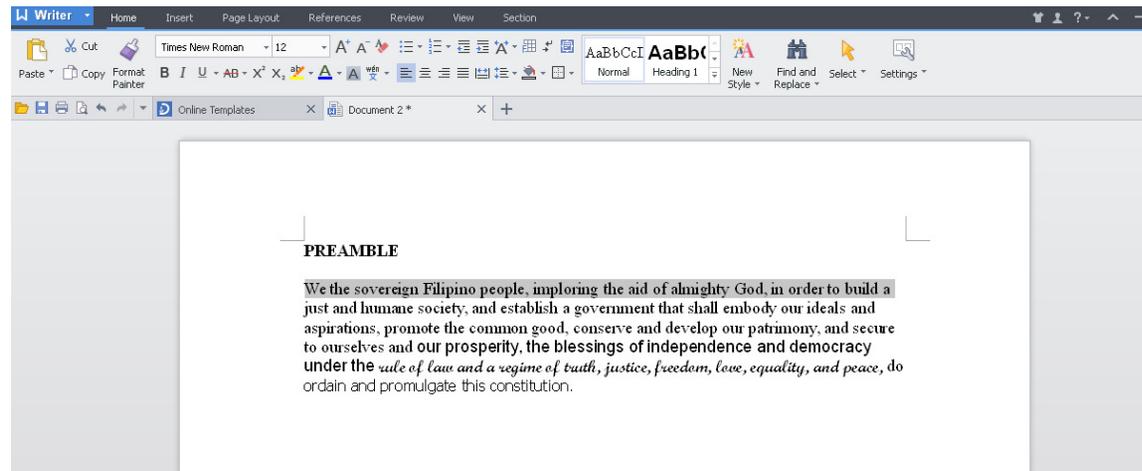
[Click here](#) and learn the quick guide on how to use format painter.

Word/Writer

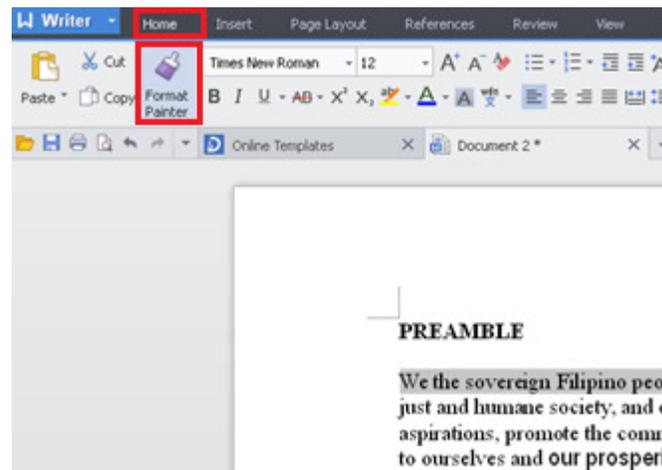
Prepared by Information Security and IT Governance Division of ICT.
Productivl.T.y showcases tips & tricks on various office and branch applications.

Quick Formatting with Format Painter

1. Select the text that you want to copy the format.



2. Click Format Painter icon under the Home tab.



3. Click on another text where you want to apply the same formatting. If you will apply the formatting to a paragraph, click on the beginning part of the paragraph and hold to highlight the entire group of texts.



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