DID YOU KNOW?
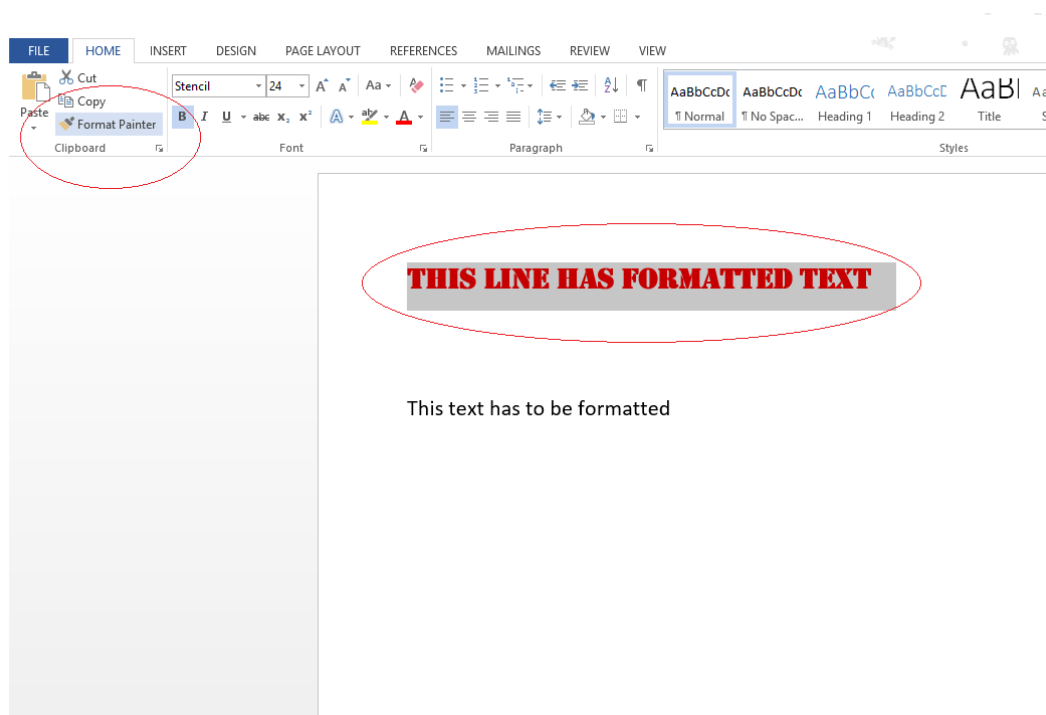
HOW to Use the Format Painter in Ms-Word

Format Painter is used to quickly apply the same formatting, such as colour, font style and size, and border style, to multiple pieces of text or graphics. The format painter lets you copy all of the formatting from one object and apply it to another one – think of it as copying and pasting for formatting.

1) Select the text or graphic that has the formatting that you want to copy.

THIS LINE HAS FORMATTED TEXT
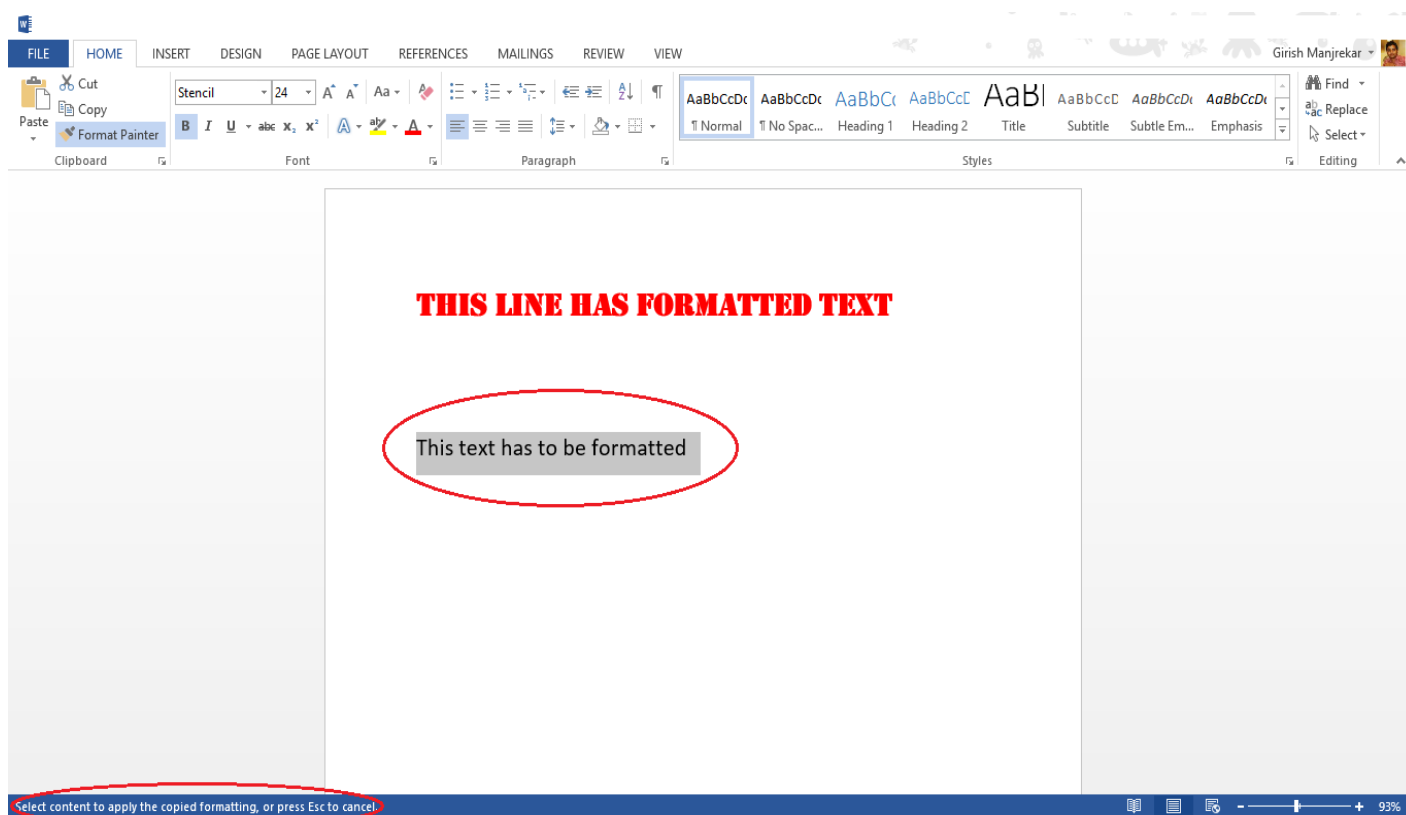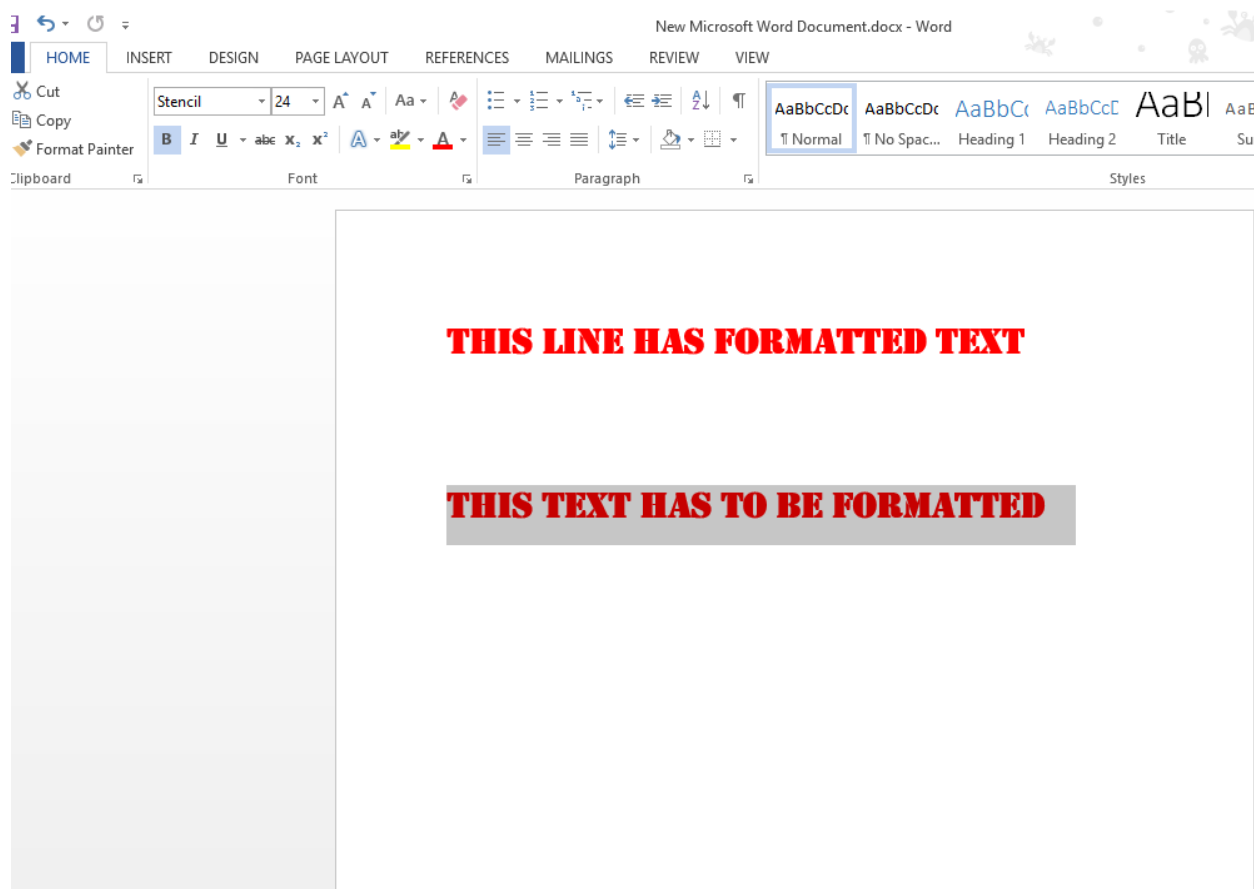
This text has to be formatted

2) On the **Home** tab, click **Format Painter**.

The pointer changes to a paintbrush icon.

3) Use the brush to paint over a selection of text or graphics to apply the formatting. This only works once. To change the format of multiple selections in your document, you must first double-click Format Painter.

4) To stop formatting, press ESC

   Note:- The Format Painter can't copy the font and font size of WordArt text.