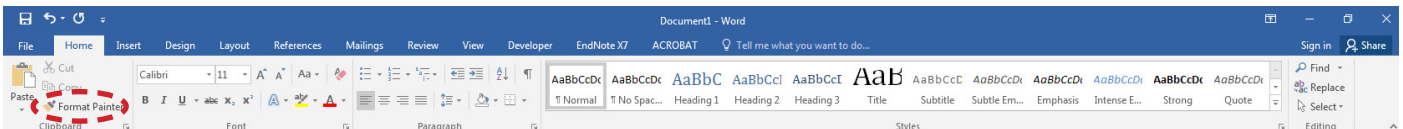


Microsoft Word 2016

Format Painter

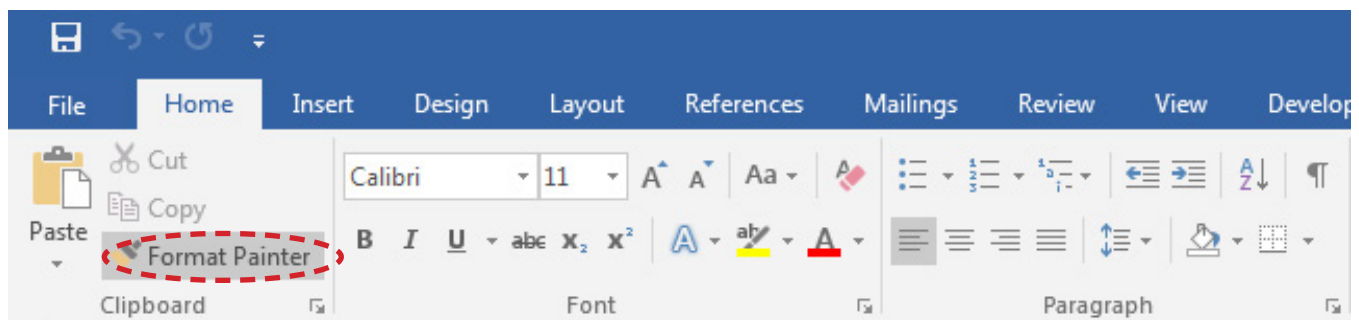
Format Painter:

This is used to copy formatting from one part of your document and apply it to another part of your document.



1. **Highlight** the formatting you want to use in another part of your document.
2. **Click** on the **Format Painter** icon.
3. **Highlight** the **text** you want to change and it will change to the copied format.

NB: Double click the **Format Painter** icon - it will stay **highlighted**. This allows you to apply the same formatting to multiple places in your document.



Want more information?
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