

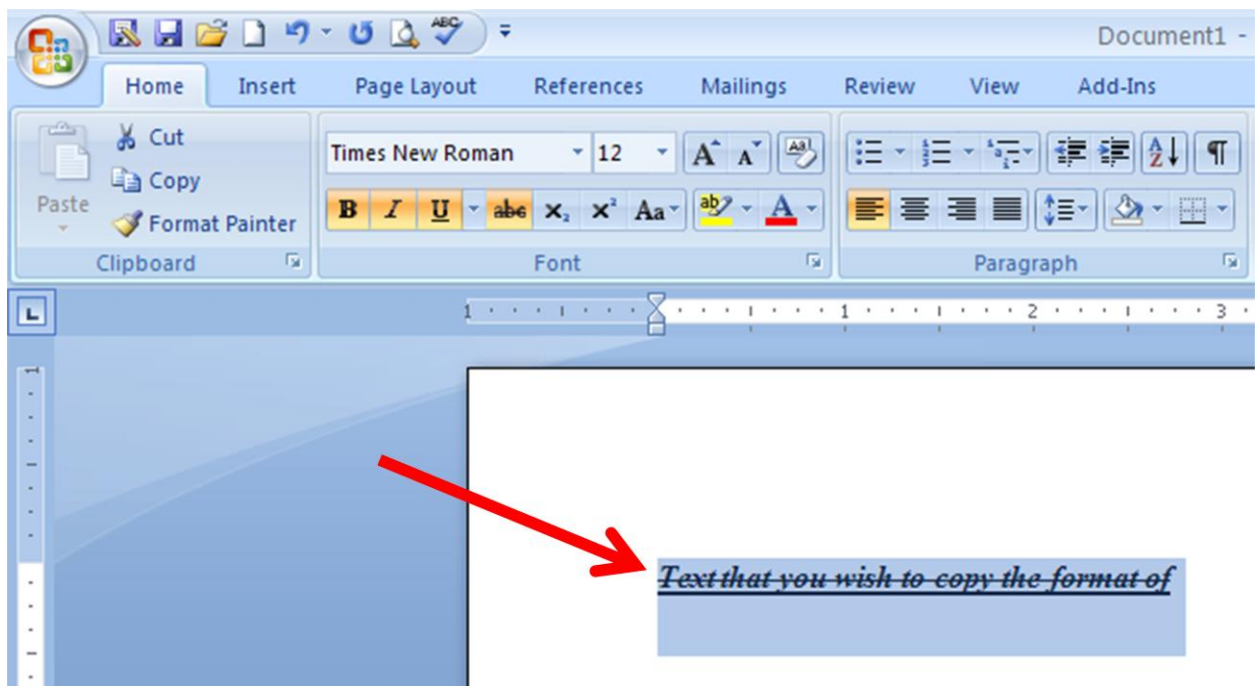
Formatting with the Painter

The typical copy and paste functions will copy text and all associated formatting; however, if you want to copy only the formatting, you can use the Format Painter. The Format Painter will format the destination text the same as the source text but will not copy or paste any actual text.

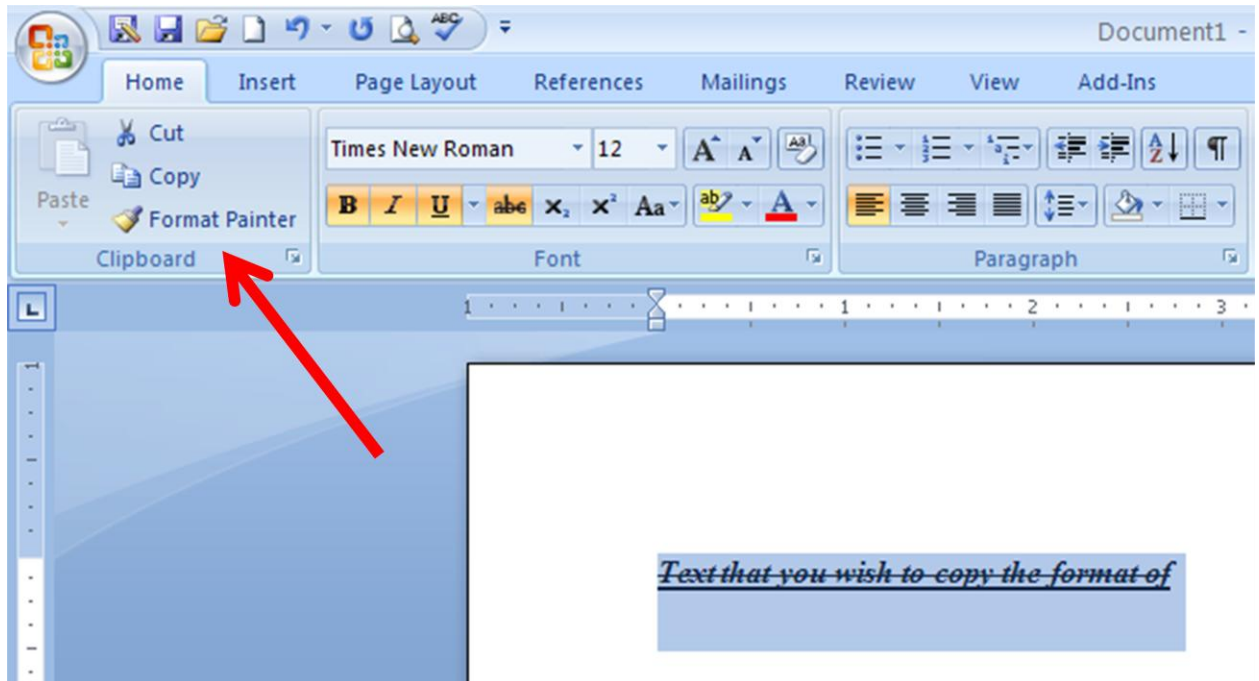
Using the Format Painter: One Application

This method allows you to apply formatting to one instance of contiguous text.

1. Highlight the text containing the desired format in Word and PowerPoint or select the cell in Excel.



2. From the Home command tab, in the Clipboard group, click **FORMAT PAINTER**






The pointer changes shape to include a paintbrush.

3. Highlight the text you wish to format **OR** click the word you wish to format in Word and PowerPoint, or select the cell you wish to format in Excel, and the format you copied is applied to that text.

Using the Format Painter: Multiple Applications

This method allows you to apply formatting to non-contiguous text.

1. Highlight the text containing the desired format in Word and PowerPoint or select the cell in Excel.
2. From the **Home** command tab, in the **Clipboard** group, double click **FORMAT PAINTER**  **Format Painter**.
The pointer changes shape to include a paintbrush.
3. Highlight the text you wish to format **OR** click the word to be formatted, or select the cell you wish to format in Excel, and the format you copied is applied to that text.
4. Repeat step 3 until all additional text is formatted
5. When finished, to turn off the **Format Painter**, press [Esc] **OR** click **FORMAT PAINTER**  **Format Painter**.