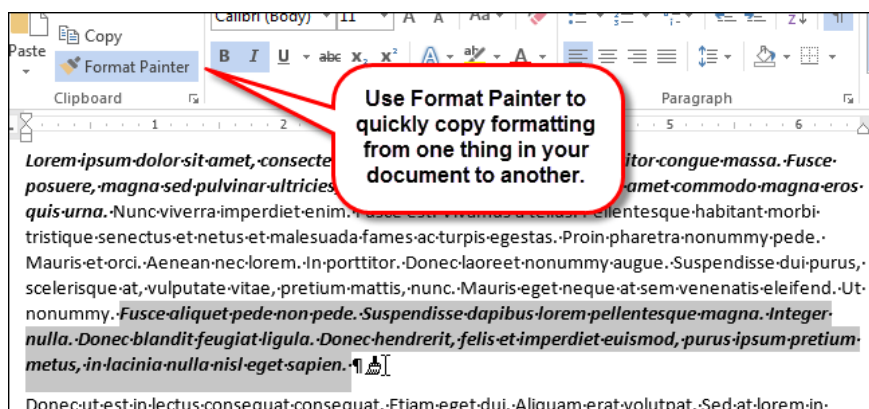


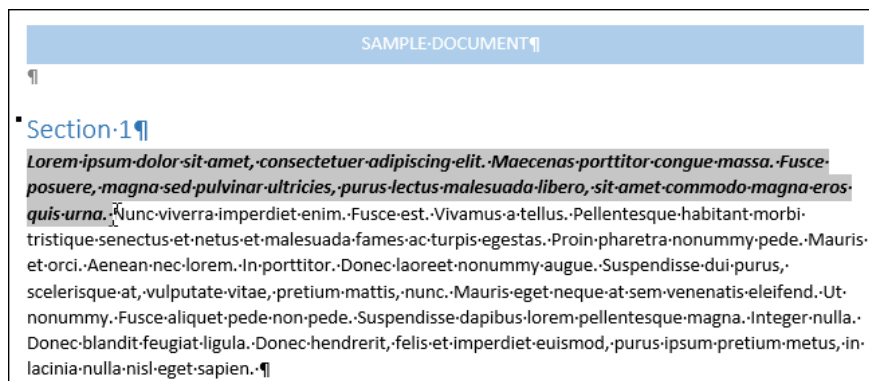
Tips for copying fast and efficient paragraph formatting in Word

To save your time and effort, you can use Format Painter to copy the text format without having to edit it again.

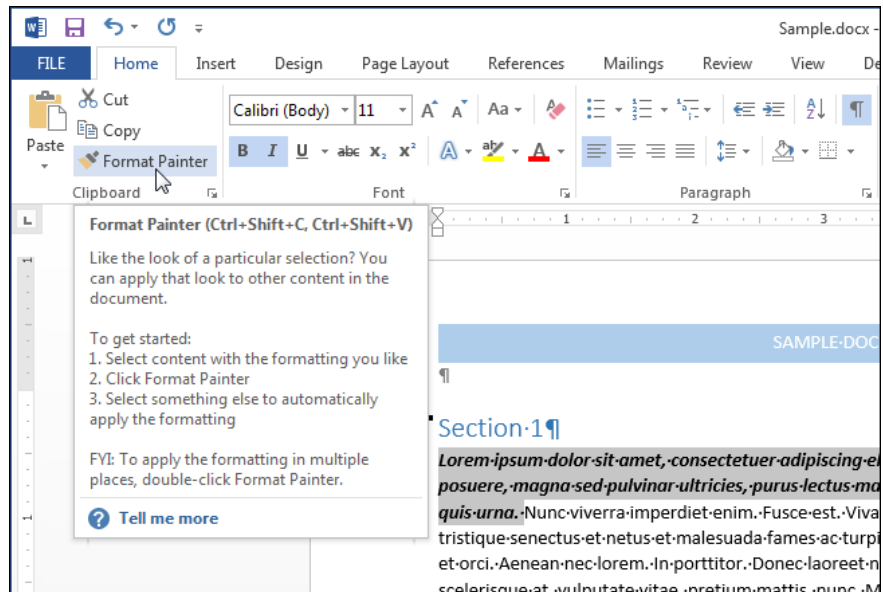
Editing text takes a lot of your time, especially if you have to handle a long text document. To save your time and effort, you can use **Format Painter** to copy the text format without having to edit it again. In the following article, Network Administrator will guide you through the steps of copying text formatting in **Word** by using **Format Painter** .



To copy the text format with **Format Painter** , first black out the text with the format you want to copy to other paragraphs.

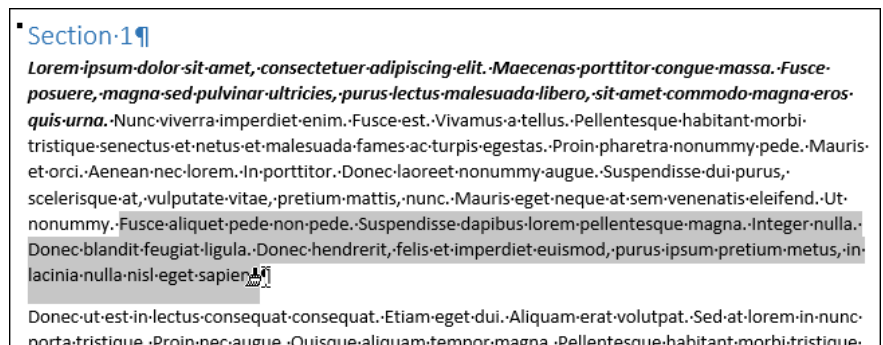


In the **Clipboard** section of the **Home** tab, click **Format Painter** .



Now the mouse pointer will appear with a broom icon.

Next, highlight the text you want to copy the format. When you release the mouse button, the formatting will be copied into the selected text.



Explore more:

1. **Invaluable shortcuts in Microsoft Word**
2. **Create a quick dot (.....) line in Microsoft Word**
3. **Enter the serial number and the automatic initial character MS Word**

Good luck!

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