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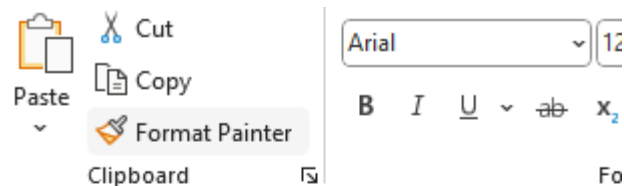
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Launch Tip of the Month January 2024

You probably already know that if you hover over an icon in most programs, it tells you what the icon is called, what it does, and may tell you the shortcut key that can be used in place of clicking the icon. But do you take the time to do it in the programs you use? It's absolutely worth it!

Consider one of the most important tools in any Microsoft product – the Format Painter. You may already use it, but do you know the secret of how to use it repeatedly in different places?

When we hover over the icon, a tooltip appears. Not only does it tell you that the shortcut keys are Ctrl+Shift+C and Ctrl+Shift+V, and how to use it, but it also tells you that if you double-click the icon, you can use it in multiple locations! And if you click the Tell me more link, a pane appears on the right that provides additional help.



Format Painter (Ctrl+Shift+C, Ctrl+Shift+V)

Like the look of a particular selection? You can apply that look to other content in the document.

To get started:

1. Select content with the formatting you like
2. Click Format Painter
3. Select something else to automatically apply the formatting

FYI: To apply the formatting in multiple places, double-click Format Painter.


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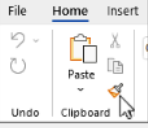
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

Search help

Use the Format Painter

Use Format Painter to quickly apply the same formatting, such as color, font style and size, or border style, to multiple pieces of text or graphics. With format painter, you can 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.
2. On the Home tab, select  Format Painter in the Clipboard group.



3. The cursor changes to a  paintbrush icon.
4. 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.

Tip: Use Alt+Ctrl+C to copy a format, and Alt+Ctrl+V to paste a format. While the cursor does not change to a paintbrush, you can repeatedly select text and paste formatting to multiple areas without re-copying.

5. To stop formatting, press ESC.

Notes:

- If you want to copy text formatting, select a portion of a paragraph. If you want to copy text and paragraph formatting, select an entire paragraph, including the paragraph mark.
- For graphics, Format Painter works best with drawing objects, such as AutoShapes. However, you can copy formatting from a picture (such as the picture's border).

Featured Course: Getting Started with Microsoft Teams

3 Hours

- Creating Teams and Channels
- Creating One-on-one and Group Chats
- Setting up Meetings and Understanding Meeting Features
- Uploading Files to the Team
- Adding Files, Websites, Notebooks and More as Tabs
- Adding Apps as Tabs
- Creating Wikis
- Working with the Command Box
- Changing your Availability
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