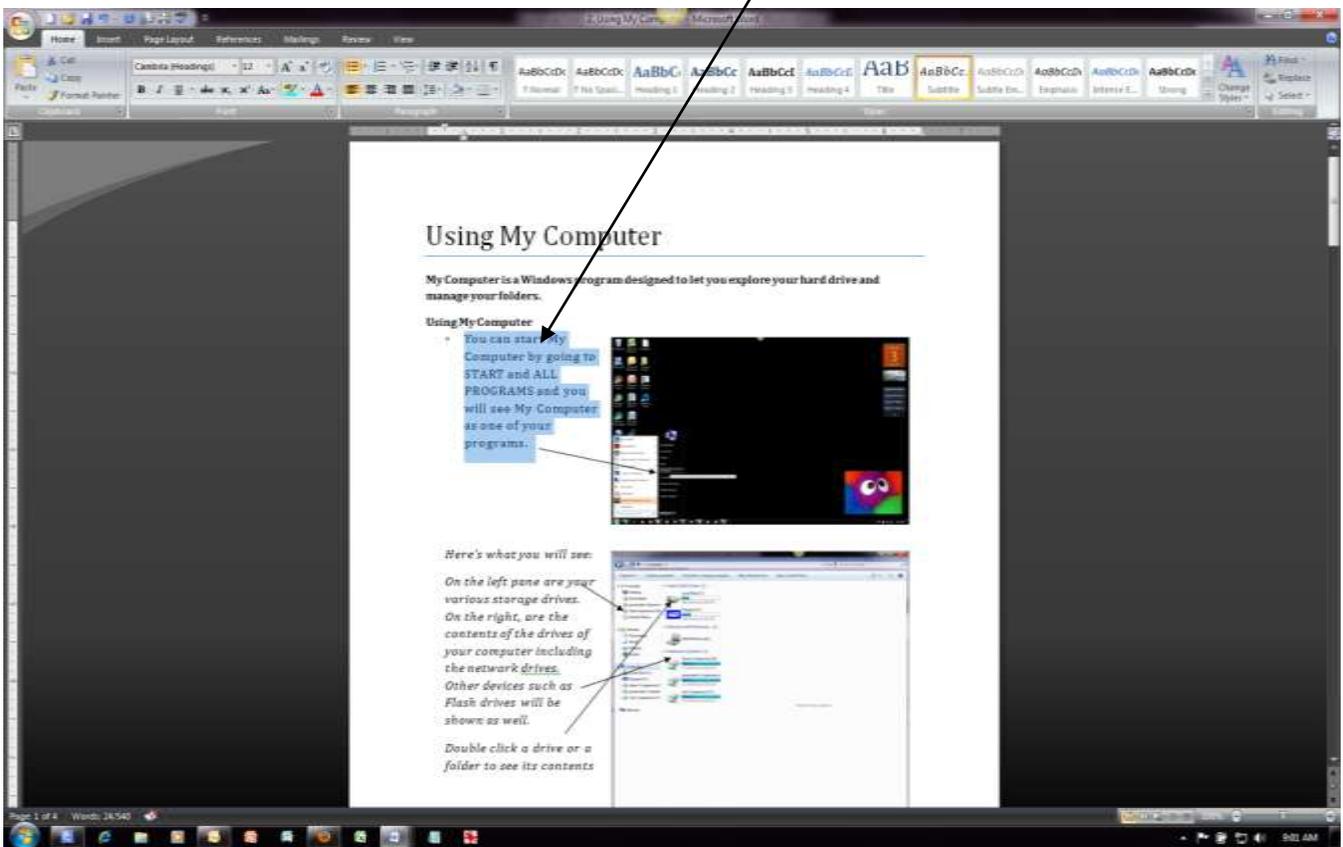
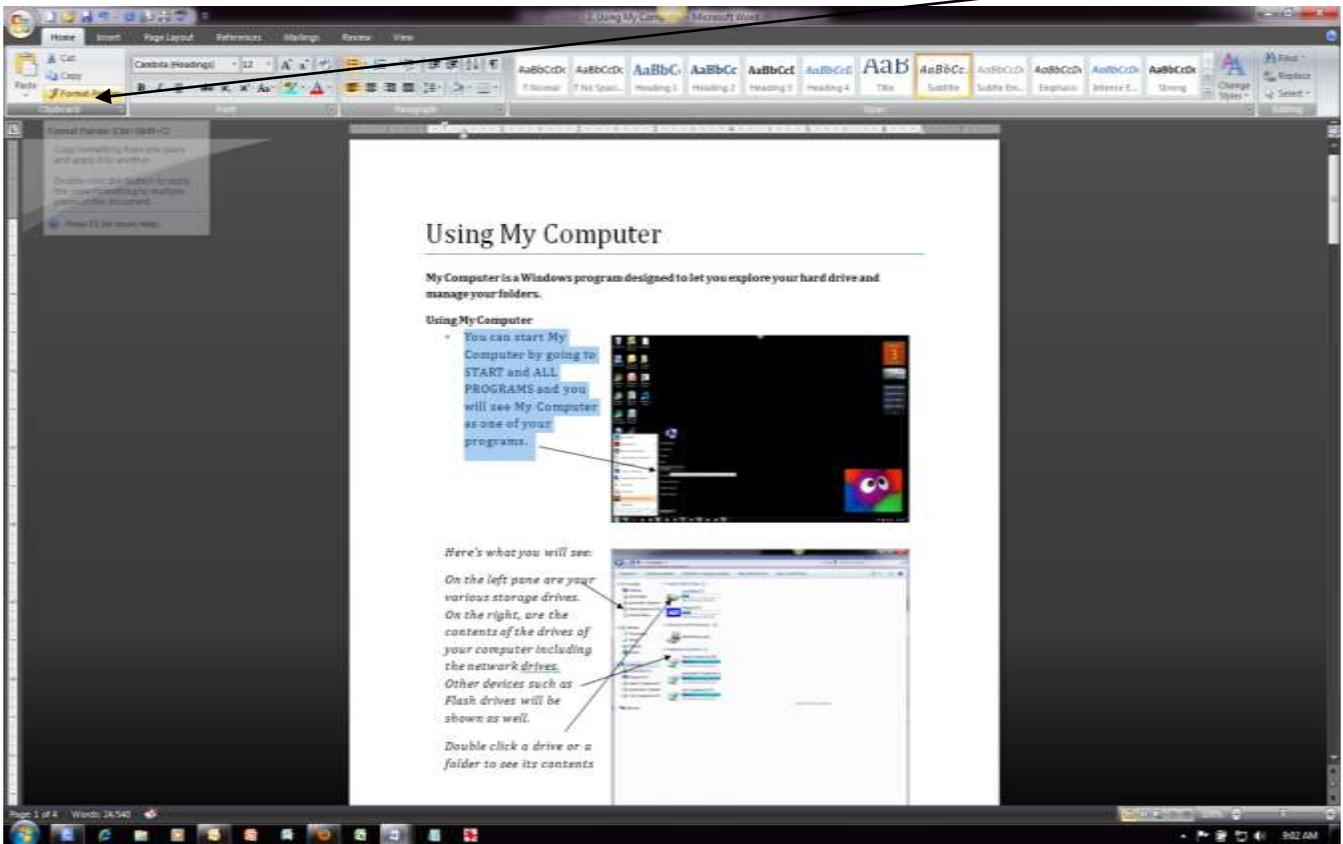


HOW TO USE THE FORMAT PAINTER IN WORD, POWERPOINT, AND EXCEL

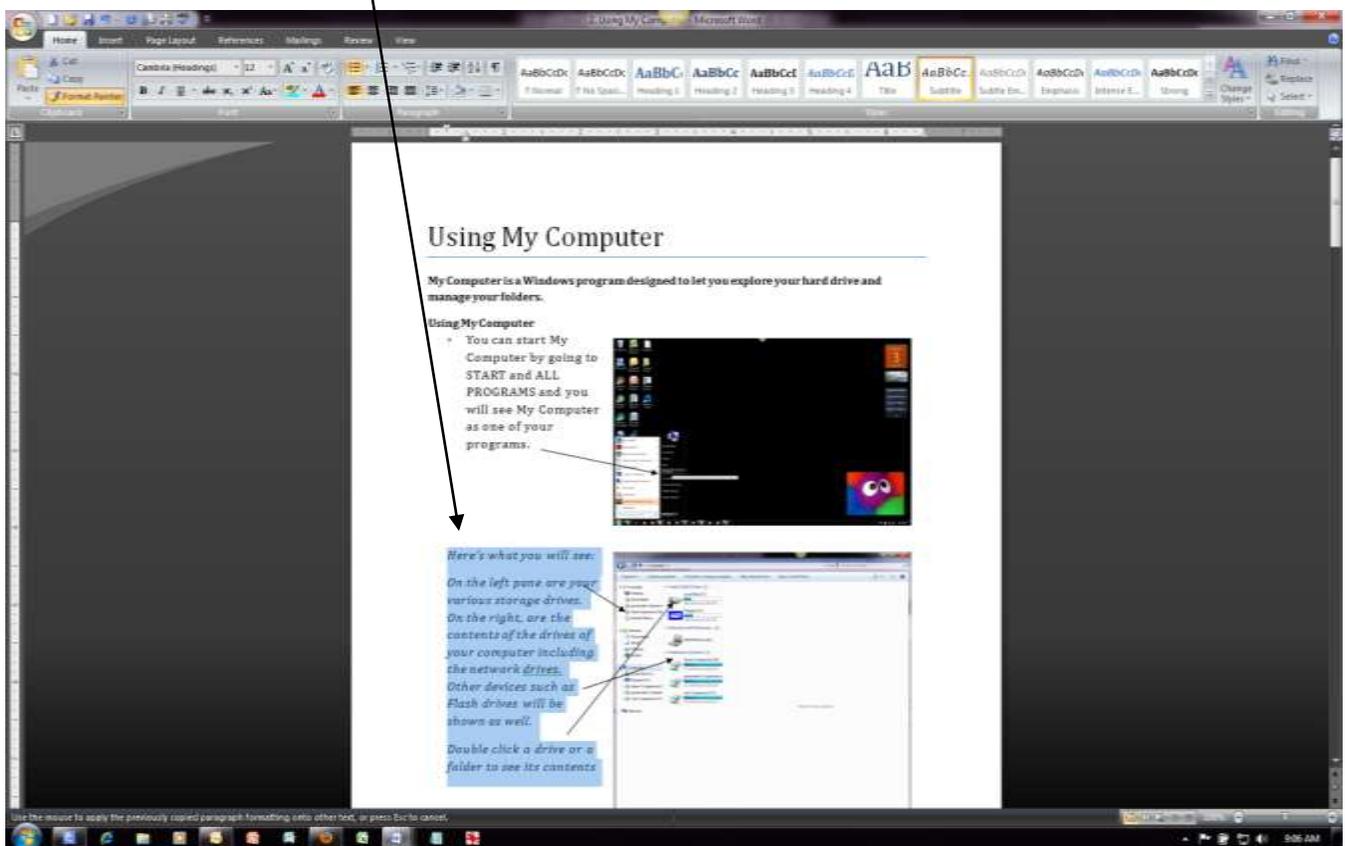
The Format Painter is a handy little tool for editing documents, spreadsheets and PowerPoint presentations. The Format Painter takes the formatting characteristics of one block of text and “paints” it on the block of text that you choose. A block can be anything from 1 word to an entire paper. Here’s how to do it. First select a block of text that looks the way you want it.



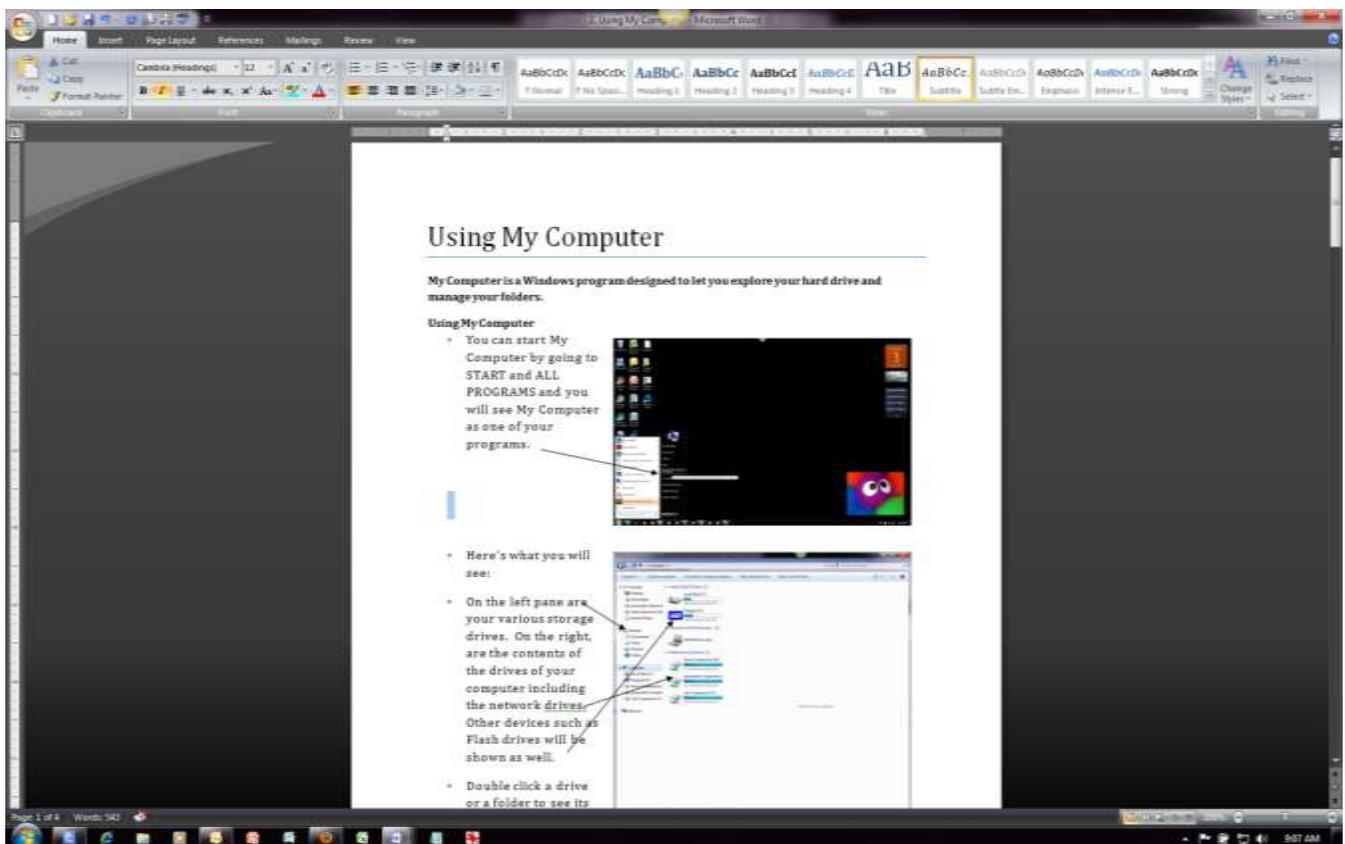
Next go to the Home tab in the ribbon and choose the Format Painter icon (it looks like a paint brush).



Now “paint” that format over the section you wish to change by selecting it with the paint brush. In this case I am going to make the text below it bulleted and italicized by selecting it with the Format Painter active (the brush will show as you select). As soon as you release the selection will be re-formatted.



Here is what it looks like after I release the mouse.



NOTE: The Format Painter exists in Word 2007, Excel 2007, and PowerPoint 2007 and operates the same way.