



WORD: KEYBOARD SHORTCUT METHOD for the FORMAT PAINTER

1. Click inside a sampling of the format that you want to “steal”.
2. Instead of clicking the FORMAT PAINTER with your mouse - press [CTRL][SHFT] C to copy the formatting. (Remember – [CTRL] C on its own is just the copy (text) command – you need to press [CTRL][SHFT] C to copy the formatting instead).
3. Select the text to which you want to apply the formatting.
4. Press [CTRL][SHFT]V. The selected text will take on the appropriate formatting.

And here’s the neat part: you can continue to press [CTRL][SHFT]V as many times as you like while the document is open — because the copied format stays in memory so that you can format-paste it over and over again....until you copy something else into memory.

WORD: WHERE IS THAT COMMAND?

You remember the *name* of a comand, but not where to find it? If you’re in a hurry and don’t feel like investigating the various tabs to find the command (and I’m not answering your email as quickly as you’d like) – ask Word to find the function for you:

1. Make sure your cursor is resting where you want the command-you-can’t-find to take place.
2. Press [ALT] Q (as in Q for Question).
3. The Tell-me-what-you-want-to-do box will appear near the top-right corner of your Word window.
4. Type the name of the function. A list of related functions will appear.
5. Click your mouse on the function that you were looking for – and it is performed.

