F4 and Format Painter

Two major shortcuts for editing – F4 and the Format Painter.

When you want to "copy" one thing, use the F4 function key on your keyboard. F4 can remember the last thing you did. For example, if you made some text bold, F4 will remember the bold. If you made something bold and italic, F4 will remember the italic. F4 can also be used for other things, like deleting. F4 replicates the very last thing you did on your keyboard.

The Format Painter remembers all the formatting you do. Click in a format that you want to recreate and click the Format Painter. Then click the text you want changed. The Format Painter has two functions – click and double-click. A single click will get you one copy, a double-click will get you multiple copies. If you use the double-click method, make sure you go back and turn the Format Painter "off".