



Court Services and Information Technology's

E-Tip of the Week

Quickly repeat a formatting command (Word 2003)

While editing a document, if you find yourself repeating one command over and over, you can save time by using [F4] or [Ctrl]Y (just [control]Y in Word 2003). Both [F4] and [Ctrl]Y repeat the last single toolbar button or keyboard formatting change you made. These commands have even greater benefits when you're using dialog boxes--they repeat all the formatting changes you made in the dialog box. So, if you make 3 or 4 font changes to a word in the Font dialog box, you can select a different word and hit [F4] or [Ctrl]Y to repeat those 3 or 4 changes instantly!

You can also hold down [Ctrl] to select noncontiguous words, and then use [F4] or [Ctrl]Y to repeat prior formatting on all selections at once.

If you have any questions, comments, and/or suggestions, please email us or give us a call.

Thank you,

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