



Clearing Formatting in Word

One of the critical tools for people who are working with multiple document formats is the ability to clear the formatting of selected text.

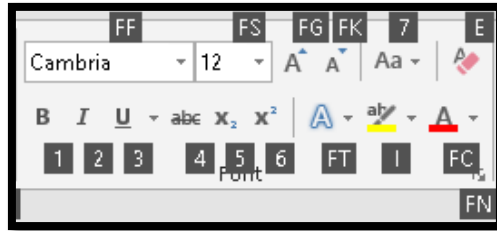


Figure 1 Erase option in upper right of Fonts Group on Home Ribbon.

To “Erase” formatting:

1. Select the text you want to clear the formatting for.
2. Press Alt +H, E to erase the formatting.

There are two other keyboard commands that will partially remove formatting from selected text.

- Selecting a paragraph and pressing Ctrl + Q will reset the paragraph to the margin but will not clear formatting.
- Selecting a paragraph and pressing Ctrl + Spacebar will clear manual formatting such as Bold or Italic.

There is another single page tutorial on how to set the Cut, Copy and paste Options in word to clear formatting as you cut or copy content from one document to another, from one application to another or from within the same document.

Find more how to documents on the [Karlen Communications Handouts](#) web page.