Microsoft Word 2010 Quick Tip
Easily Match Pasted Text to Surrounding Text

Have you pasted text into a Word document only to find that the text formatting was completely different?

In the example below, you’ve pasted the red, underlined letters and want them to match the surrounding text.

Welcome to our new burger joint. Our simple menu consists of hamburgers, cheeseburgers, fries, and milk shakes.

The fastest way to do this is to select the pasted text and press CTRL+Spacebar. As you can see, this matched the pasted text to the surrounding text.

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