Putting the finishing touches on an MS Word document? When you have to make a series of the same formatting changes throughout the document, save time by using F4 (that's the F4 function key at the top of your keyboard) to repeat your last action. Using MS Word 2007 on your PC, follow these steps:

1. In your Word document, make the formatting change in question.

2. Highlight the next section that requires the same formatting change.

3. Press the F4 command button to copy the changes.

To view a video of this tip, click here:
http://screencast.com/t/gB3DeFibvZWw