How to use the Clear Format Feature in Microsoft Word 2010

The **CLEAR FORMAT** feature can assist in resetting the word document to its original settings.

- In this tutorial you will learn how to use the **Clear Format** feature in MS Word 2010.

**Step One:** Open your Microsoft Word document.

**Step Two:** Under the **HOME** tab on the toolbar you will see a section called **FONT**.

**Step Three:** The **CLEAR FORMAT** button is the last button on the top row under the **FONT** section.
Step Four: To use **CLEAR FORMAT** feature, highlight the area of the document you want to change. Highlight the word or group of words that you would like to reset.

In this document all the words in blue have been selected.

Step Five: Click the button once and any words, titles, or other types of text adjustments will be reset to a basic text.
Finish: Observe the changes made to the document. By following the steps above, the formatting of your highlighted text will be reset to its original state.