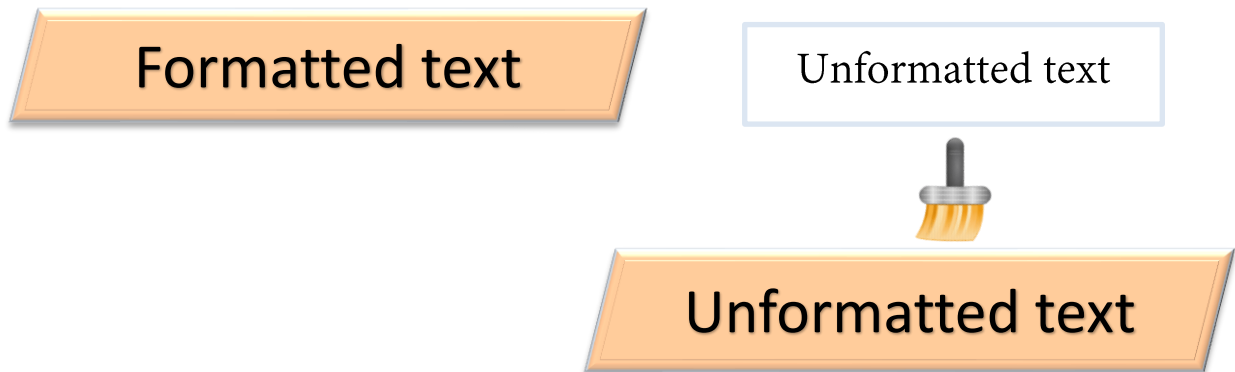




Format painter

- ❖ Format Painter is used when you want to copy formatting from one item to another.
- ❖ Select the text that has the formatting that you want to copy. On the Home tab, click Format Painter.
- ❖ Use the brush to paint over a selection of text to apply the formatting.



Quick style

- ❖ It is a handy way to quickly change an object's fill color, font, outline, and effect.
- ❖ To apply a quick style, do this: Select an object and choose Quick Styles from the Home tab.

