Text alignment

Highlighting text

❖ Highlight a piece of text means to mark it in a different color, either with a special type of pen or on a computer screen.

❖ Select the text you want to highlight

❖ In Home Tab Click the highlight icon

Examples

Product	Product
Payment	Payment

Strikethrough text

❖ A strikethrough is a horizontal line drawn through text.

❖ Select the text you want to Strike.

❖ In Home Tab Click the Strikethrough icon

Examples

Input	~~Input~~
Output	~~Output~~

Format painter

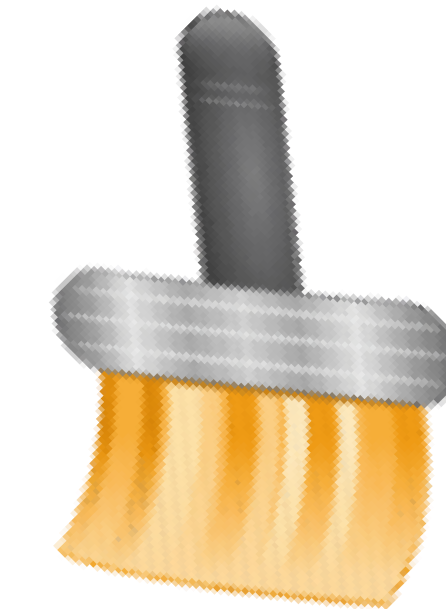❖ Format Painter is used when you want to copy formatting from

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.
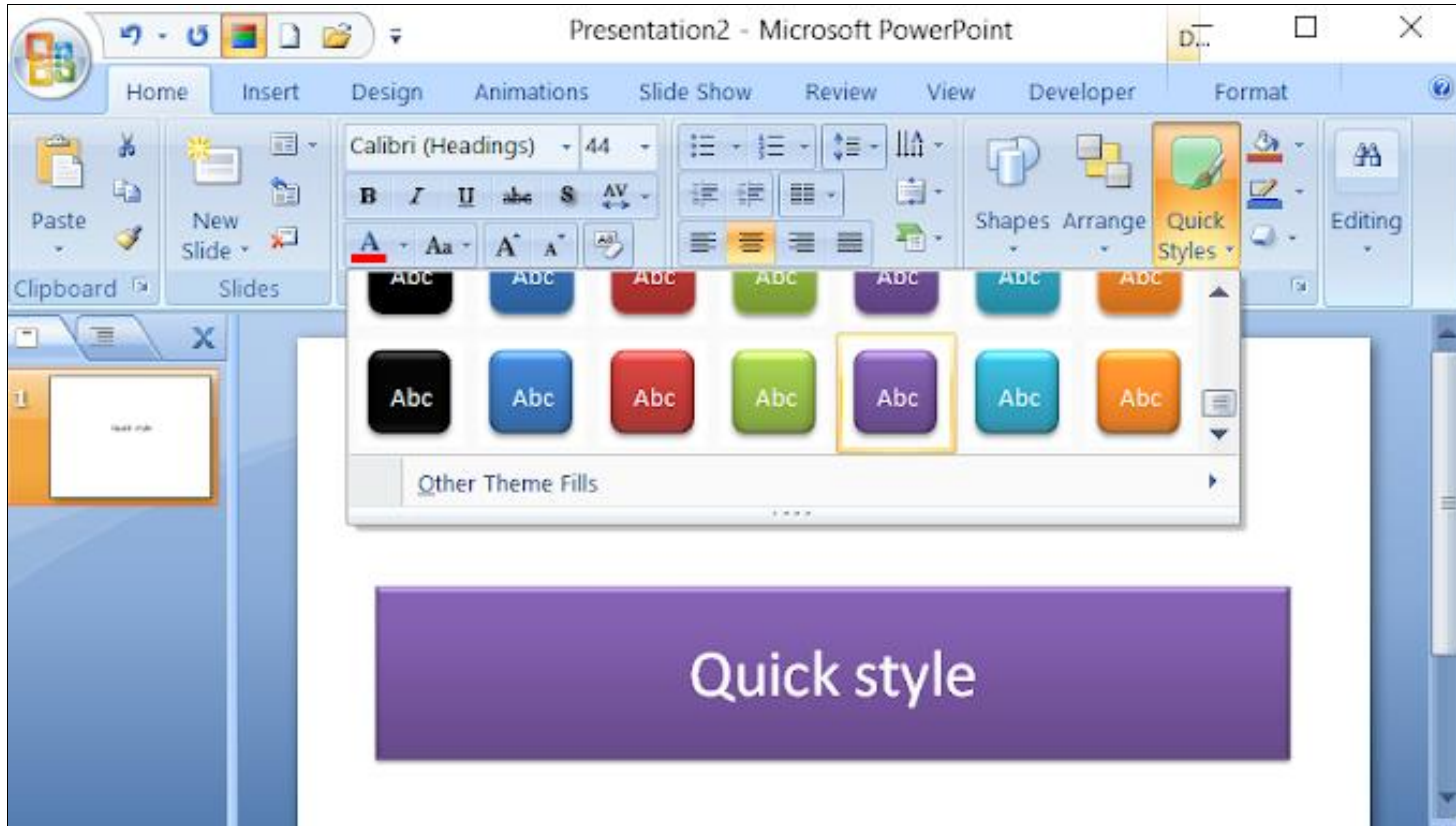
Examples

Formatted text

Unformatted text

Unformatted text

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.

Text styles