

STYLES*

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Abstract

How to use the "Heading 1" style, plus how to change styles for an entire document.

All formatting in Microsoft Word is controlled by styles. A style is a set of formatting instructions. Word applies the formatting instructions when you apply a style. Microsoft Word comes with dozens of built-in styles.

Here are the steps of applying a style:

Step 1: Select the text.

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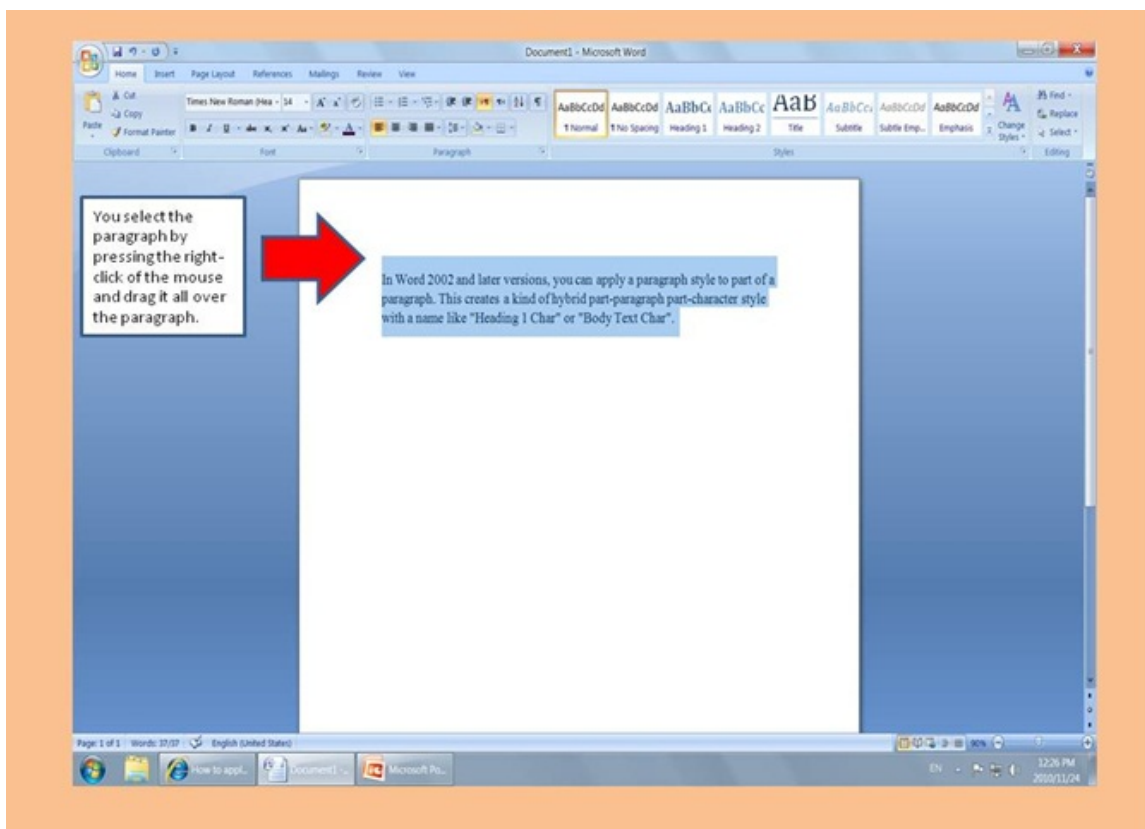


Figure 1

Step 2: Apply the style: using the mouse.

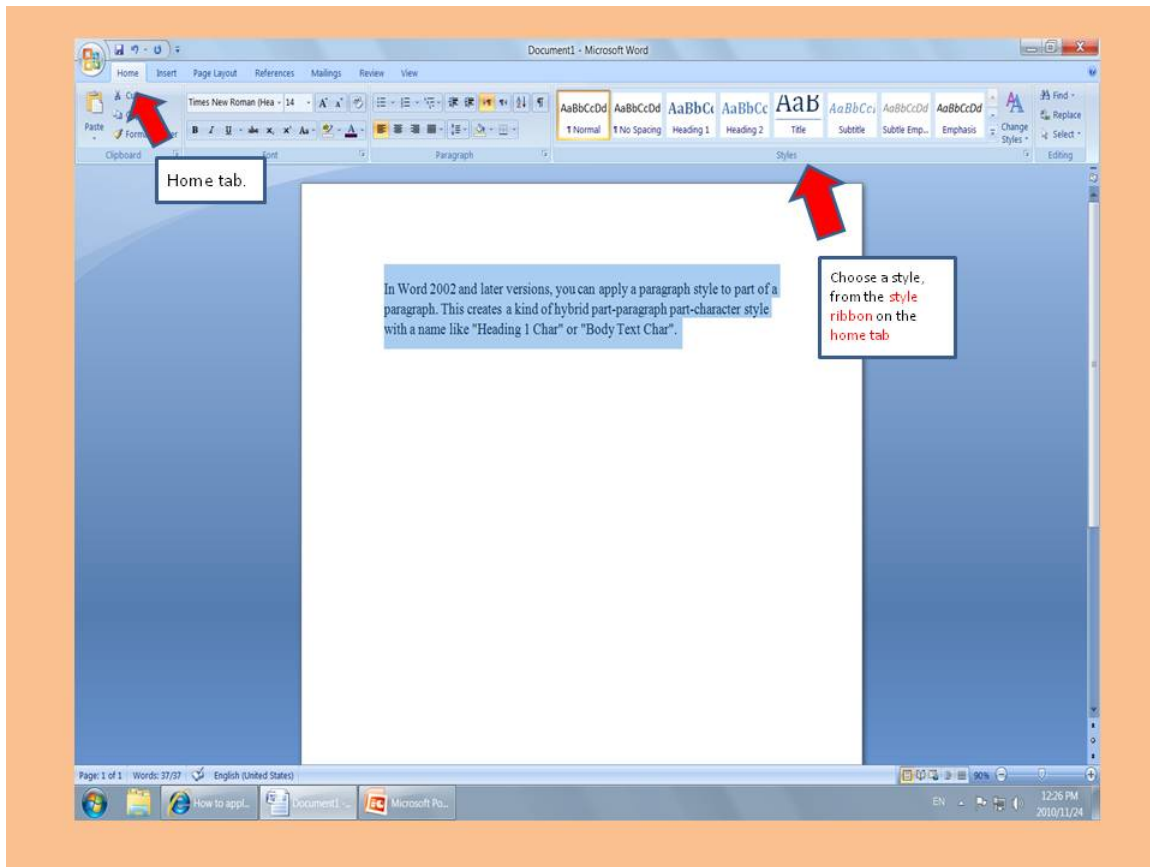


Figure 2

The results when choosing Heading 1:

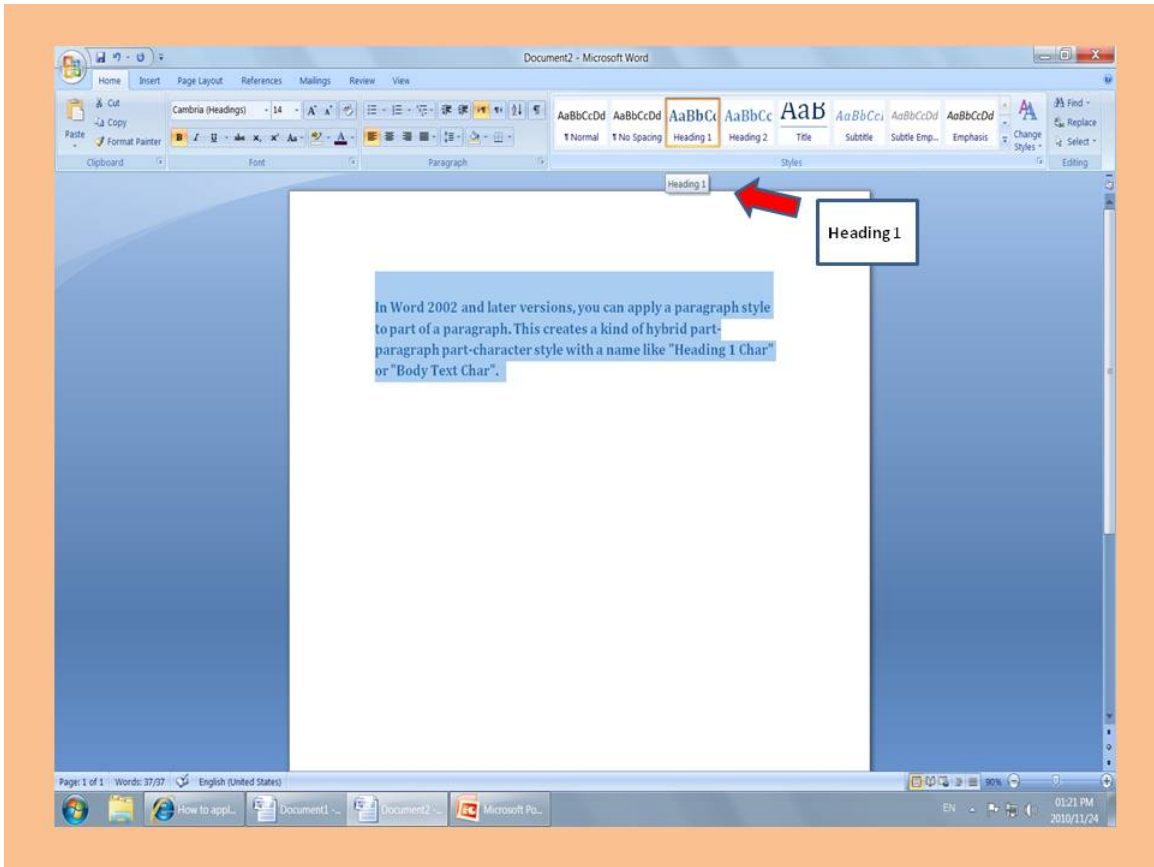


Figure 3