Lesson 7 Setting Styles

Add a Style to Your Document

1. Select the **text** you wish to add a style to (See Figure 33).
2. Click the **Home** tab (See Figure 33).
3. Click one of the **preset styles** (See Figure 33).

Note: Only the most recently used *Styles* in the *Styles Gallery* are displayed on the ribbon. The entire *Styles Gallery* can be displayed by clicking the more button at the right of the displayed *Styles*.

Adding Styles

The *Styles Gallery* is a combination of text formatting options which are saved under a single name. Using styles can make formatting text faster and easier than applying individual formatting options. Styles can also help with navigating your document, and marking sections for later use in a table of contents.

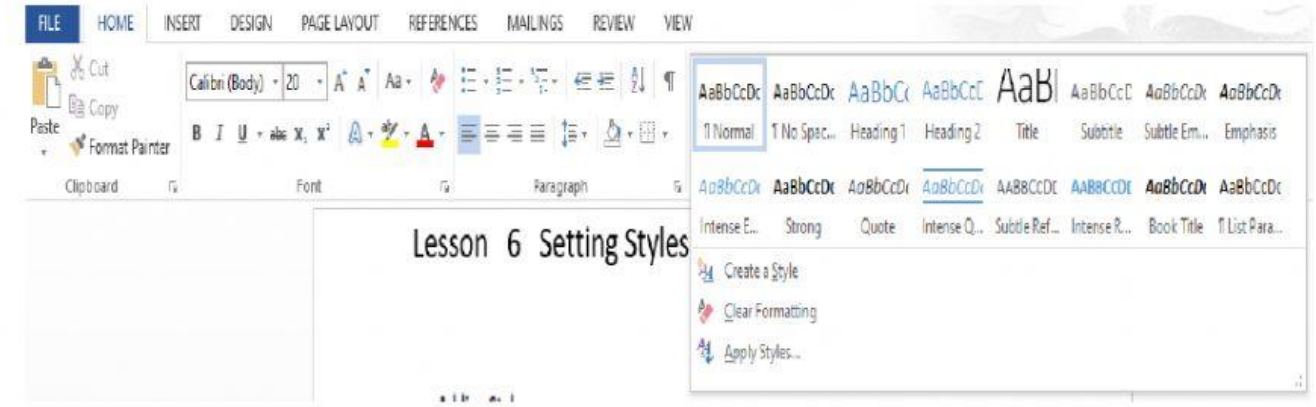
The choices in the *Styles Gallery* incorporate a feature called *Live Preview*. When you hover your mouse over a selection in a Gallery, your document takes on the formatting attributes of that selection in order to give you a preview of how that selection will look when applied to your document.

Add a Style to your Document

1. In your **Style section** and select one of the **Styles** you would like to use.
2. If you looking for more options on the right hand side of the styles box there is an up and down arrow click on that for more options.
3. Click on one of the Preset styles.



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2. If you looking for more options on the right hand side of the styles box there is an up and down arrow click on that for more options.
3. Click on one of the Preset styles.

This is an example of the selected text that I have chosen

The style will be added to the selected text.

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Questions

1. On a word document can you have only one style of text?

2. What actions do you take to change your style and where exactly do you go to choose a style? Explain in detail.

3. Open a word document and type some examples of different text. When complete submit to the blog or email to your Tutor. Use 4 examples

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