



Assigning a Style to Text

To assign a style to a single paragraph, the insertion point may be placed anywhere in the paragraph. To assign a style to multiple paragraphs, it is necessary to select the paragraphs. To assign a character style, select the text the style is to be applied to. To assign a table style, select the table the style is to be applied to. To assign a list style, select the list the style is to be applied to. Complete the following steps to apply the style.

- ❖ Click anywhere within the area where the style is to be applied. If the style is a character style, you will have to select the text.
- ❖ Click the **Style** drop-down arrow on the **Formatting** toolbar (see the illustration at the right).
 - A list of available styles will appear.
 - Symbols in the list indicate whether the style is a character, a paragraph, a list, or a table style.
 - The font size and justification are also indicated.
- ❖ In the **Style List** box on the **Formatting** toolbar choose the heading that you want to apply..
- ❖ To apply this style to other portions of the document, double-click the **Format Painter** button on the **Standard** toolbar (see the illustration at the right).
- ❖ Move to the other headings in the document and click on each one.
- ❖ For information on how to use the **Format Painter** button, see the link for this option on the Word Web page.
- ❖ After clicking on each of the headings above, click the **Format Painter** button to turn this option off.
- ❖ Preview the document to see how the formatting appears in the document.