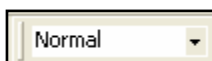


1.1 WORK WITH STYLES


Apply styles to existing text

- Select the text you want to apply the style to
 - With a **paragraph style**: select the paragraph or a group of paragraphs you want to apply the style to.
 - With a **character style**: select the word or words you want to apply the style to. If you do not select, the style will be applied at the location of the pointer.



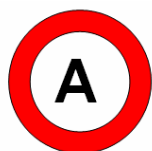
- Click on the down arrow next to *Normal* on the formatting toolbar (see the diagram on the previous page) **or**
- Format > Style . Choose a Style > *Apply*.

Format Painter: When inserting styles to existing text, the style can be applied once and Format Painter can be used afterwards for the same style. In the

Standard bar, click *Format Painter* , and then select the paragraph you want to apply the formatting to.

To copy the selected text repeatedly, double-click the *Format Painter*. Click the button again when you are done or press <Esc>.

Save all activities as follows: Create a folder with your name. Create a subfolder in the name folder using the unit name, e.g. **Unit 1**. Save all your activities with the required names in the Unit subfolder.



1.1



Retrieve the paragraphs named TESTAMENT in Unit 1 from your CD and change as indicated. Create a folder and name it with your name and then create a subfolder within this folder and name it Unit 1. Save the activity as Act 1.1 in the subfolder Unit 1.

1. Select the main heading at the top (first line) and apply the style Heading 1.
2. Select the first paragraph heading (or place the pointer before or in the heading) WHY YOU NEED A WILL and apply the style Heading 3.
3. Use the Format Painter to apply the style Heading 3 to the other four paragraph headings. (**Remember:** if you want to use Format Painter more than once, double-click Format Painter).
4. Select the sentences below the first paragraph heading and apply the Body Text Indent Style.
5. Repeat with all the paragraphs under the paragraph headings.