☰ **Hide menu**

Formatting text

Formatting text and paragraphs

✅ **Video:** Control paragraph layout
6 min

✅ **Reading:** Exercise: Controlling paragraph layout
10 min

✅ **Video:** Apply borders and shading
3 min

✅ **Reading:** Exercise: Applying borders and shading
10 min

✅ **Video:** Apply styles
4 min

📖 **Reading:** Exercise: Applying styles
10 min

▶️ **Video:** Manage formatting
4 min

📖 **Reading:** Exercise: Managing formatting
10 min

Exercise: Applying styles

Note: You can pass this course and all graded assessments without access to the downloadable version of Word.

How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

Note: Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

Access Microsoft Account

Log in to your Microsoft account. ↗ Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!
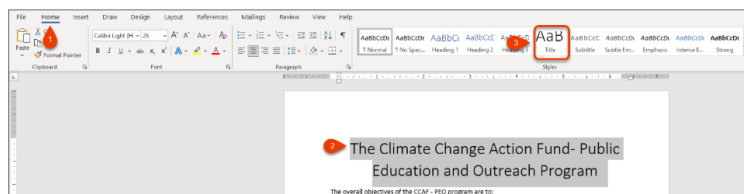
Let's get started!

In this exercise, you will update our sample document to use styles.

1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.
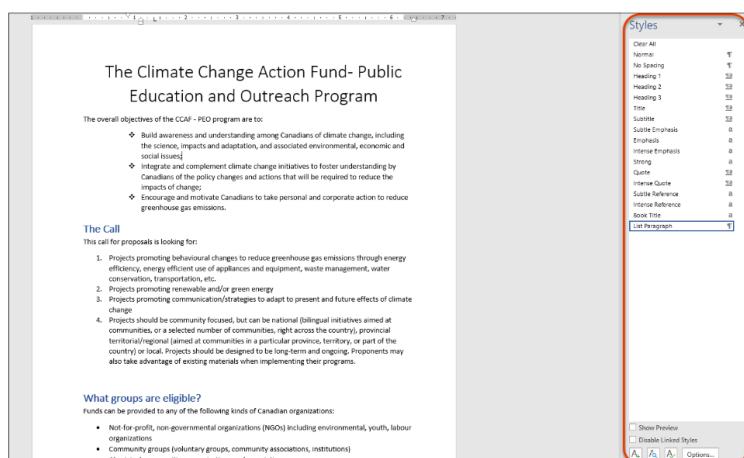
Exercise: Applying Styles ↗

2. Select the first line in the document. You can see that it already uses the Title style:

3. Let's access some more commands by opening the Styles pane. To do this, click the option button in the Styles group on the Home tab:
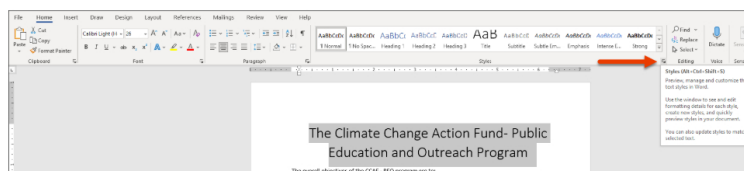
4. Place your mouse over the title bar of the Styles task pane. Drag it to the right edge of the screen until it snaps into place:

5. Select the three headings on the first page:
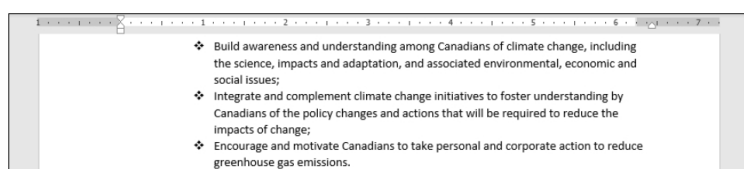
The Call

This call for proposals is looking for:

1. Projects promoting behavioural changes to reduce greenhouse gas emissions through energy efficiency, energy efficient use of appliances and equipment, waste management, water conservation, transportation, etc.
2. Projects promoting renewable and/or green energy
3. Projects promoting communication/strategies to adapt to present and future effects of climate change
4. Projects should be community focused, but can be national (bilingual initiatives aimed at communities, or a selected number of communities, right across the country), provincial territorial/regional (aimed at communities in a particular province, territory, or part of the country) or local. Projects should be designed to be long-term and ongoing. Proponents may also take advantage of existing materials when implementing their programs.

What groups are eligible?

Funds can be provided to any of the following kinds of Canadian organizations:

- Not-for-profit, non-governmental organizations (NGOs) including environmental, youth, labour organizations
- Community groups (voluntary groups, community associations, institutions)
- Aboriginal communities, organizations and associations
- Educational and academic institutions
- Other governmental agencies (provincial, territorial, regional, municipal); and Businesses, industries, and their professional associations.
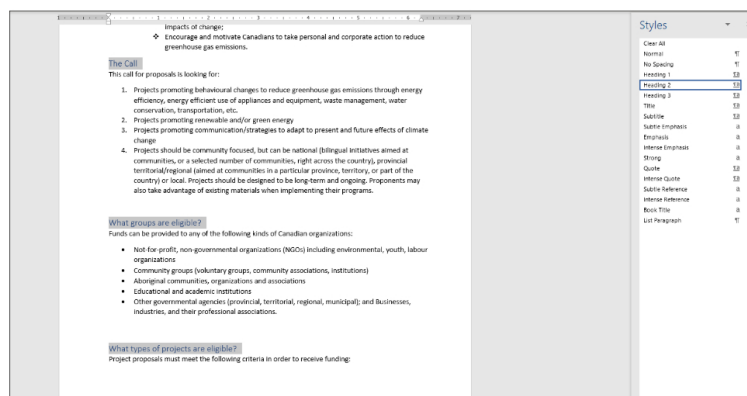
What types of projects are eligible?

Project proposals must meet the following criteria in order to receive funding:

(You can select separate lines of text at the same time by holding down the Ctrl key on your keyboard and making the selections.)
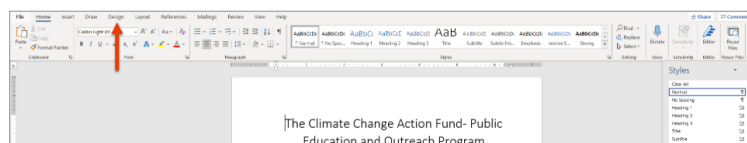
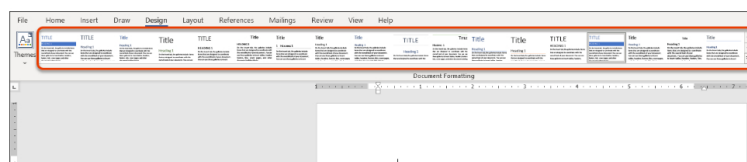6. Click the Heading 2 style from the Styles task pane:
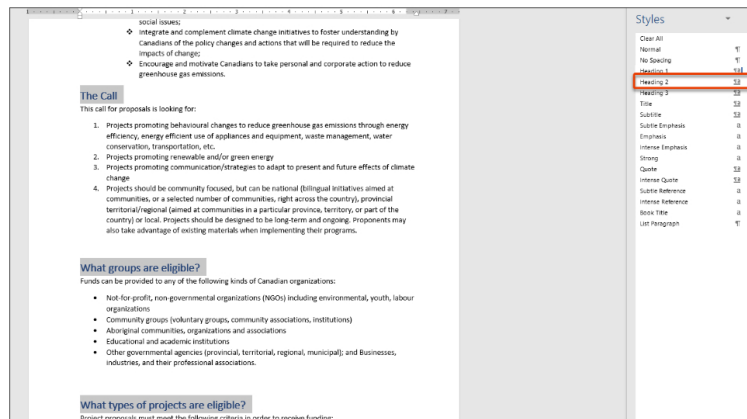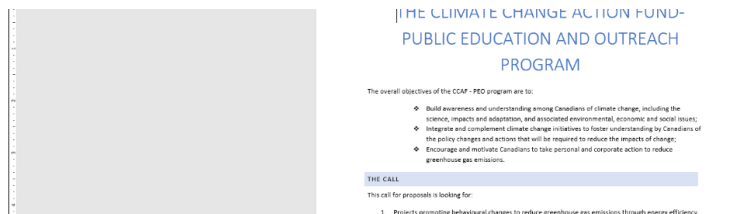

7. The style will be applied:

8. De-select the text by clicking in a blank spot in the document. Scroll to the top. Now, click the Design tab:

9. Move the mouse over the thumbnails in the Document Formatting group. As you do so, you will see that style set applied to the document text via Live Preview. Click any style set that you like:

THE CLIMATE CHANGE ACTION FUND-
PUBLIC EDUCATION AND OUTREACH
PROGRAM

The overall objectives of the CCAF - PEO program are to:

❖ Build awareness and understanding among Canadians of climate change, including the science, impacts and adaptation, and associated environmental, economic and social issues;
❖ Integrate and complement climate change initiatives to foster understanding by Canadians of the policy changes and actions that will be required to reduce the impacts of change;
❖ Encourage and motivate Canadians to take personal and corporate action to reduce greenhouse gas emissions.

THE CALL

This call for proposals is looking for:

1. Projects promoting behavioural changes to reduce greenhouse gas emissions through energy efficiency,

10. Save your document as **Activity 3-6 Complete**. Close Microsoft Word 365.

11. Now, you can check out an example of a completed document in the link below:

Completed exercise: Applying Styles

Mark as completed

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