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Lab 1 Activity 3 - Working with Styles

Objective - Use pre-defined styles and create custom styles for text formatting.

1. Apply heading styles (Heading 1, Heading 2, etc.).
2. Modify existing styles (e.g., change font size, color).
3. Create a new style for specific text formatting.
4. Use the "Format Painter" to copy formatting from one part of the document to another.

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Solutions:

Task 1:

Heading One Example
Some text written here.

Heading Two Example
Some text written here.

Task 2:

This style is known as "Intense Quote", and I changed its color and font size.

Task 3:

To create a new style:

- Go to styles in "Home" tab ribbon.
- Click arrow for more styles, and select "Create a Style".
- Click on "Modify Style" to customize it.
- Set a name and then enter.
- The style is ready to use.

Task 4:

- Select the content you like the formatting.
- Click on "format painter" on the left of the screen under "Clipboard".
- Select something else to apply the formatting you copied. I pasted the **solutions** heading format here.