

## Lab 2 Activity 3 - Using Styles and Format Painter

**Objective** - Enable students to use pre-defined styles and the format painter for efficient paragraph formatting.

1. Open MS Word 2016 and create a new document.
  2. Write two paragraphs about a current event or news story.
  3. Apply built-in styles (e.g., Title, Heading 1, Normal) to format your text consistently.
  4. Use the format painter to copy and apply formatting from one paragraph to another.
  5. Modify an existing style and observe how it updates throughout the document
- 

### **Solutions:**

#### **Task 1:**

- Open MS Word from the start menu.

#### **Task 2:**

- Write two paragraphs.

#### **Task 3:**

- Go to the Home tab.
- In the Styles group, select the preferred style.

#### **Task 4:**

- First, select the text that has the formatting you want to copy (e.g., the second paragraph with Normal style applied).
- On the Home tab, in the Clipboard group, click on the Format Painter (paintbrush icon).
- Now, highlight the text in the paragraph where you want to apply the formatting. The formatting from the copied text (e.g., font style, size, color) will be applied to the selected paragraph.

#### **Task 5:**

- In the Styles group, right-click on the Normal style (or another style you want to modify, such as Heading 1).
- Choose Modify from the context menu.
- In the Modify Style window, you can change the font, size, color, line spacing, and more
- After you make the desired changes, click OK.

For Example:

# Current Affairs

## Opening

Recently, the world has been closely following the ongoing developments surrounding the climate change summit. Held in December 2024, leaders from around the globe gathered to discuss the urgent actions needed to address the growing environmental crisis. World leaders presented new commitments to reduce greenhouse gas emissions, while scientists underscored the importance of immediate action. Although significant progress was made, many environmental activists argue that the pledges made are not enough to avoid catastrophic climate impacts, pushing for bolder commitments and quicker action.

## Conclusion

Another major point of discussion at the summit was the transition to renewable energy sources. Many countries are beginning to commit to large-scale projects aimed at reducing reliance on fossil fuels. Nations like the United States and China, historically major polluters, have committed to increasing the adoption of solar and wind energy. Experts agree that this shift is crucial for achieving long-term environmental goals, although challenges remain in infrastructure and investment. As the world moves forward, the outcome of these commitments will likely determine the pace of global environmental recovery.