**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.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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.