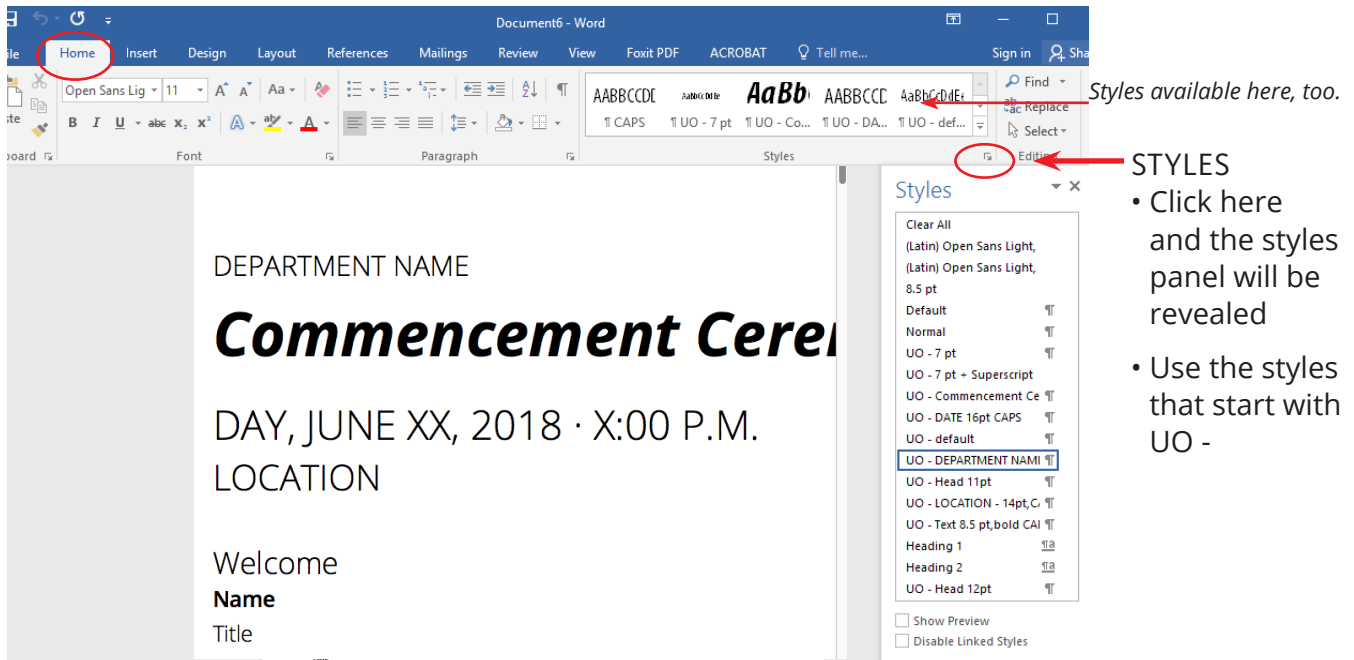


# Styling quick tips (Windows)



Document6 - Word

Home Insert Design Layout References Mailings Review View Foxit PDF ACROBAT Tell me...

Open Sans Lig 11 A Aa Find Replace Select

Font Paragraph Styles

DEPARTMENT NAME

**Commencement Cere**

DAY, JUNE XX, 2018 · X:00 P.M.

LOCATION

Welcome  
Name  
Title

Styles

- Clear All
- (Latin) Open Sans Light, 8.5 pt
- Default
- Normal
- UO - 7 pt
- UO - 7 pt + Superscript
- UO - Commencement Ce
- UO - DATE 16pt CAPS
- UO - default
- UO - DEPARTMENT NAME
- UO - Head 11pt
- UO - LOCATION - 14pt, G
- UO - Text 8.5 pt, bold CAI
- Heading 1
- Heading 2
- UO - Head 12pt

Show Preview  
Disable Linked Styles

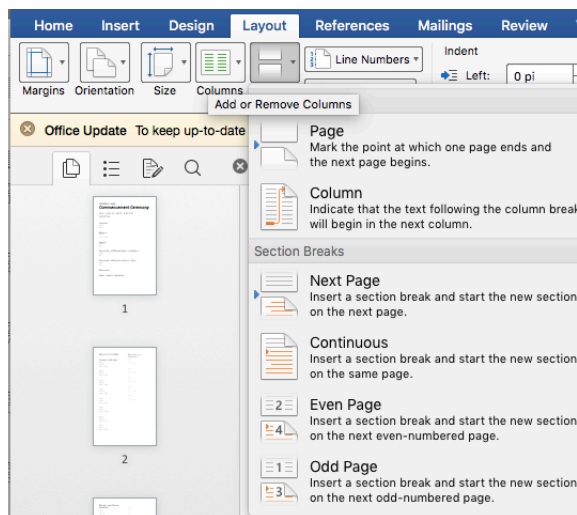
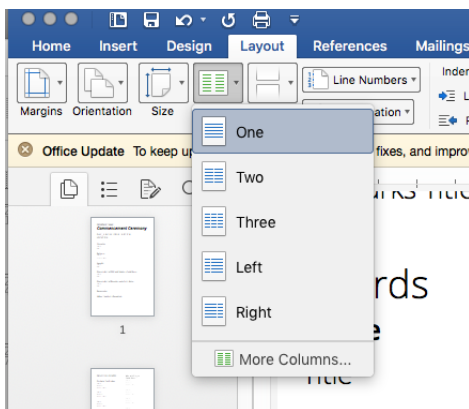
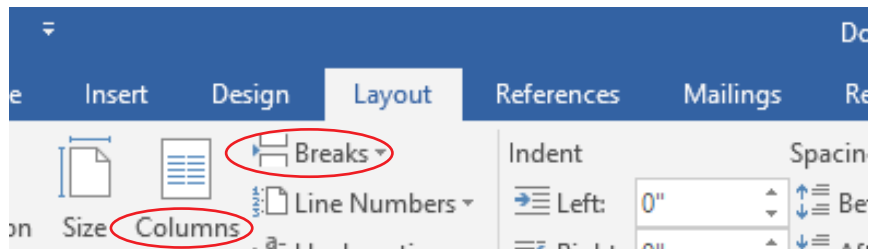
Styles available here, too.

STYLES

- Click here and the styles panel will be revealed
- Use the styles that start with UO -

## COLUMNS AND BREAKS

- Access the columns and types of breaks on the Layout tab of the ribbon.



Additional information about columns and breaks can be found here:

<https://support.office.com/en-us/article/use-section-breaks-to-change-the-layout-or-formatting-in-one-section-of-your-document-4cdfa638-3ea9-434a-8034-bf1e4274c450>