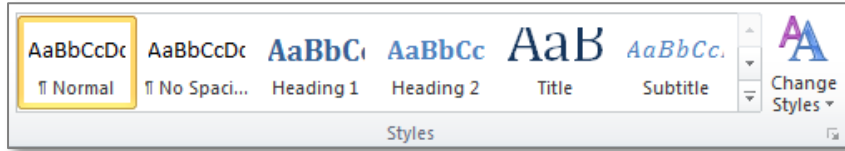


Task 3.1 Applying a style using the Quick Styles gallery

Word displays the most commonly used styles in the **Quick Styles** gallery on the **Home** tab.



This is a fast way to apply styles to your text.

Try this...

1. Open the document *intro_chapter 1.docx* from the folder **Thesis 2010 ► Practice files**.

This document contains an introductory section (contents, preface, acknowledgements, etc.), and the first chapter. First, you'll move to the start of chapter 1.


2. Navigate to page **6**.
3. Click anywhere in the first paragraph (***Spatial ability introduction and literature review***).

A 'paragraph' can be any length, even a single word.

4. On the **Home** tab, click on **Heading 1** in the **Quick Styles** gallery in the **Styles** group.

*Heading 1 is a **paragraph** style; therefore the formatting is applied to the entire paragraph without you having to select the text first.*

5. Scroll down to the paragraph beginning ***However, Linn and Peterson's...*** and select the text ***spatial perception*** in the third line.

6. Click on the **More** button  at the **Quick Styles** gallery and apply the style ***Intense Emphasis***.

*This is a **character** style that applies specific attributes to selected text only.*

7. Apply the ***Intense Emphasis*** style to the text ***mental rotation*** and ***spatial visualization*** in the same paragraph.