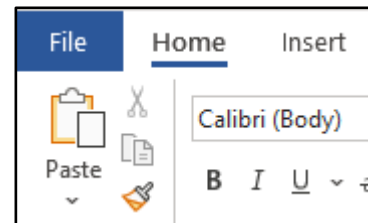


Using Headings in Microsoft Word

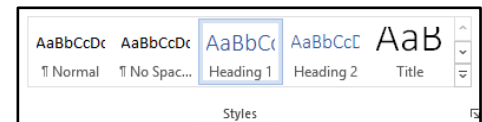
- Step 1** Position the text cursor on the line of text that will be a heading. This formatting will apply to the entire line of text.

Introduction|
This document provid

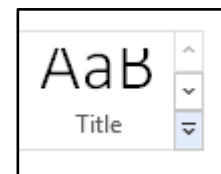
- Step 2** Near the top of the window, select the **Home** ribbon.
OR
Press **ALT + H**.



- In the **Styles** group, select the heading style.
- Step 3** **OR**
Press **L** and then use the **LEFT** and **RIGHT** arrow keys to navigate and **ENTER** to select the heading style.



- To view more styles, such as subheading levels, select the arrow near the bottom right of the styles list to expand it.
- Step 4** **OR**
Press **ALT + DOWN ARROW** to expand the styles list, then use the arrows to navigate.



Step 5

To adjust the font styles and colours of a heading, **right click** on the heading style and select **Modify** from the context menu.

OR

Press **SHIFT + F10** or the **APPLICATION** key on the heading style to open the context menu, then press **M** to select **Modify**.

