

Using Headings in Google Docs

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.

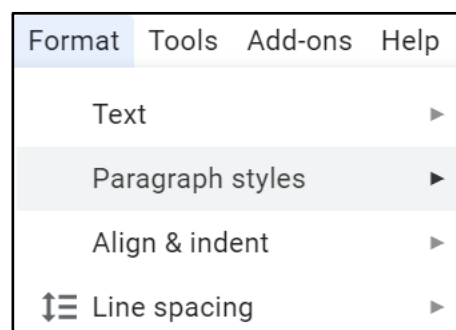
Our Solar System

Step 2

To navigate to the **Paragraph Styles** menu item, click on the **Format** menu and select **Paragraph styles** from the drop-down menu.

OR

Press **ALT + O** to open the **Format** menu and press the **DOWN ARROW** and then **ENTER** to select **Paragraph styles**.

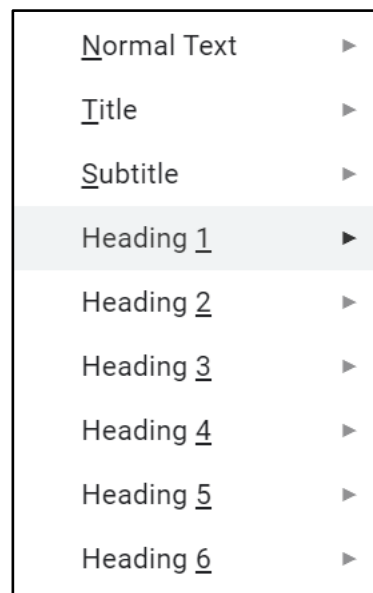


Step 3

In the **Paragraph styles** menu select **Heading 1 to Heading 6** and open the drop-down menu.

OR

Press the **DOWN ARROW** to move to **Heading 1 to Heading 6**. Press **ENTER** to open the drop-down menu.



Step 4

In the **Heading 1 to Heading 6** menu select **Apply Heading 1** to **Apply Heading 6** to apply the heading style.

OR

Press the **DOWN ARROW** to move to **Apply Heading 1** to **Apply Heading 6** and press **ENTER** to apply the heading style.

✓ Apply 'Heading 1'	Ctrl+Alt+1
Update 'Heading 1' to match	