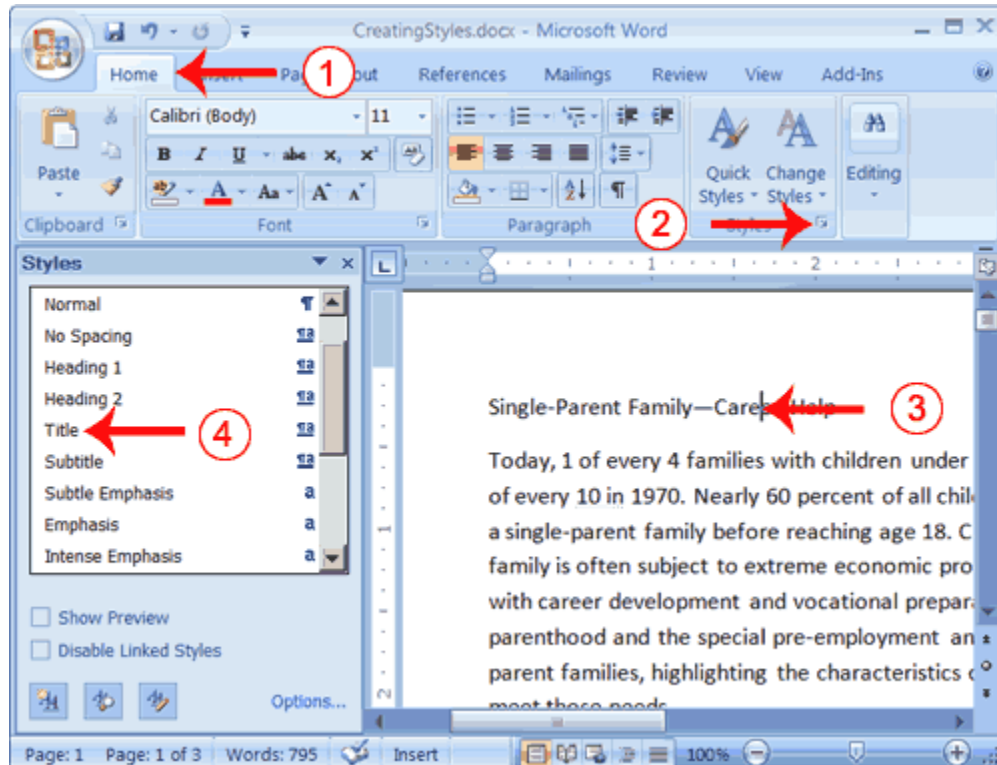


Apply a Style

You can see all the styles available to you in the style set by clicking the launcher in the Styles group and opening the Styles pane. You can leave the Styles pane open and available for use by docking it. To dock the Styles pane, click the top of the pane and drag it to the left or right edge of the Word window.

You do not need to select an entire paragraph to apply a style. If the cursor is anywhere in the paragraph, when you click on the style, Word formats the entire paragraph.



1. Choose the Home tab.
2. Click the launcher in the Styles Group. The Styles pane appears. You can drag it to the side of the Word window to dock it. To close the Styles pane, click the Close button in the upper right corner of the pane .
3. Click anywhere in the paragraph "Single-Parent Family—Career Help."
4. Click Title in the Styles pane. Word 2007 applies the Title style to the paragraph.

Headings and subheadings mark major topics within your document. With Word 2007, you can easily format the headings and subheadings in your document.

Apply Headings

1. Click anywhere in the paragraph "The Nature of Single Parenthood."
2. In the Style box, click Heading 1. Word reformats the paragraph.
3. Repeat steps 1 and 2 in the following paragraphs:
 - Types of Single Parents
 - Career Development Needs of Single Parents
 - Career Development Programs

Apply Subheadings

1. Click anywhere in the paragraph "Displaced Homemakers"
2. In the Style box, click Heading 2. Word reformats the paragraph.
3. Repeat steps 1 and 2 for the following paragraphs:
 - Displaced Homemakers
 - Adolescent Mothers
 - Single Fathers
 - High School Dropout Prevention
 - Established Education Sites

Alternate Method -- Apply Styles with the Ribbon

You can also choose styles by selecting the option you want from the Styles group on the Ribbon. First you must place your cursor in the paragraph to which you want to apply the style. Then you click the More button in the Styles group to see all of the styles in the currently selected set. As you roll your cursor over each of the styles listed, Word 2007 provides you with a live preview of how the style will appear when applied.

1. Select the paragraphs "Emotional Support" through "Parenthood Education" (they are probably on page two).
2. Click the More button in the Styles group.
3. Locate and click the List Paragraph style. Word applies the List Paragraph style to the paragraphs you selected.

Change Style Sets

Once you have applied styles, changing to another style set is easy. You simply open the Style Set gallery. As you move your cursor down the menu, Word 2007 provides you with a live preview of the effect of applying the style set. To choose a style set, you click it.

1. Click Change Styles in the Styles group. A menu appears.
2. Click Style Set. A menu appears. As you move your cursor down the menu Word 2007 provides you with a live preview of the effect of applying the Style set to your document.
3. Click Formal. Word 2007 reformats all of the paragraphs into the Formal style applying the appropriate format to each paragraph.