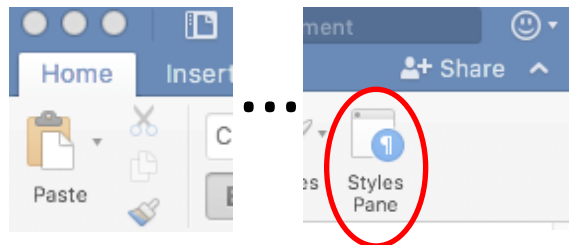
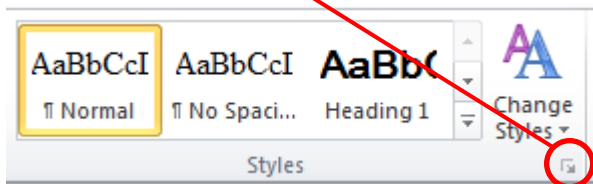


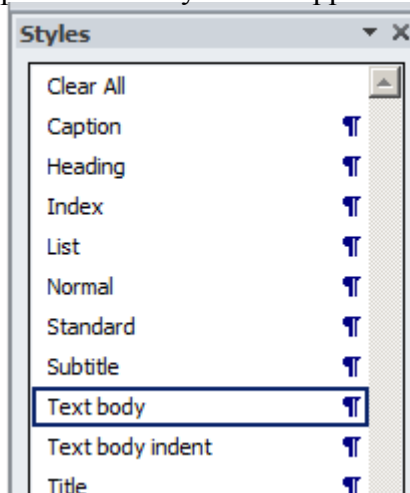
Obtain uniform layout with styles – Microsoft Word 2010

1. To see all styles, click

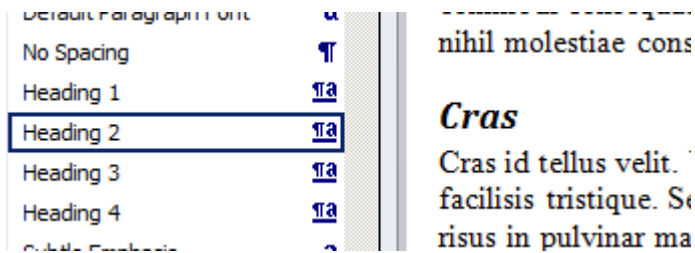


Macintosh Word 2016

2. A pane called Styles will appear.

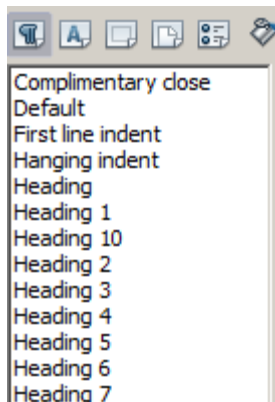


3. Place the cursor in the paragraph starting with Cras id tellus velit.
4. Click in the Styles pane on the Normal style.
5. The paragraph should now have the same font as the other paragraphs.
6. Click in the line with the single word Cras.
7. Click in the Style pane on the Heading 2 style.
8. The line should now have a larger font and a space above like seen below



Obtain uniform layout with styles – OpenOffice Writer

1. To see all styles, go to Format → Styles and Formatting
2. A pane will appear to the left



3. Place the cursor in the paragraph starting with *Cras id tellus velit*.
4. Double-click in the Styles pane on the Default style.
5. The paragraph should now have the same font as the other paragraphs.
6. Click in the line with the single word *Cras*.
7. Double-click in the Style pane on the Heading 2 style.
8. The line should now have a larger font and a space above like seen below

veniam, quis nostrum
 commodi consequatur
 nihil molestiae consequatur

Cras
 Cras id tellus velit. Vivamus
 facilisis tristique. Sed