1. To see all styles, click





2. A pane called Styles will appear.

Styles • X		
	Clear All	_
	Caption	Я
	Heading	П
	Index	П
	List	П
	Normal	П
	Standard	П
	Subtitle	П
	Text body	П
	Text body indent	T
	Title	¶

- 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

Detault natagraph From	•
No Spacing	1
Heading 1	<u>¶a</u>
Heading 2	<u>¶a</u>
Heading 3	<u>¶a</u>
Heading 4	<u>¶a</u>
Culture Construction	<u> </u>



Cras

Cras id tellus velit. facilisis tristique. Se risus in pulvinar ma

Obtain uniform layout with styles – OpenOffice Writer

- 1. To see all styles, go to Format \rightarrow Styles and Formating
- 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 conseq

Cras

Cras id tellus velit. Viv facilisis tristique. Sed 1