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INFORMATION TECHNOLOGY FOR CLASS 10

(Study material Based on N.C.E.R.T HANDBOOK)

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SESSION 1: CREATE AND APPLY STYLES IN THE DOCUMENT

A style is a set of formats that you can apply to selected pages, text, frames, and other elements in your document to quickly change their appearance. When you apply a style, you apply a whole group of formats at the same time. Styles are logical attributes. Using styles means that you stop saying “font size 14pt, Times New Roman, bold, centered”, and you start saying “Title” because you have defined the “Title” style to have those characteristics. In other words, styles mean that you shift the emphasis from what the text (or page, or other element) looks like, to what the text is. Styles help improve consistency in a document. They also make major formatting changes easy. For example, you may decide to change the indentation of all paragraphs, or change the font of all titles. For a long document, this simple task can be prohibitive. Styles make the task easy. OpenOffice.org supports the following types of styles:

- Page styles include margins, headers and footers, borders and backgrounds. In Calc, page styles also include the sequence for printing sheets.
- Paragraph styles control all aspects of a paragraph’s appearance, such as text alignment, tab stops, line spacing, and borders, and can include character formatting.
- Character styles affect selected text within a paragraph, such as the font and size of text, or bold and italic formats.

- Frame styles are used to format graphic and text frames, including wrapping type, borders, backgrounds, and columns.
- Numbering styles apply similar alignment, numbering or bullet characters, and fonts to numbered or bulleted lists.
- Cell styles include fonts, alignment, borders, background, number formats (for example, currency, date, number), and cell protection.
- Graphics styles in drawings and presentations include line, area, shadowing, transparency, font, connectors, dimensioning, and other attributes.