



VIDYA BHAWAN BALIKA VIDYAPITH

SHAKTI UTTAN ASHRAM, LAKHISARAI

INFORMATION TECHNOLOGY FOR CLASS 10

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

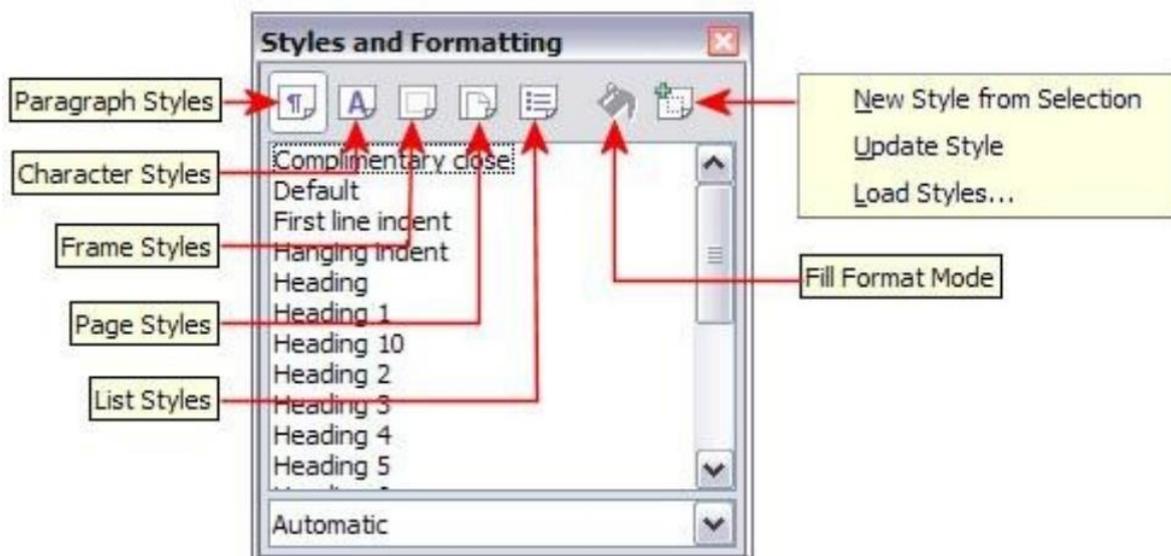
RAUSHAN DEEP

DATE-12/04/2021

Applying styles

OpenOffice.org provides several ways for you to select styles to apply. Using the Styles and Formatting window

- 1) Click the Styles and Formatting icon located at the left-hand end of the object bar, or click Format > Styles and Formatting, or press F11. The Styles and Formatting window shows the types of styles available for the OpenOffice (OpenOffice.org) component you are using.



shows the window for Writer, with Page Styles visible.

The Styles and Formatting window for Writer, showing paragraph styles You can move this window to a convenient

position on the screen or dock it to an edge (hold down the Ctrl key and drag it by the title bar to where you want it docked).

2) Click on one of the icons at the top left of the Styles and Formatting window to display a list of styles in a particular category.

3) To apply an existing style (except for character styles), position the insertion point in the paragraph, frame, or page, and then double-click on the name of the style in one of these lists. To apply a character style, select the characters first.