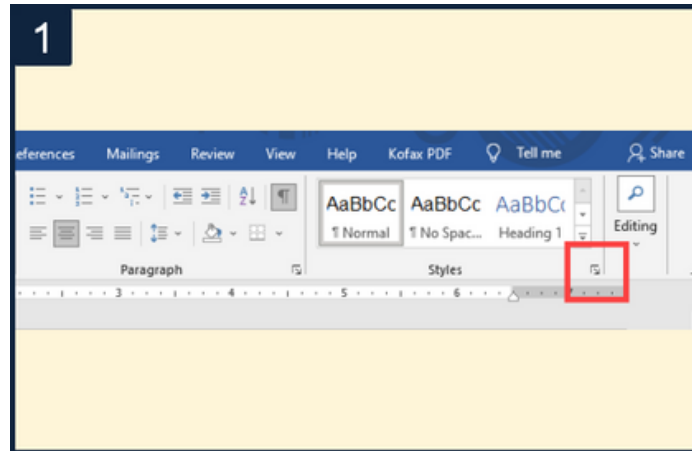
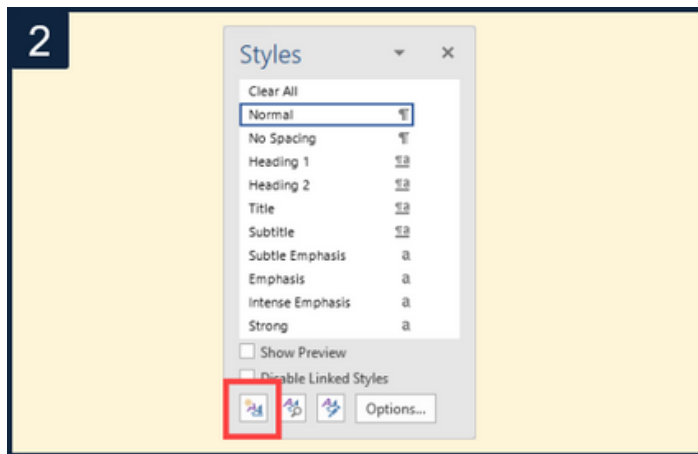


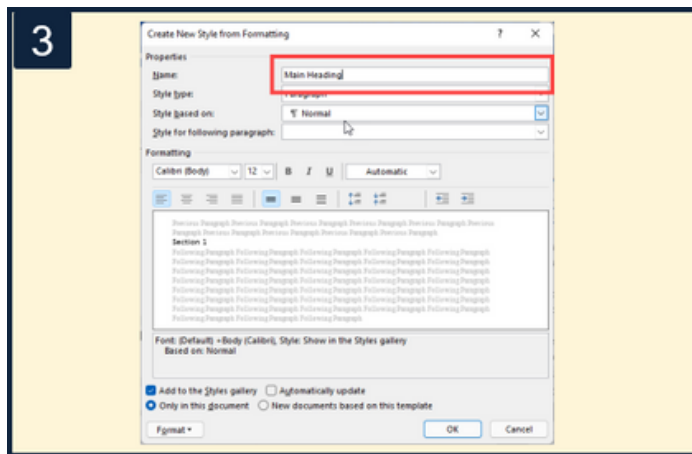
# Creating Styles in Microsoft Office



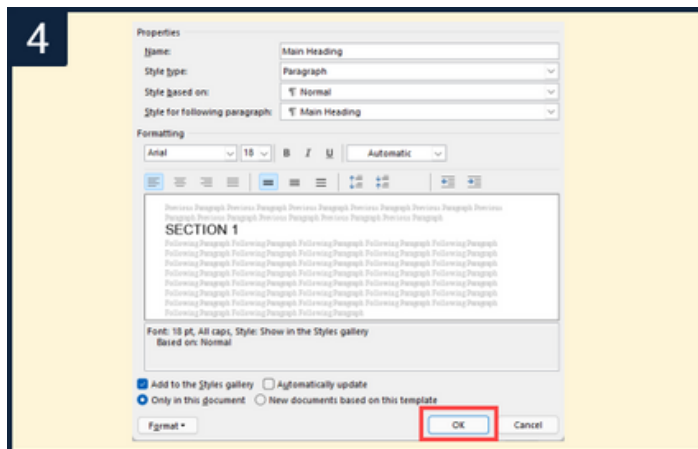
1 Click on the arrow in the Styles section.



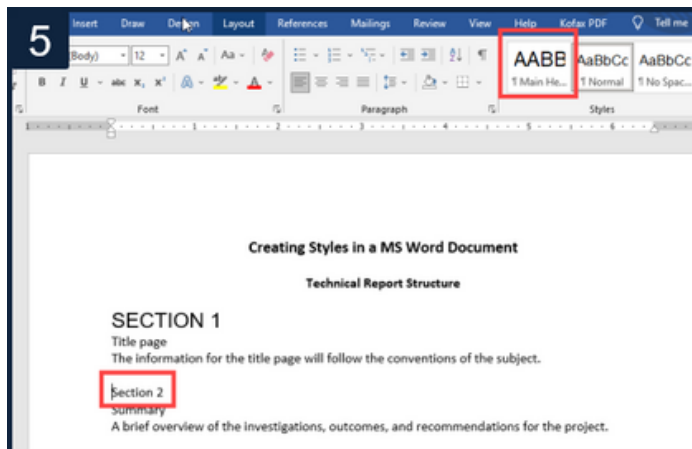
2 Click on the New Style tab.



3 The Create New Style from Formatting pop up box opens. Type the new name in the name bar.



4 Format the new Style. When finished, click OK.



5 To quickly change the document, put your cursor next to the text and click on the new Style.