Applying at Style to a Word Document

Styles are used in Word document to provide a specific format for section headers, titles, and other document elements.

- In this tutorial you will learn how to apply a style to a Word Document.

**Step One:** Open a blank Word document or an already completed Word document you want to add a style too. For this tutorial a completed Word document will be used. In you completed Word document select the section where you want the **STYLE** applied. Highlight the section with your cursor by clicking and dragging your cursor across the specific section.

![Introduction](image)

One of the benefits of online learning is the opportunity it gives students to participate in a course or program of study regardless of where they reside. A broad search of online course and program offerings reveals that colleges and universities, both on-ground and online, are continuing to expand their recruitment efforts to reach international students beyond the United States (U.S.). The opportunity to earn a degree from a U.S.-based institution via distance is an appealing alternative for international students; the cost-benefit of not having to travel to an on-ground campus abroad is a good motivator for choosing online programs.
Step Two: Located on the HOME tab of the top toolbar go to the **STYLES** section.

The first paragraph of this document is highlighted so the style change will be applied to this section.

Go to the styles section of the home tab.
Step Three: To view the sixteen preset styles click the arrow down and a drop down menu will appear.

Select the down arrow.

The present styles will appear in the drop down menu.
Step Four: Select the **STYLE** you want to use to format your Word Document. Click the style and it will be applied to the section of your document you highlighted.

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Introduction

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The continued influx of international students poses unique opportunities as well as challenges in online learning environments. Research continues to explore factors that can positively or negatively affect a student’s experience including: language barriers and
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Finish: That is how you apply a style to a Word document