Removing a Style from a Microsoft Word Document

Removing a style from a Word document is needed when adjustments to the font and style are required.

- This tutorial will demonstrate how to remove a style from a Word Document.

Step One: Open an already completed Word document.

Introduction

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.]

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 proficiency (Zhang & Kenny, 2010), course design and instruction (Minjuan et al., 2010; Zhang & Kenny, 2010), and cultural differences (Liu et al., 2010; Tu, 2001). Along these
Step Two: Select the section where a style have been applied that you wish to remove. Highlight that section with your cursor.

Step Three: Go to the HOME tab on the top toolbar and then to the STYLES section.
Step Four: Select the down arrow for a drop down menu to appear. Below the sixteen preset styles you will see three commands prompts. Select CLEAR FORMATTING to remove the style.
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Finish: That is how you remove a style from a Word document.