Applying Styles to Individual Lines

1. From the Home tab
2. Select the text you wish to apply a style to
3. Use the drop down to access more options

Style sets include a combination of title, heading and paragraph styles and allow you to format all of the elements in your document at one time.

Hover over a Style set to see how your document will look.

Further customization is possible by using the Themes drop down

The Font button allows you to add custom

The Color button allows you to select different color
**Comments & Track Changes**

**Turning on Track Changes**

1. From the **Review** tab, click the **Track Changes** command.
2. The button will be gray when it is turned on.

Text which is to be deleted will appear crossed out. Added text will be underlined.

Changes will not become permanent until they are accepted.

**Adding Comments**

1. Highlight the text you wish to comment on
2. From the **Review** tab, click the **New Comment** command
3. Type your comment into the box
4. Click outside of the box to exit

**Deleting a Comment**

1. Select the comment you would like to delete.
2. From the **Review** tab, click the **Delete** command.