

INTRODUCTION TO STYLES

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Styles Provide The Following Advantages

Makes OpenOffice Easy To Use.

Provide **Powerful Capability such as Consistency** throughout documents.

Determines the **Appearance Of Just About Anything** in OpenOffice.

A Few Examples Of What Styles Can Do

The above words, **Styles Provide The Following Advantages and A Few Examples Of What Styles Can Do**, are centered, bigger, and in bold.

The paragraphs below the words start at the left margin are smaller print, and are not Bold.

Styles can cause all pages to be numbered or just some pages to be numbered.

Styles can cause the margins to be different on the same page or different on different pages.

Styles can make tables, columns, calculations, and/or graphics appear in a document.

Styles can create a table of contents, indexes, footers, and footnotes.