

Styles in Word -Introduction

Styles භාවිතා කිරීමෙන් මනා ලෙස හැඩසැදූ ලේඛනයක් පිළියෙල කිරීම පහසු වේ. එමගින් සිදු කළ හැකි ක්‍රියාවන් කිහිපයක් පහත දැක්වේ.

- ප්‍රධාන මාතෘකාව සඳහා -Title style යෙදීම
- මාතෘකාවක් සඳහා - “Heading ” style යෙදීම
- ජේදයක් සඳහා - “ Body text” style යෙදීම
- පින්තූරයක caption එකක් සඳහා “Caption style” යෙදීම

Style භාවිතය හැදෑරීමට පහත උපදෙස් අනුගමනය කරන්න

1) =rand() යන විධානය ලියා **enter** කරන්න. එවිට ජේද කිහිපයක් දැකිය හැකිවේ. එහි සෑම ජේදයකට ම ඉහලින් “ **Title** ” යන්න ලියන්න.

Title

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

Title

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

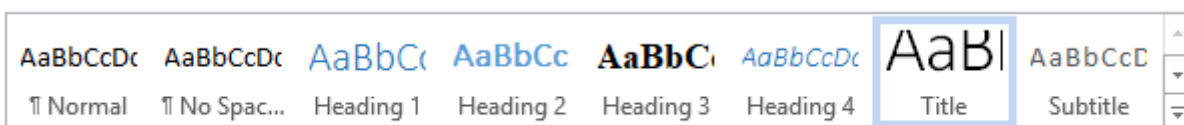
Title

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Title

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

2) සෑම **title** එකක් ම සඳහාම **රිබන් එකේ ඇති styles each of the Title, and click the Heading option on the styles On the ribbon, on the Home tab.(To select all Title double click each Title with pressing CTRL)**



You will get the following.

Title

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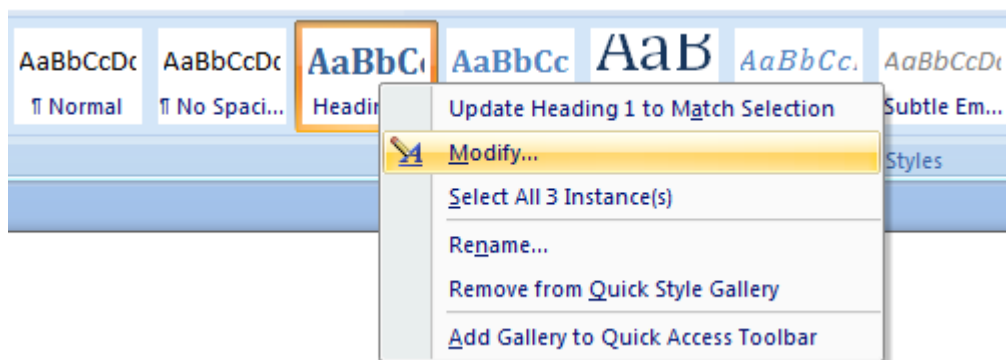
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3) Make every title red. (Right-click the same box you used to set the style click modify)



4) Make every Title as given bellow. (click on the word *Title* & click *Heading 1* on the styles. Right click on *heading 1* and select modify → format)

Title

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