

Microsoft Word: Styles and Themes



Styles - Home Tab

A **style** is a predefined combination of font style, color, size of text and more that can be applied to **selected text**. It can be used to show hierarchy in text by using consistent formatting options.

1 Select the text.

2 Scroll until you find the style you want.

3 Select the style you want to apply.

Xena Warrior Princess

Summary

Xena is a fictional character from [Robert Tapert's Xena: Warrior Princess franchise](#). She first appeared in the 1995–1999 television series [Hercules: The Legendary Journeys](#), before going on to appear in [Xena](#):

Navigation

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Summary

Creation and production

Appearances and development

- Origins on Hercules
- Fictional character history

Skills and abilities

- Master Combatant:
- Chakram:
- First Aid and Pressure Points:
- Military Commander:
- Other Skills:

In other media

- Reception and legacy
- Lesbian subtext and debates
- Popular culture

See also

References

NOTICE:

As you use Heading styles, you get a Navigation bar that appears on the right. Click on a heading to be taken directly to it.

Xena is the protagonist of the story, and the series depicts her quest to seek redemption for her past sins as a ruthless warlord by using her formidable fighting skills to help people. Xena was raised as the daughter of Cyrene and Atrius in Amphipolis, though the episode "The Furies" raised the possibility that Ares might be Xena's biological father. She has a brother who is dead; she visits his grave to speak with him in "Sins of the Past." In Hercules, during her two first episodes, Xena was an outlaw, but in the third episode she appears in, she joins Hercules to defeat Darphus, who had taken her army. Once accompanied by her lover Boriás and known as the "Destroyer of Nations", she is accompanied by the

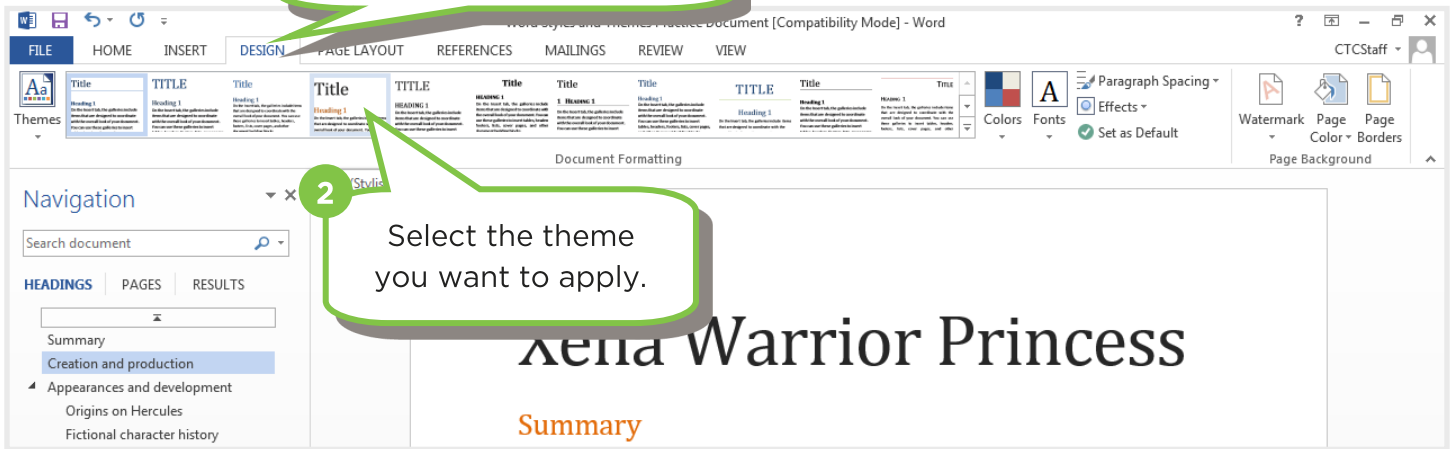
franchise. She first appeared in going on to appear in Xena: The character has also as well as numerous non-was played by New actress Vanessa Angel. She

Themes - Design Tab

A **theme** is a set of formatting choices that can be applied to an **entire document** and includes theme colors, fonts, and effects.

1

Click on the Design tab.



2

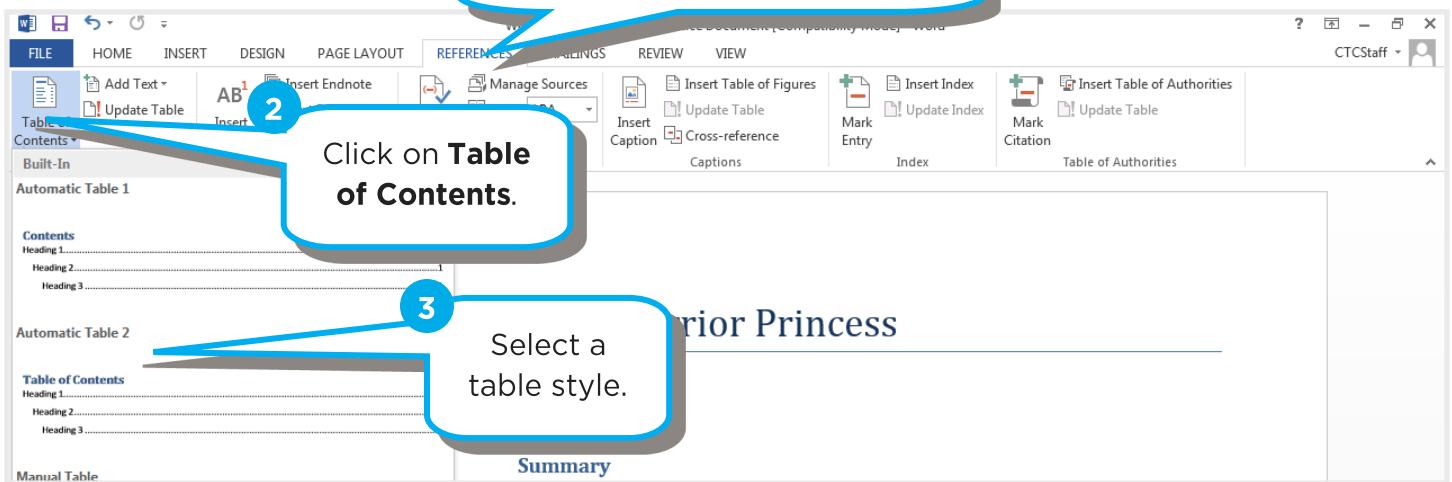
Select the theme you want to apply.

Table of Contents - References Tab

Once you have designated different heading levels, you can add in a **Table of Contents** for quick and easy navigation through a longer document.

1

Click on the **References** tab.



2

Click on **Table of Contents**.

3

Select a table style.

WHERE TO GET MORE HELP:

The CTC: come to the desk and ask for help, schedule a 1-on-1 tutoring lesson, come to more classes, or attend one of our open labs to answer your questions.

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