# Practice Proper Heading Structure

Follow these 5 steps to get started with using **Styles** to create a proper heading structure:

1. On the **Home** tab, find the **Styles Gallery**.
2. Open the **Styles Gallery** by clicking the down arrow on the bottom right.
3. In the practice area below, create the proper heading structure by:
   1. Selecting the text to format and
   2. Clicking the proper Style shown in brackets (< >) from the **Styles Gallery**.
4. At any time, open the **Navigation Pane** by going to the **View** tab and checking the box next to **Navigation Pane** in the **Show** button group. Under the **Headings** tab of the **Navigation Pane**, note that your structure appears in a hierarchical outline format. Using the **Navigation Pane** is a helpful way to make sure your headings are nested properly.
5. If you need help, check out the solution below the practice area.
6. Go further by learning to [modify or create headings at Microsoft Support](https://support.microsoft.com/en-us/office/customize-or-create-new-styles-d38d6e47-f6fc-48eb-a607-1eb120dec563).

## Practice Area

The following sample text relates to an excerpt of a school health curriculum about nutritional foods. For the purpose of practice, the body text between assigned headings (assigned “Normal” in the Styles Gallery) is placeholder language.

About Plant-Based Foods <Heading 1>

Narrative about plant-based foods. <Normal>

Introduction <Heading 2>

Narrative about the introduction. <Normal>

Purpose of Categorizing Food <Heading 3>

Narrative about the purpose of categorizing food. <Normal>

Importance of Plant-Based Food <Heading 3>

Narrative about the importance of plant-based food. <Normal>

Plant-Based Food Categories <Heading 2>

Narrative about plant-based food categories. <Normal>

Fruits <Heading 3>

Narrative about fruits. <Normal>

Citrus <Heading 4>

Narrative about citrus fruits. <Normal>

Berries <Heading 4>

Narrative about berries. <Normal>

Tropical Fruits <Heading 4>

Narrative about tropical fruits. <Normal>

Vegetables <Heading 3>

Narrative about vegetables <Normal>

Leafy Greens <Heading 4>

Narrative about leafy greens. <Normal>

Root Vegetables <Heading 4>

Narrative about root vegetables. <Normal>

Cruciferous Vegetables <Heading 4>

Narrative about cruciferous vegetables. <Normal>

Conclusion <Heading 2>

Narrative about conclusion. <Normal>

Summary of Fruits and Vegetables <Heading 3>

Narrative about the summary of fruits and vegetables. <Normal>

Key Takeaways about Fruit and Vegetable Variety <Heading 3>

Narrative about key takeaways. <Normal>

## Solution

After adding proper heading structure to the sample text above, here’s how your content should appear (refer to the Navigation Pane for the hierarchical outline view):

# About Plant-Based Foods

Narrative about plant-based foods.

## Introduction

Narrative about the introduction.

### Purpose of Categorizing Food

Narrative about the purpose of categorizing food.

### Importance of Plant-Based Food

Narrative about the importance of plant-based food.

## Plant-Based Food Categories

Narrative about plant-based food categories.

### Fruits

Narrative about fruits.

#### Citrus

Narrative about citrus fruits.

#### Berries

Narrative about berries.

#### Tropical Fruits

Narrative about tropical fruits.

### Vegetables

Narrative about vegetables.

#### Leafy Greens

Narrative about leafy greens.

#### Root Vegetables

Narrative about root vegetables.

#### Cruciferous Vegetables

Narrative about cruciferous vegetables.

## Conclusion

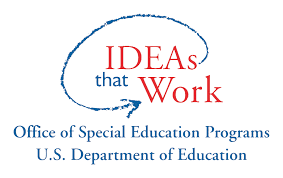
Narrative about conclusion.

### Summary of Plant-Based Foods

Narrative about the summary of plant-based foods.

### Key Takeaways about Fruit and Vegetable Variety

Narrative about key takeaways.

The contents of this document were developed under a cooperative agreement with the U.S. Department of Education, Office of Special Education Programs (Award No. H327Z240007). However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government. Project Officer: Rebecca Sheffield, Ph.D.

This work is licensed under a [Creative Commons Attribution-ShareAlike 4.0 International license](http://creativecommons.org/licenses/by-sa/4.0/).