# 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.

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