

Styles

Did you know....that a style is a set of formatting characteristics that you can apply to text, tables and lists. When you apply a style, you apply a whole group of formats in one simple task. For example, instead of taking three separate steps to format your title as 16 pt, Arial, and center-aligned, you can achieve the same result in one step by applying a Heading style.

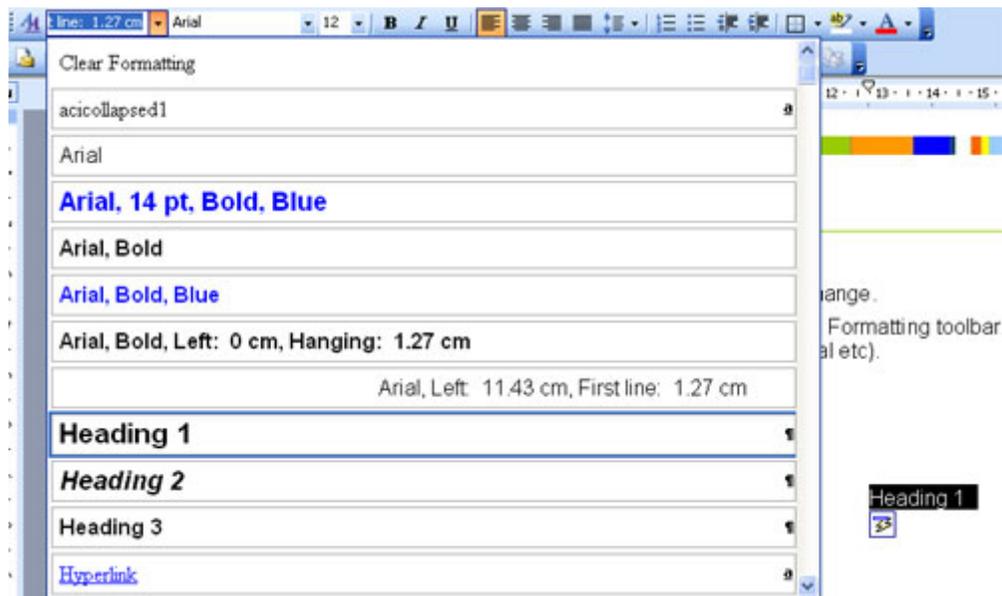
Types of styles

- A paragraph style controls all aspects of a paragraph's appearance, such as text alignment, tab stops, line spacing, and borders, and it can include character formatting.
- A character style affects selected text within a paragraph, such as the font and size of text, and bold and italic formats.
- A table style provides a consistent look to borders, shading, alignment and fonts in tables.
- A list style applies similar alignment, numbering or bullet (bullet: A dot or other symbol that is placed before text, such as items in a list, to add emphasis.) characters, and fonts to lists.

How to Apply a style

1. Select the words, paragraph, list, or table you want to change.
2. Click on the down arrow on the Style box **Normal** on the Formatting toolbar.
3. Select the style you wish to apply (eg: Heading 1, Normal etc).

Example

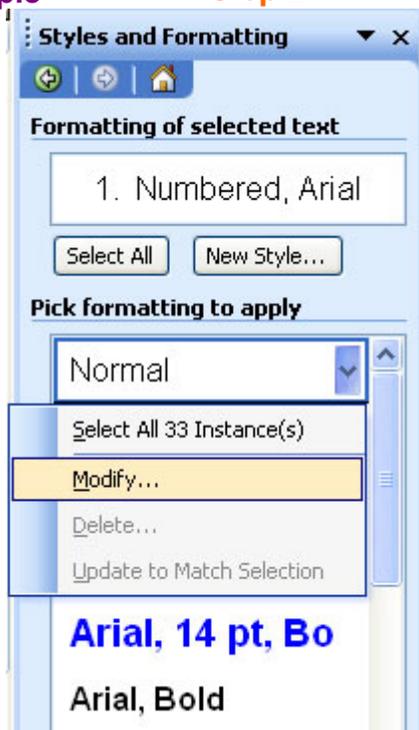


How to Modify a style

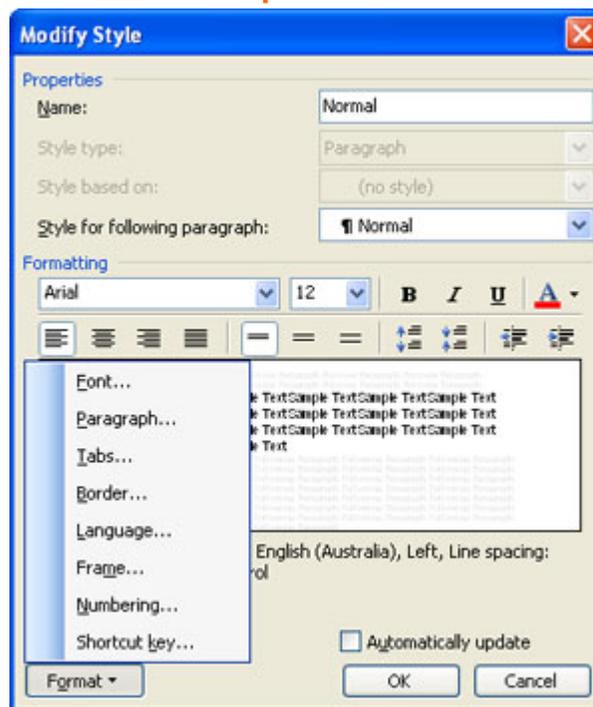
1. If the Styles and Formatting task pane (on the right of the screen) is not open, **click** Styles and Formatting  on the Formatting toolbar
2. **Right-click** the style you want to modify, and then click **Modify**.
3. **Select** any options you want.
4. To see more options, click **Format**, and then click the attribute — such as Font or Numbering — you want to change.
5. Click **OK** after you've changed each attribute, and then repeat for any additional attributes you want to change.

Example

Step 2



Steps 3 & 4



Create a new list style

In addition to the built-in list styles that come with Microsoft Word, you can create your own list style to apply similar alignment, number or bullet characters, and fonts to lists.

1. If the Styles and Formatting task pane is not open, **click** Styles and Formatting  on the Formatting toolbar.
2. In the Styles and Formatting task pane, click **New Style**.
3. In the **Name** box, **type a name** for the style.
4. In the Style type box, click **List**.
5. **Select** the options that you want, or click **Format** to see more options.

