

## ***Why Use Styles?***

Styles allow you to:

1. Use consistent formatting in a document.
2. Use consistent formatting from one document to another.
3. Apply some very complex formatting with just a few clicks of the mouse.

Once a style is applied to a paragraph, a change of style in one paragraph automatically changes all paragraphs with that style.

## ***Two Kinds of Styles***

### **1. Character Styles**

You can apply Character Styles to selected text. In most cases, it is just as easy to format using shortcut keys or the toolbar. On the Styles List, Character Styles will have an “a” beside the Style name.

### **2. Paragraph Styles**

This is the style that we are going to concentrate on. This Style will save you the most time and you can be assured that all of your paragraph formatting will be consistent. On the Styles List, Paragraph Styles will have a “paragraph sign” beside the Style name.

## ***Can You Use Templates?***

When you start Word you are automatically using the “Normal” Template. (Notice the box on the left side of the Format Bar.) Whatever template you decide to use, you can add, modify and delete Styles without effecting those that are in the chosen template.

## ***How to Apply a Style***

First you must either place the insertion point in the area that you want to apply a Style or highlight the area. Now you have to choose which Style you want. The two best ways to choose a Style are:

1. Use the Style Box on the left side of the Format Bar. Click on the down arrow and a list of styles will appear. There is a limited number of Styles listed.

For a complete list of Styles, click on Format ± Style on the Menu Bar.

The Styles Dialog Box opens. This is where all of the information about Styles is located. In the “List Box” click on the down arrow and click on All Styles. This will give you a complete list of available built-in Styles that MS Word provides. You can see what the Styles look like by just clicking on them and they will appear in both the Paragraph

Preview and the Character Preview boxes. You will also notice that there is a Description Area that gives you in detail what that style contains. When you click on the down arrow in the List Box you will notice that there is another area called User-defined Styles. These are Styles that you have created and also the Styles that are in the template that you are using. If you decide to use one of the Styles on either list, click on one chosen and click “Apply”. This will apply the Style and automatically add it to your list in the Style Box on the Format Bar.

2. Another way to get a complete list of Styles that MS Word provides is to hold down the Shift key and click on the down arrow on the right side of the Style Box on the Format Bar. This does not give you the opportunity to view the Styles in the Paragraph Preview or the Character Preview boxes but it does have an area on the right side of each Style that tells you the font size, and the justification. Using this method also adds the chosen Style to your list in the Style Box on the Format Bar.

If you have already directly applied some formatting and then decide that you want to apply one of the built-in Styles, the built-in Style will override the formatting that you applied.

If you have already applied a built-in Style and wish to change the formatting, the formatting that you apply will override the built-in Style.

### **Style Area**

This is very important. This is an area that will be on the left side of your document and list the Styles that are presently in your document. It makes it so much easier to use and change Styles when you can see what Styles have already been applied. To turn on the Style Area—

On the Menu Bar click on Tools ± Options

On the View Tab in the bottom left corner is the Style Area Width box.

Change the number in this box to read 0.05” and click Apply

To turn off the Style Area—

On the Menu Bar click on Tools ± Options

On the View Tab in the bottom left corner is the Style Area Width box.

Change the number in this box to read 0.00 and click Apply

### **Creating a New Style**

On the Menu Bar click on Format ± Style

In the Style Dialog Box click on the “New” button

Another dialog box appears. From here you can –

Name your style

Select what type of style you want (character or paragraph)

Select what template this new style is based on (usually Normal)

Select Style for the following paragraph – (choose Normal )

Note: If you choose any style other than normal, this will be the Style always applied after this Style is used.

(Notice that there is a Preview Box and a Description of what you are creating.)  
Click on the “Format” button and a list will appear  
Choose the desired font, point size, tabs, border, numbering, bullets, etc.  
Notice that you also have a chance to assign a shortcut key to this Style.

When everything is the way you want, click OK  
Click Apply and this will add your new Style to the user-defined list  
Click Apply again and it will add it to your document

### **Modify a Style**

On the Menu Bar click on Format ± Style  
From the Styles list, click on the Style you wish to modify  
In the Style Dialog Box click on the “Modify” button and another dialog box appears.  
Click the “Format” button and a list will appear. Choose the formatting you desire from this area and you can assign a shortcut key.  
When everything is the way you want, click OK  
Click Apply and this will add your modified Style to the user-defined list  
Click Apply again and it will add it to your document

### **How to Change or Delete a Style Applied to a Document**

Highlight the area you wish to change. Click on the arrow in the Style Box on the Format Bar. Click on the new Style you wish to apply. If you don’t want any Style, click on “Normal”

### **How to Copy, Delete or Rename Styles in the Styles List**

On the Menu Bar click on Format ± Style  
In the Style Dialog Box click on the “Organizer” button  
To **copy** a style from one document or template to another  
Highlight the Style and Click the “Copy” button (the arrows on the button will change to indicate the copy direction)  
(If you try to copy a style to a document or template that already has that style, a message will ask you if you want to overwrite the style.)  
To **delete** a style from the Styles List  
Highlight the Style and click the “Delete” button. It will ask you to confirm.  
To **rename** a style  
Highlight the Style and click on the “Rename” button. A dialog box will appear. Type in the new name and click OK.

(The Formatting Toolbar may be called the Property Toolbar)