WORKING WITH STYLES

You likely want certain pieces of text throughout your document to have consistent formatting – for example, all the chapter titles should be centered, bold, a certain font and size, etc. Word Styles define the appearance of text elements throughout your document and can be saved so that you can use them to create new documents with the same settings.

There are several advantages to using styles:

- Your document is consistent throughout, and you can make global changes easier.
- Heading text can be used to automatically generate table of contents.
- You can view the headings in the Navigation pane (View tab > Show group), click to jump to a heading, or drag and drop chunks of text.

To see a list of the predefined styles in Word, look at the Styles group in the Home tab.

APPLYING A STYLE

1. Select the text to which you want to apply a style.
2. In the Home tab, in the Styles group, click on the style you want to apply. If you do not see the style you want to use, click on the Expand icon in the complete list.

Choosing Which Styles to Use

1. You can apply a built-in style in Word or create your own styles. Either way, styles can be modified to fit your needs.
2. If you use the built-in styles, for chapter titles, appendix titles, and headings like “Dedication” and “Acknowledgements,” use Heading 1.
3. For main headings in your chapters, use Heading 2. For subheadings, use Heading 3, and so on. (Note: Headings 3 and above may not appear in your list of styles until you’ve used Heading 1 and Heading 2.)
4. For quotes, use Quote.
5. For body text, use Normal. This is the default for Word; if you start typing without specifying a style, it will be in the Normal style.
Modifying a Style

You can change the appearance of a style, including its line spacing, font, color, alignment... just about anything! If you change a style, that change will affect all text in your document in that style.

1. On the Home tab, in the Styles group, right-click on the style you want to change, and select Modify. If you do not see the style you want to change, click on the Expand icon to see a more complete list.
2. In the Modify Style dialog box, you can make any change you want to the style.
3. Click on the Format button in the bottom-left corner of the dialog box for even more options such as font, paragraph, numbering, etc.

Creating a New Style

You can create a new style.

1. In the Home tab, click on the Expand Icon in the Styles group (lower right corner).
2. Click the New Style button.
3. In the Create New Style from Formatting dialog box, name the style and select a style type (paragraph, character, table or list).
4. Click the Format button (lower left corner) and adjust the desired settings (font, paragraph, tabs, borders, etc.).
5. Click OK to accept the format changes.