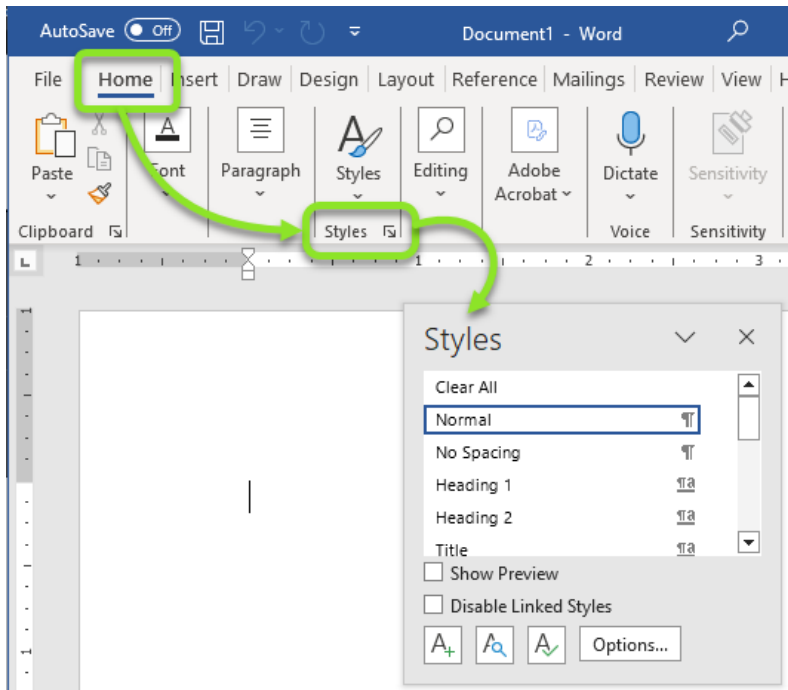
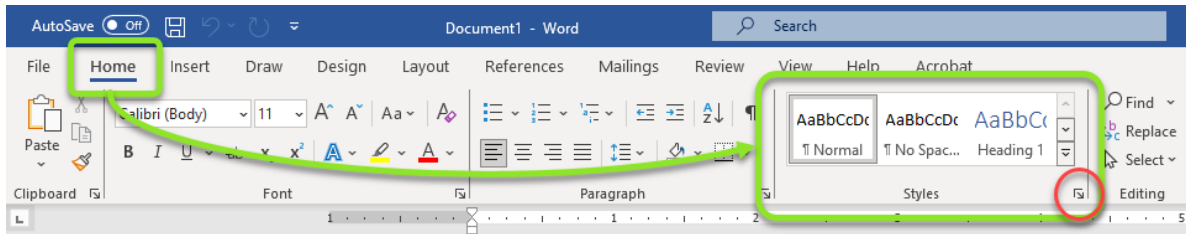
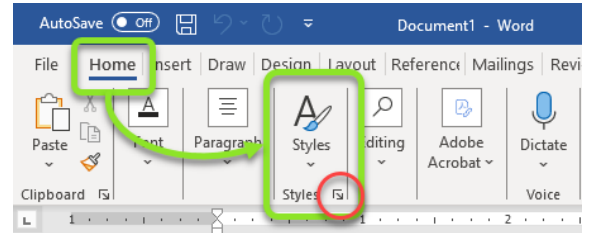


Quick Tips: Styles


Styles define the attributes that can be applied to characters and paragraphs: font, size, weight, indentation, spacing, alignment, tabs, etc. Applying these styles to blocks of text such as titles, headings, body, quotes, notes, and headers/footers provides consistent formatting in a large document. Microsoft Word comes with a large number of predefined styles that can be applied and modified. New styles can also be created and defined. *Note: Normal is the default style.*

Finding the Styles Menu

The main **Styles** group is found in the **Home** menu as either a **Styles** button or a **Styles** gallery. In the bottom right corner of the **Styles** group, there is an icon to expand the Styles options to a separate menu pane that can either be docked to the sidebar or can float over your document workspace.



Applying Styles

Styles can be applied to individual characters, words, and paragraphs. Sometimes the text may already have formatting applied that can interfere with applying a style. In such cases it may be advisable to use the **Clear All Formatting** button  to reset the text to Normal before applying a style.

1. For a single paragraph, place your cursor anywhere in the paragraph you want to style. For individual characters, words, or large blocks of text, highlight the specific text you want to style.
2. Using the **Style** button, gallery, or pane, click a style to apply it to the selected text.
3. Continue applying styles throughout the document based on its structure and formatting requirements.

Title

Heading 1

Heading 2

The quick brown **fox** jumped over the lazy dog.

"It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness, it was the epoch of belief, it was the epoch of incredulity, it was the season of light, it was the season of darkness, it was the spring of hope, it was the winter of despair."

— Charles Dickens, [A Tale of Two Cities](#)

Note:

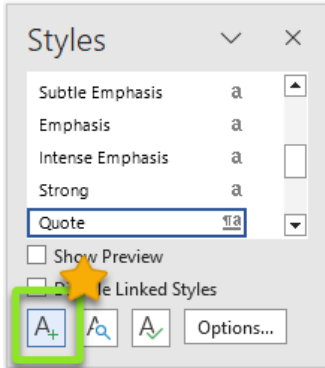
- Heading styles should be used in hierarchical order: heading 1 > heading 2 > heading 3.
- Heading styles should be used to convey document structure, not just to apply design features.
- Using heading styles will enable Microsoft Word to generate and update a Table of Contents through the References menu.
- The **Options...** button in the **Styles** pane will allow you to change the number of styles listed in the pane (Recommended, In use, In current document, All styles) and to sort the styles list.



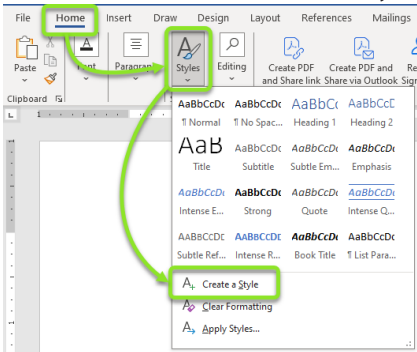
Creating Styles

A new style can be defined using the style menu and then modifying the paragraph attributes in the style formatting menus. Styles can also be created based on text that already has desired attributes formatted in the document by selecting the styled text before clicking the **Create a Style** menu button. Depending on the workspace, there are several ways to access the **Create a Style** option. Provide a meaningful name for the style, and it will be added to your Style Gallery. Note that Microsoft Word has some style names reserved.

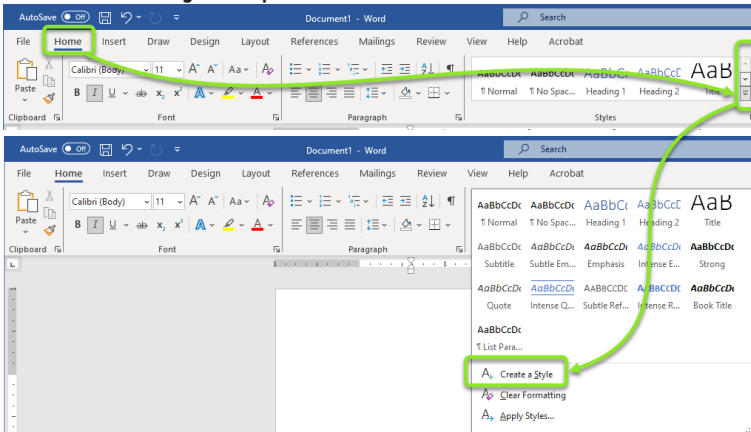
1. In the **Styles** pane, click the **A+** button.



2. In a condensed window, use the **Home** menu > **Styles** button > **Create a Style** option.



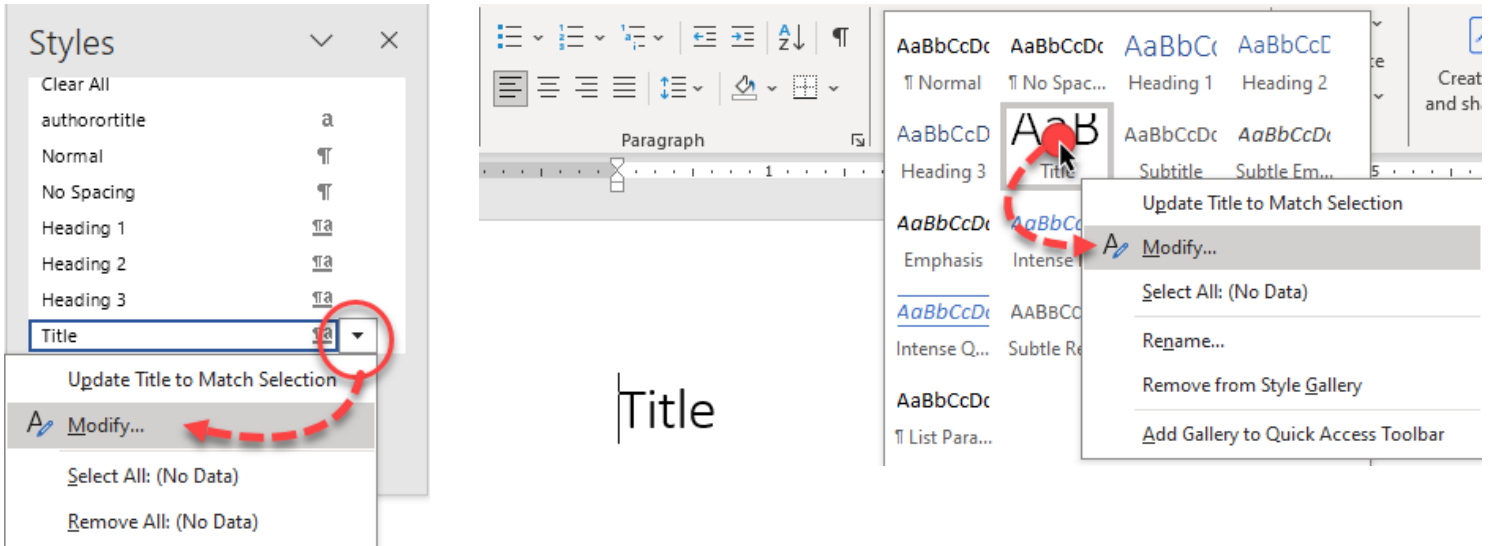
3. In an expanded window, use the **Home** menu > **Styles** gallery drop-down button > **Create a Style** option.



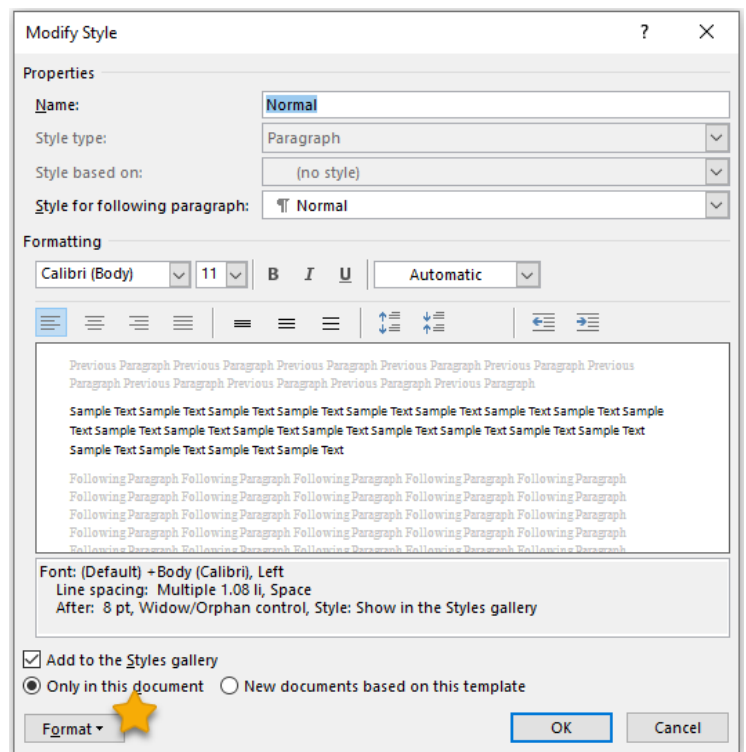
Modifying Styles

There are many formatting options that can be defined within a style. Follow the steps below to set design attributes for a style, and repeat for each style that needs to be modified.

1. If using the **Style** pane, a drop-down arrow with the **Modify...** option may appear when you select a style. You can also right-click on the name of the style you would like to modify in the **Style** pane or **Style** gallery.
2. Select **Modify...** from the drop-down or right-click menu options.



3. Basic formatting options can be defined in the **Modify Style** window. *Note: the “Style based on” option will allow this style to inherit traits from the specified style.*
4. More advanced formatting options are available from the **Format** drop-down menu at the bottom of the pop-up window. The following list provides basic descriptions about these options:
 - a. **Font...** The main **Font** tab in the **Font** pop-up menu provides expanded options such as superscript/subscript, small caps, all caps while the **Advanced** tab allows for adjusting the scale, spacing, and position of characters.



b. **Paragraph...** The **Paragraph** pop-up menu has two main tabs: **Indents and Spacing** and **Line and Page Breaks**. The **Indents and Spacing** tab has three main sections:

- The **General** section sets the alignment (left, center, right, justified) and outline level. The outline level informs Microsoft Word of the document structure. Defined levels (1-9) can be included in the Table of Contents.
- The **Indentation** section will set the left and right indentation for the whole paragraph with the Special option to have the first line indented or hanging.
- The **Spacing** section will set the space around the paragraph while the Line Spacing will set the space between lines within a paragraph. Note the optional check box to exclude space between paragraphs that have the same style.

The **Line and Page Breaks** tab has additional options:

- **Widow/Orphan control** keeps two lines of a paragraph together at the top or bottom of a page.
- **Keep with next** will force the styled paragraph to stay on the same page with the following paragraph. It is useful to have this option selected for heading styles so that a header doesn't fall at the bottom of a page.
- **Keep lines together** will keep all lines of a paragraph together on the same page.
- **Page break before** will add a page break before the paragraph with this style applied. It can be useful for part, chapter, or section titles.

c. **Tabs...** The **Tabs** pop-up menu provides control over the position, alignment, and leader (pattern for the tab space: ..., ---, __) of the tabs in the defined style.

d. **Border...** The **Borders and Shading** pop-up menu gives the option to put a stylized border (box, shadow, 3-D, custom) around the styled paragraphs or to add shading behind the text.

e. **Language...** The **Language** pop-up menu defines the language used in the styled paragraph which affects the spelling and proofing tools applied to the styled text.

f. **Frame...** The **Frame** pop-up menu sets the spacing used for text wrapping.

g. **Numbering...** The **Numbering and Bullets** pop-up menu defines the style of numbers or bullets for outlines. Note that there is the option to define new number and bullet styles, including uploading images.

h. **Shortcut key...** The **Customize Keyboard** pop-up menu allows users to define a keyboard short to apply specific styles.

i. **Text Effects...** The **Format Text Effects** pop-up menu sets the fill and outline options (solid, gradient, color, transparency) for text in the styled paragraph.

