

Styles in Microsoft Office – Word

Created by John Stevenson

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So What Are Styles?

Most people are unaware of the importance of Styles, not realizing that Word was built around styles in order to make work more efficient and productive. Styles include much more than just the font, bold or position. They also are configured using paragraph commands (line spacing, indents, etc.) color, alignment, and numbering.

In the following we will examine some of the major features that incorporate styles within Word and basics on how to use them.

First Things First...

It is important to know some basic tenants regarding Word that will make Styles easier to use.

The Right Click

Remember that a Right-Click will always provide a contextual menu that will provide options that you can apply to whatever you Right-Clicked on.

How to Select Data

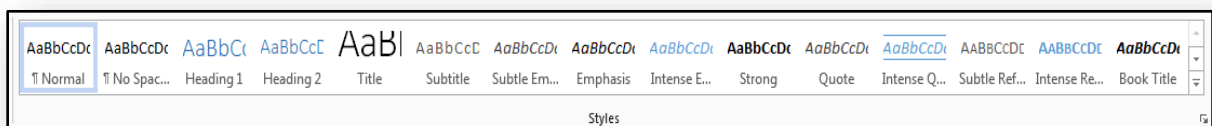
1. To **select a word** – double click on the word.
2. To **select a paragraph** – triple click within the paragraph
3. To **select a sentence** – hold down Ctrl and click within the sentence.
4. To **select all** - Ctrl + A, or move cursor to the left of text (selection area), Ctrl + single click.
5. Use the selection arrow to select a line or multiple lines (Remember Ctrl + the selection arrow will select non-consecutive lines.

Easy Document Creation

Type your document without formatting at all. Then start over, using your data selection to add formatting, by choosing the appropriate Style and numbering. You'll find this to be quick and easy.

Introducing the Styles Group

- **Select the text.** Then hover over a style (below) to see how it will be applied.
- The initial pallet of styles may be **modified**, **deleted** from or **added** to in the menu accessible from the arrow at the lower right-hand corner of the group.
- Some styles (such as **Headings**) will be automatically added as you use the previous level.
- Keep in mind that styles may be modified for the current document only or for documents from here on out.



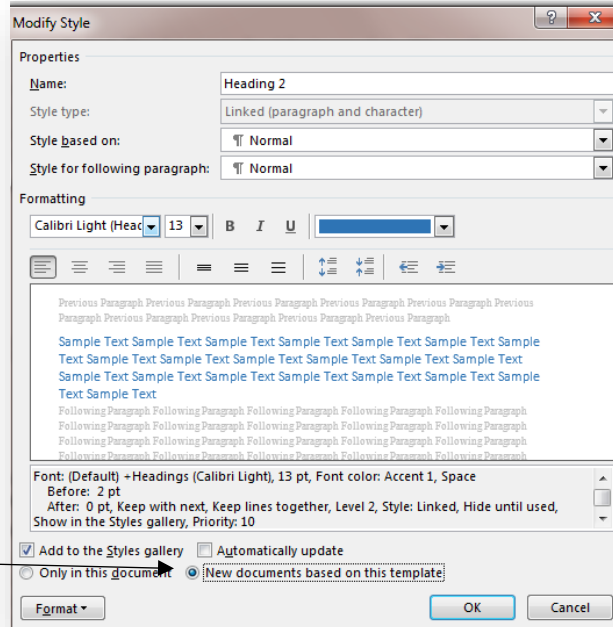
Modifying Styles

You can right-click any style and find a menu for deletion, renaming, modifying or removing the style from the Gallery.

There are a number of ways to modify the properties of a style, but one of my favorites is to:

1. Highlight the text
2. Choose a style based on its level in my document (Heading 1, Heading 2, Heading 3)
3. Modify the way the text looks on the page (Bold, Italicize, Sizing, Font, Centering, etc.)
4. Right-click the style used in the Styles group and choose “**Update Heading to match selection**”.

Note: If you want to make it the default for future documents you will have to right-click the style, choose **Modify**, and at the bottom of the resulting window, choose “New documents based on this template”. (Shown here)



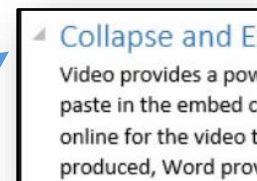
Find Styles you have used within your document

By right-clicking on a style icon you can choose “Select all” to find all the instances of that style throughout your document. Then you can easily make changes to everything or move to another style.

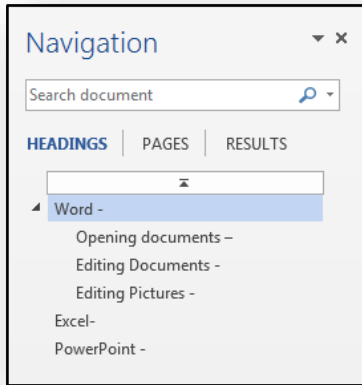
Features that incorporate or compliment Styles

Collapse / Expand icon

Once a style has been applied to text it will allow you to collapse or expand that section of the document to simplify what you see on screen. Just click the triangle to Collapse or Expand.



Navigation Pane



From **Find** (On the **Home** Tab) or by selecting it from the **Show** group on the **View** Tab you can use the **Navigation** Pane. Word uses **Styles** to provide an outline of your document which can be quickly rearranged by click and drag. You can also collapse or expand sections and search the document.

Design Tab

The new Word 2013 Design tab consolidates Themes, Colors, and Fonts into one tab. Once Styles have been applied you can easily change the overall appearance (from elegant to personal) of a document by choosing from the Design tab.

Table of Contents

People continually struggle with a Table of Contents not realizing that Word will quickly create it for you if you have used Heading Styles within the document. This includes dot leaders, page numbers and easily updating everything when changes are made. This is a three click process once you have formatted your document with Heading Styles.

1. Go to the References Tab
2. Click the arrow beneath Table of Contents
3. Choose the Automatic, Manual or Custom Table of Contents you want to apply.

Custom Table of Contents

You can customize your Table of Contents by using this type, change the dot leader type, the number of Outline levels and much more.

Picture Styles

Don't forget to apply Styles to your pictures. They work in a similar way to the text Styles in that you highlight the picture and use the styles group to quickly apply professional looking borders, themes and colors to your document graphics.