

Using Styles

STYLES are a collection of formatting information about text. They are stored in the STYLES group of the HOME tab and in the STYLES TASK PANE. STYLES can be applied to text at any time, you can use QUICK STYLES built into Microsoft Word or you can create your own. The default Word style is NORMAL.

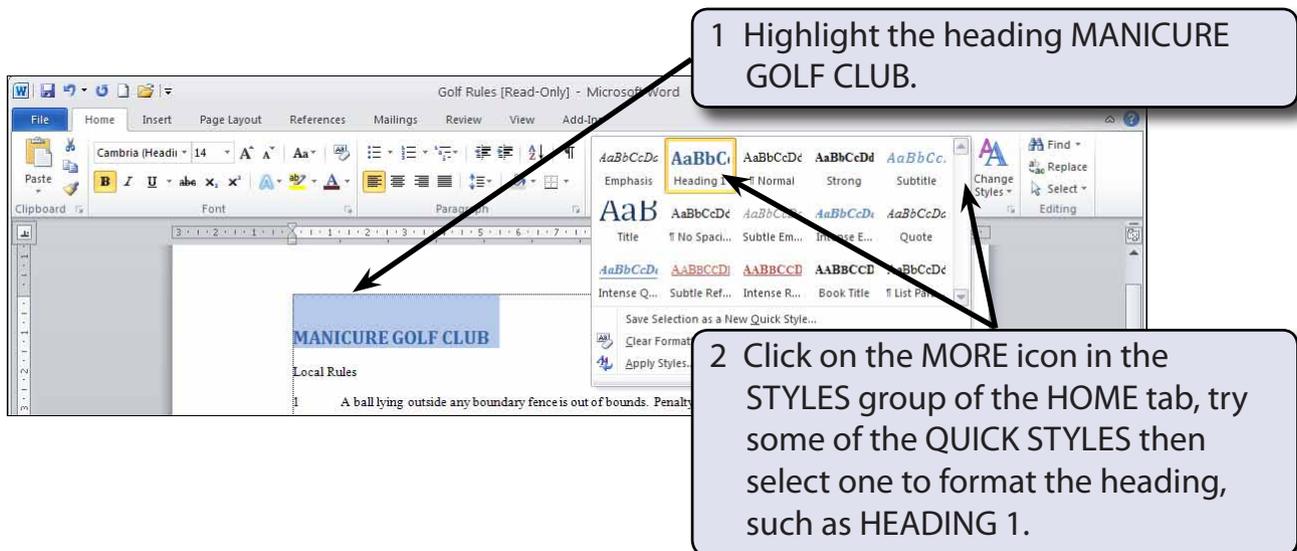
The major advantage of using STYLES is that once text has been set to a STYLE, when that STYLE is adjusted all the text set to that STYLE is automatically adjusted as well.

Loading a Sample File

- 1 Load Microsoft Word or close the current file.
- 2 Select OPEN from the FILE tab and access the CHAPTER 16 folder within the WORD 2010 SUPPORT FILES folder.
- 3 Select the GOLF RULES file and open it as a READ ONLY file.
- 4 The file contains rules and etiquette for a golf club. Your task will be to format it using styles.

Using Preset Styles

You will use one of Microsoft Word's preset QUICK STYLES to format the main heading.



1 Highlight the heading MANICURE GOLF CLUB.

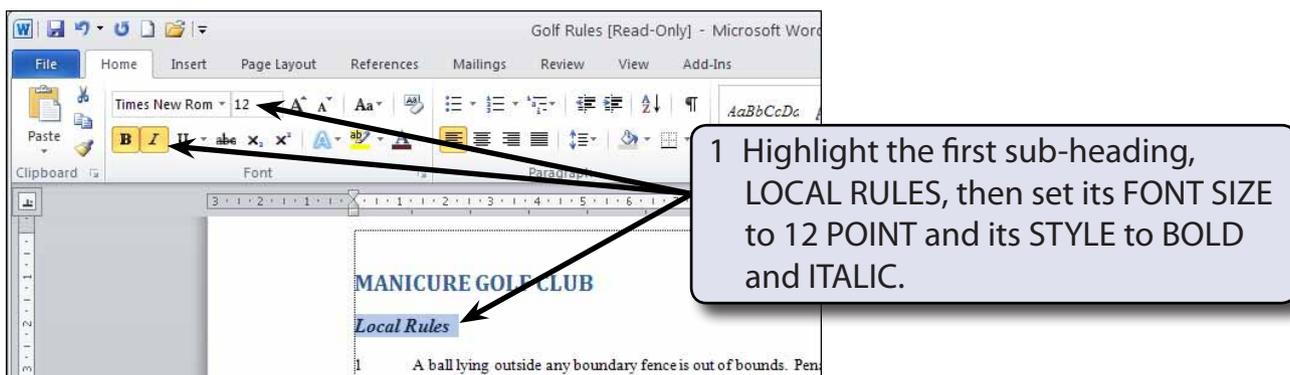
2 Click on the MORE icon in the STYLES group of the HOME tab, try some of the QUICK STYLES then select one to format the heading, such as HEADING 1.

Creating Your Own Styles

Often the STYLES provided by Word do not suit all situations. Word allows you to create your own STYLES.

A Setting the Formats

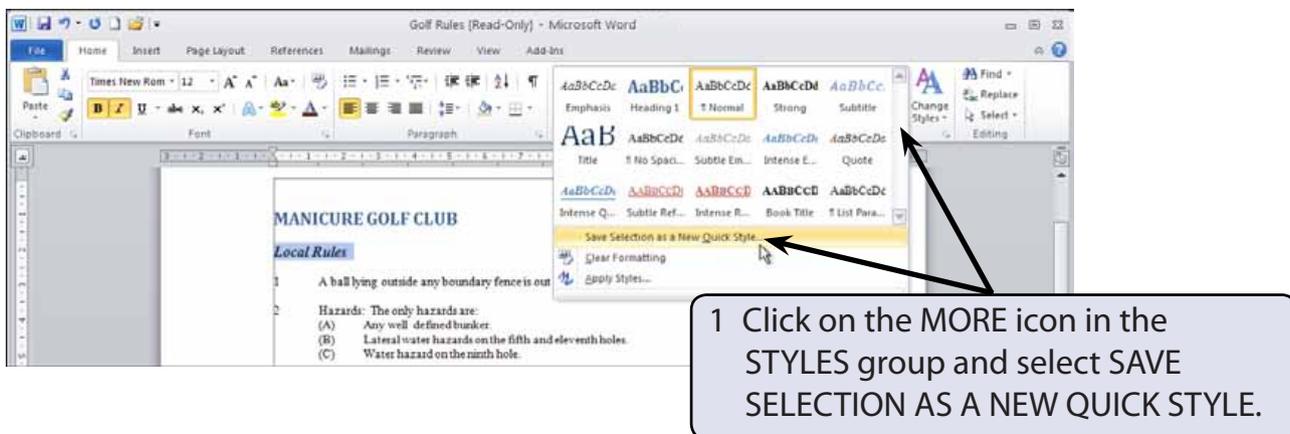
The first step in creating your own styles is to apply the formats that you want.



- 2 You want to record this format so that the other sub-headings can be set to the same style.

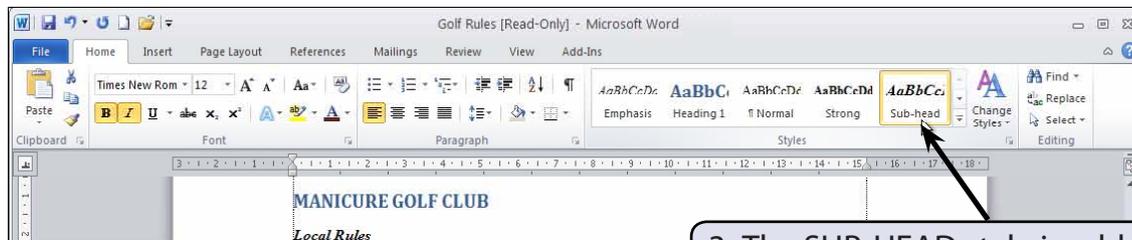
B Saving the Quick Style

The style needs to be saved so that it can be added to the STYLES group.





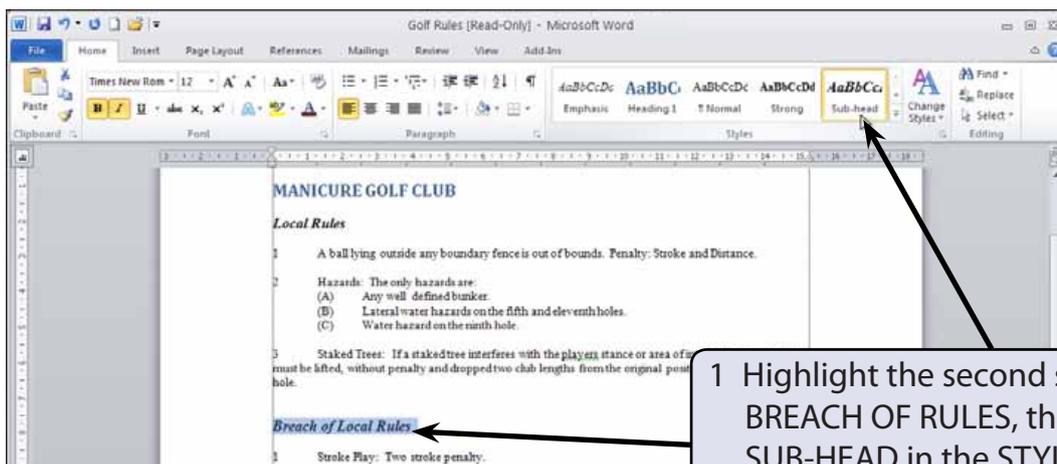
2 Call the style:
Sub-head
and select OK



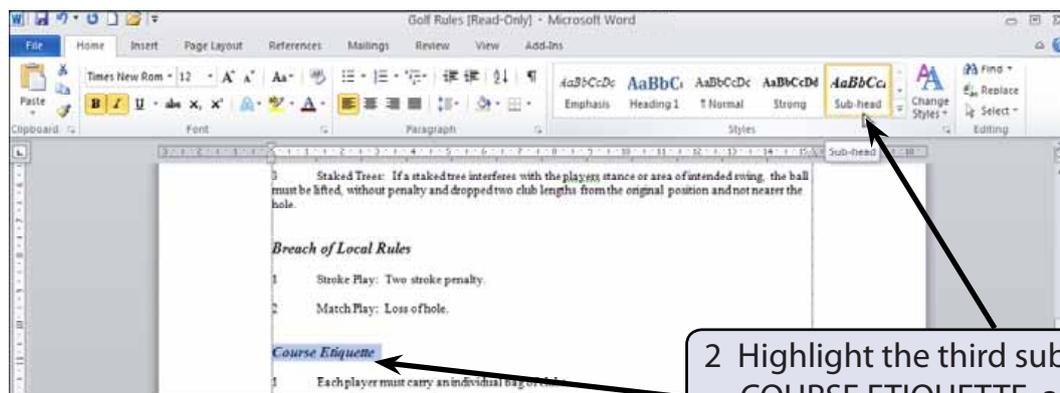
3 The SUB-HEAD style is added to the STYLES group of the HOME tab.

C Applying the Quick Style

The style can now be applied to other text in the document.



1 Highlight the second sub-heading, BREACH OF RULES, then click on SUB-HEAD in the STYLES group of the HOME tab.



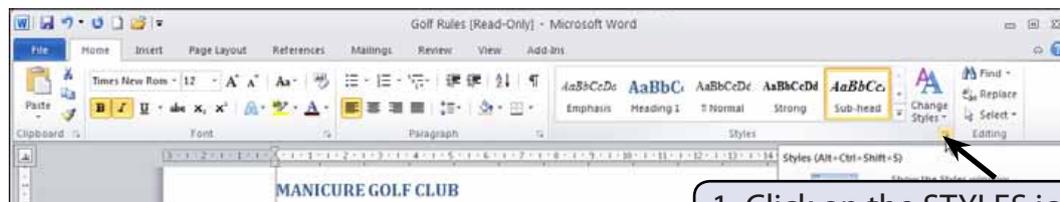
2 Highlight the third sub-heading, COURSE ETIQUETTE, and apply the SUB-HEAD style to it.

NOTE: You can press CTRL+Y to quickly apply the previously used STYLE.

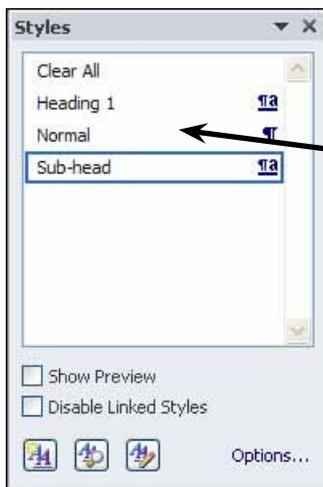
The Styles Task Pane

Creating quick styles is adequate for quickly adding styles to documents, but when you want more control over the styles, the STYLE TASK PANE can be used.

A Opening the Styles Task Pane



1 Click on the STYLES icon at the right of the STYLES group in the HOME tab.



2 The STYLES TASK PANE is opened at the right of the screen with the styles used in the document listed.



3 Turn on the SHOW FORMAT check box at the base of the pane to show the style formatting.

4 There are two main types of STYLES in Microsoft Word:

Paragraph Style indicated by the ¶ symbol. These styles can control all aspects of a paragraph's appearance such as font, size, line spacing, tabs stops, indents, alignments, borders, etc.

Character Style indicated by the a symbol. These styles apply to any of the formats from the FONT command, such as font type, size and style. It is used to format specific words or headings.

Styles that contain both symbols can be applied to both characters and paragraphs.