

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 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.

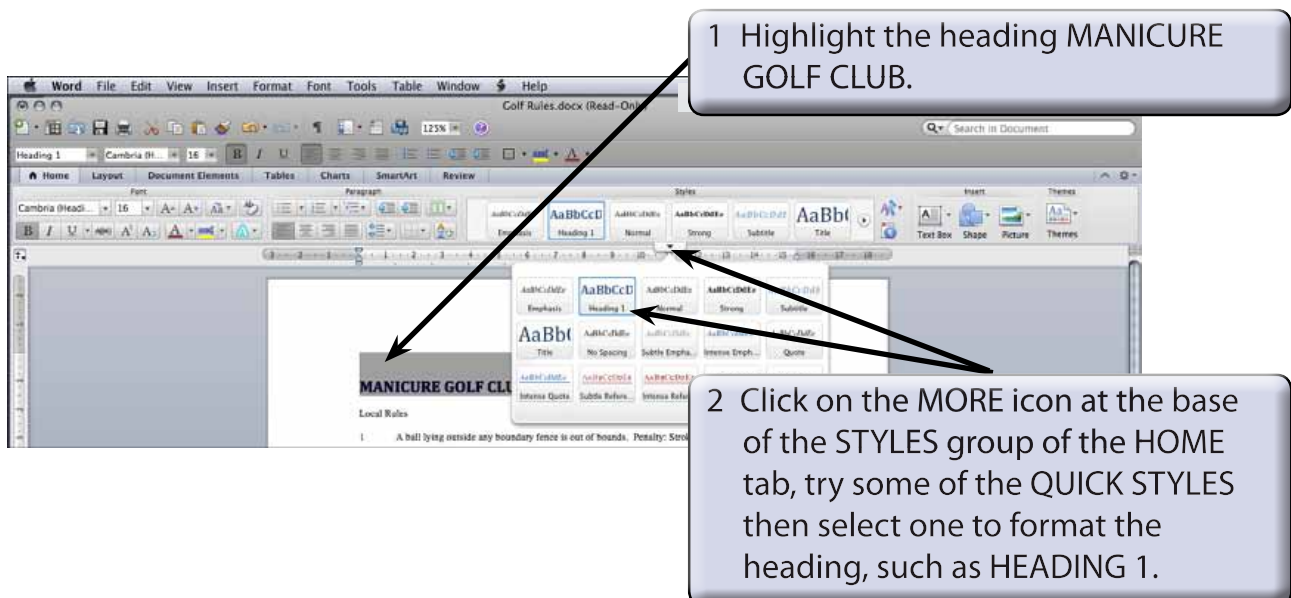
The major advantage of using STYLES is that once text has been set to a STYLE, when that STYLE is adjusted all the text set to that STYLE is automatically adjusted as well.

Loading a Sample File

- 1 Load Microsoft Word and CANCEL the WORD DOCUMENT GALLERY dialogue box, or close any open documents.
- 2 Display the FILE menu, select OPEN and access the CHAPTER 16 folder within the WORD 2011 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.

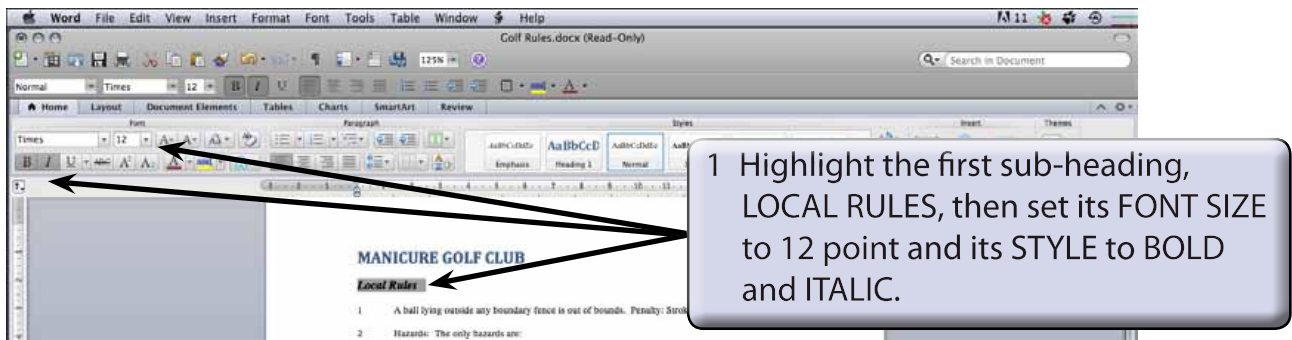
2 Click on the MORE icon at the base of the STYLES group of the HOME tab, try some of the QUICK STYLES then select one to format the heading, such as HEADING 1.

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

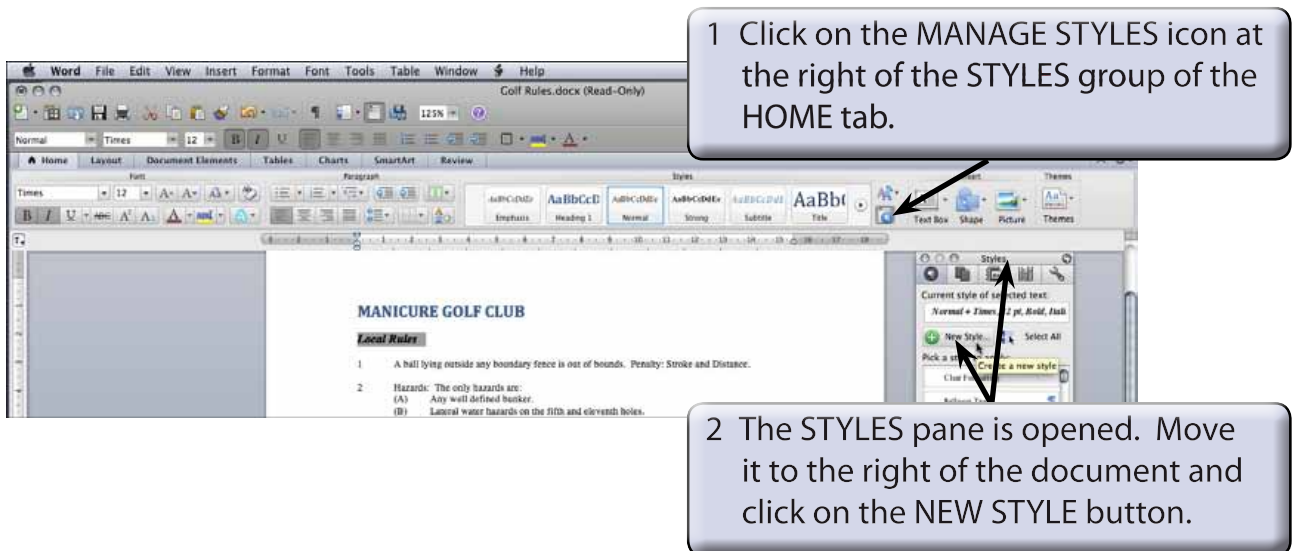
The first step in creating your own styles is to apply the formats that you want.

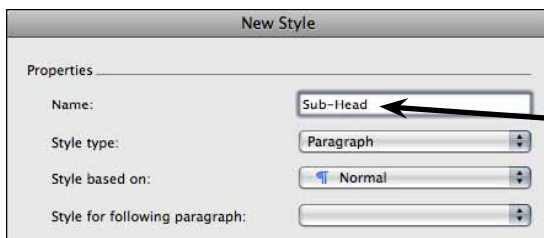


- 2 You want to record this format so that the other sub-headings can be set to the same style.

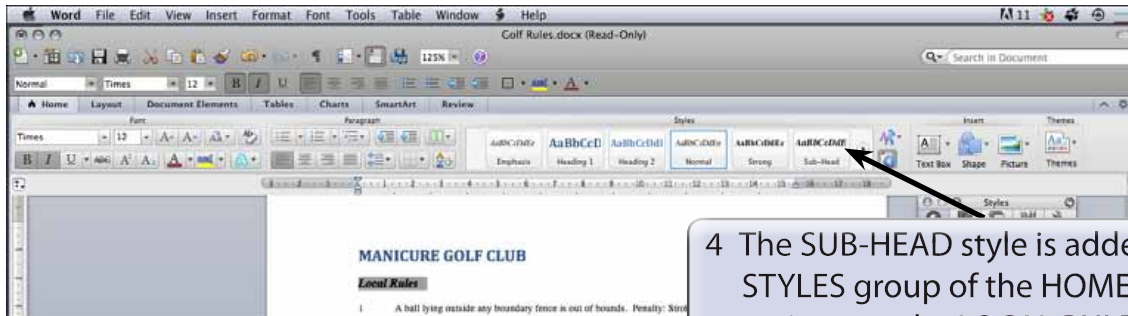
B Saving the Quick Style

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





3 Call the style:
Sub-head
and select OK

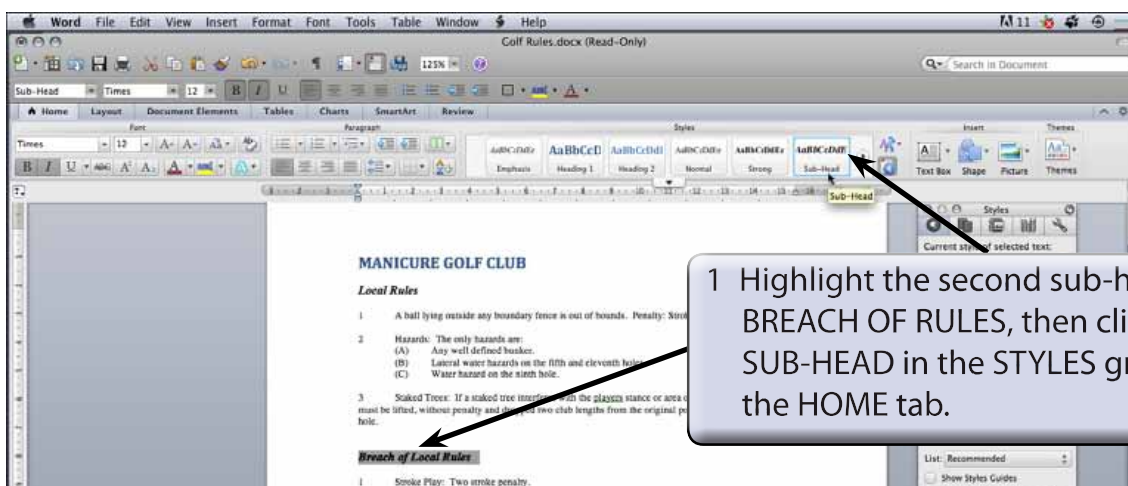


4 The SUB-HEAD style is added to the STYLES group of the HOME tab. Click on it to set the LOCAL RULES text to the SUB-HEAD style.

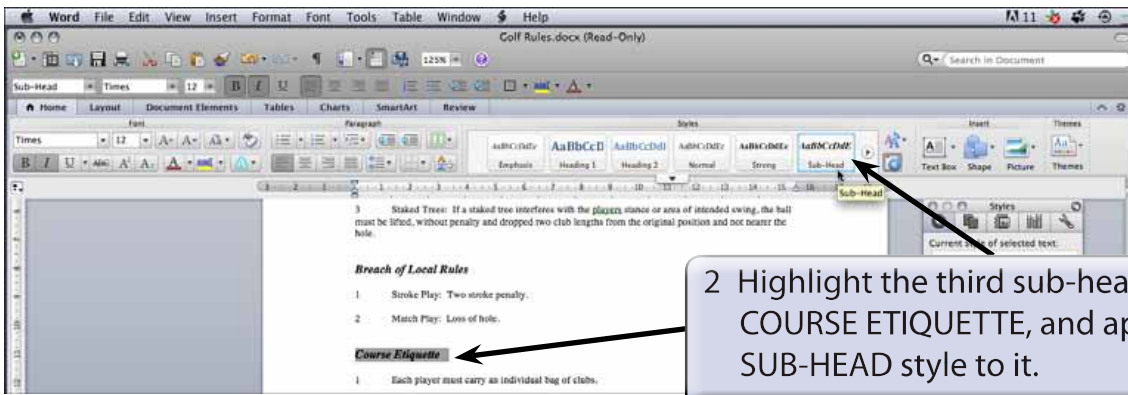
NOTE: When you create a style from highlighted text, the text is not automatically set to that style. You need to click on the style to set the text to the new style.

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.



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

The Styles Pane

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

A Looking at the Styles Pane

- 1 The STYLES pane should still be open. If it isn't, click on the MANAGE STYLES icon in the STYLES group of the HOME tab.

