

Using Styles

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

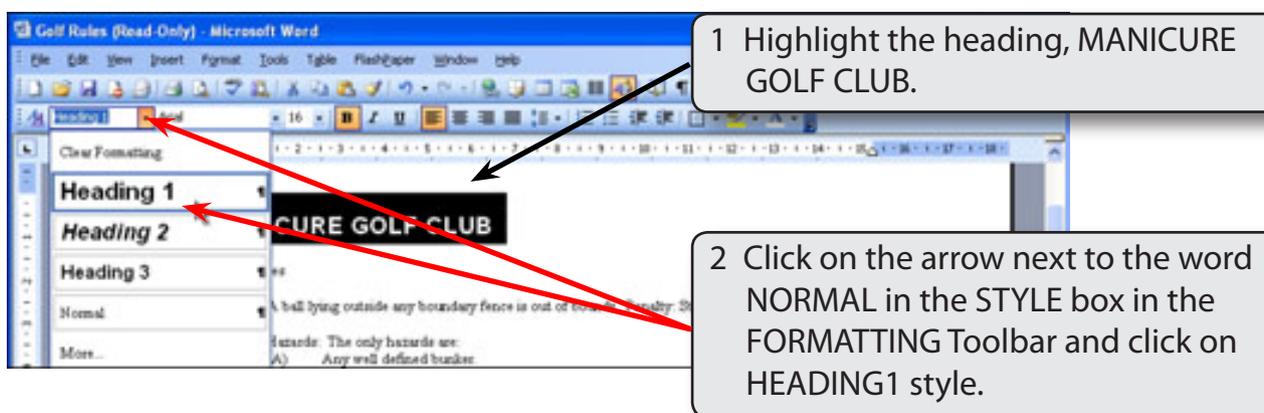
The major advantage of using STYLES is that once text has been set to a STYLE, when that STYLE is adjusted all the text set to that STYLE is automatically adjusted as well.

Loading a Sample File

- 1 Load Microsoft Word or close the current file.
- 2 Access the CHAPTER 16 folder within the WORD 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 STYLES to format the main heading.



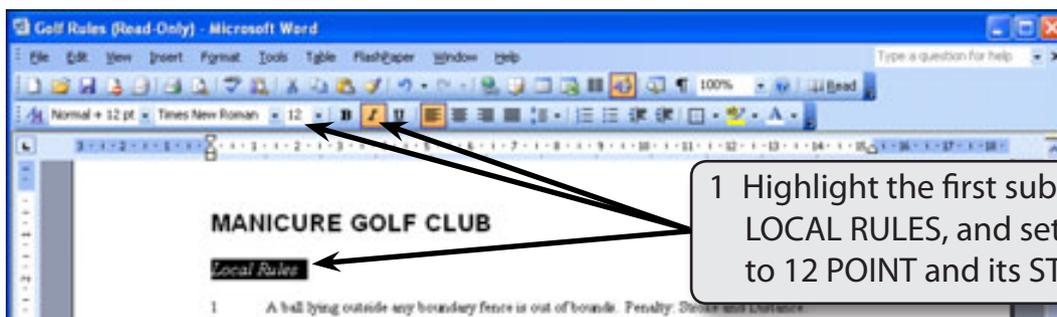
NOTE: The style's format is displayed in the STYLES palette so that you can see what the text will look like when it is set to the selected style.

Creating Your Own Styles

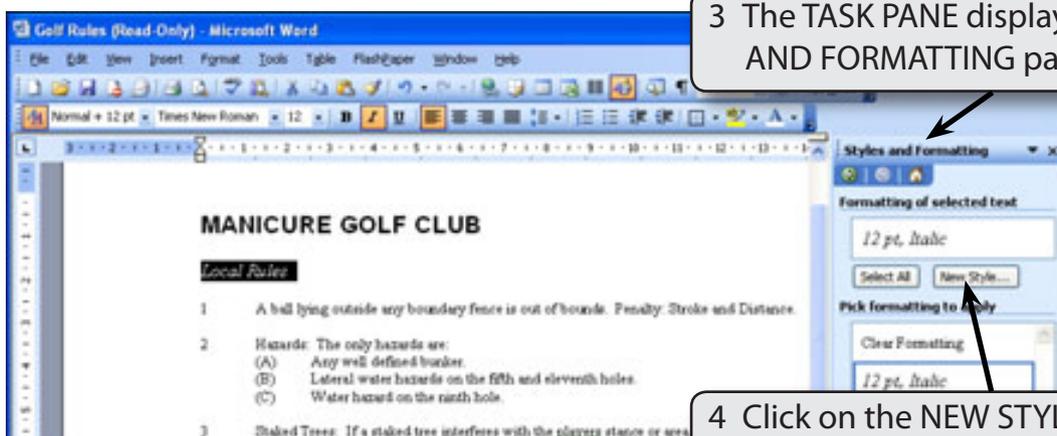
Often the STYLES provided by Word do not suit all situations. Word allows you to create your own STYLES.

A Setting the Formats

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

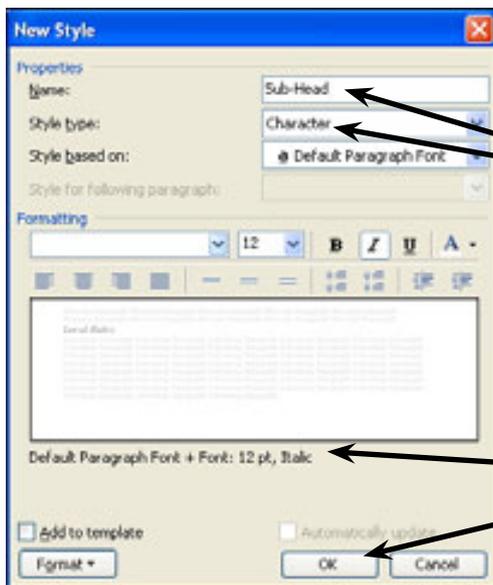


- 2 You want to record this format so that the other sub-headings can be set to the same style. Display the FORMAT menu and select STYLES AND FORMATTING.



NOTE: You can also set the TASK PANE directly to the STYLES AND FORMATTING panel using the drop down menu at the top of the pane to start using styles.

B Saving the Style



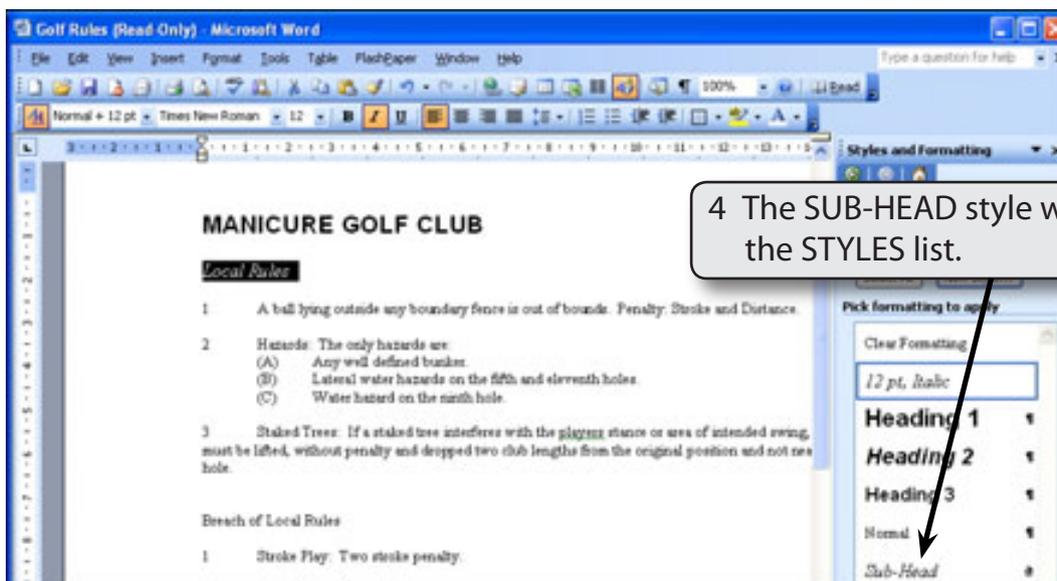
1 Call the style: Sub-Head and set the STYLE TYPE box to CHARACTER.

2 Notice that the formats you set are displayed under the DESCRIPTION frame. Select OK to save the style.

3 There are two 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.

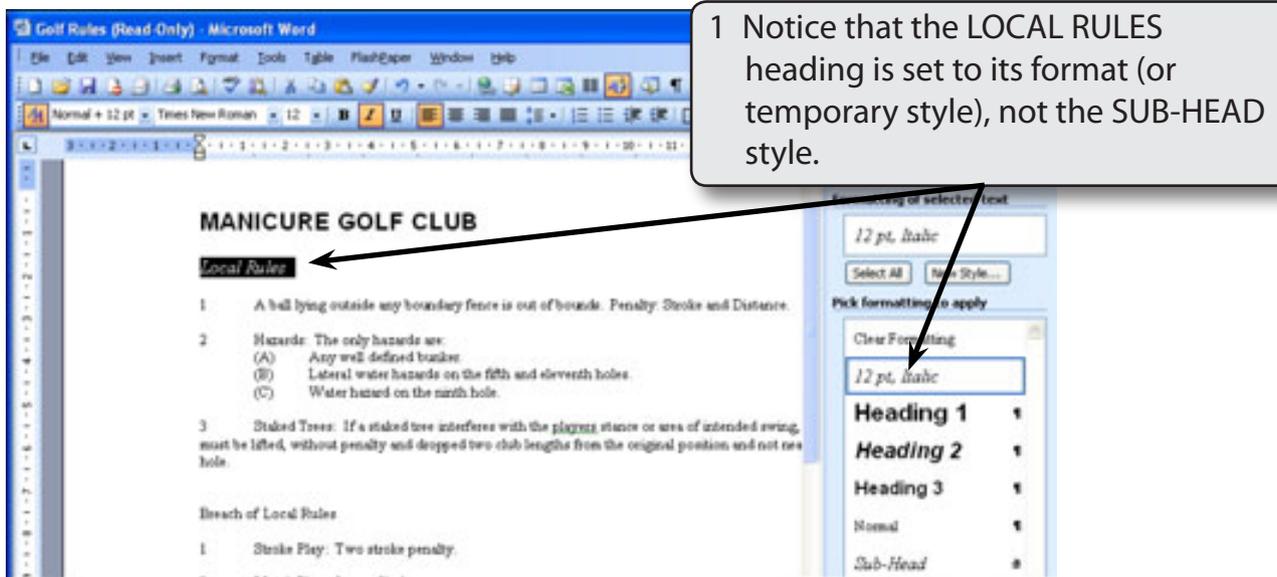
Character Style indicated by the a symbol. These styles apply to any of the formats from the FONT command, such as font type, size and style. It is used to format specific words or headings.



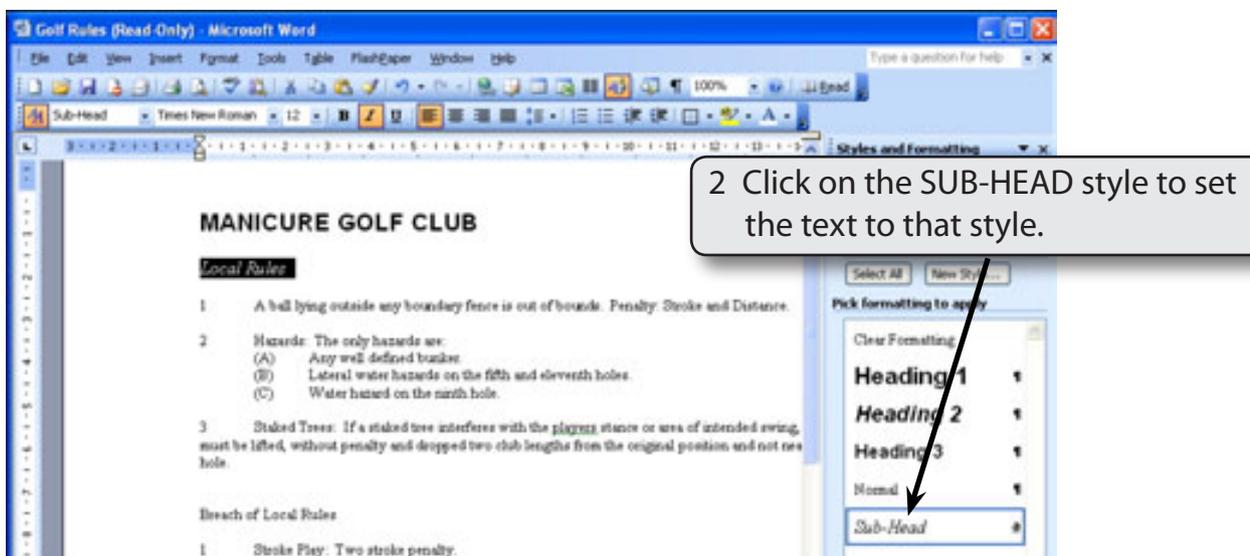
4 The SUB-HEAD style will be added to the STYLES list.

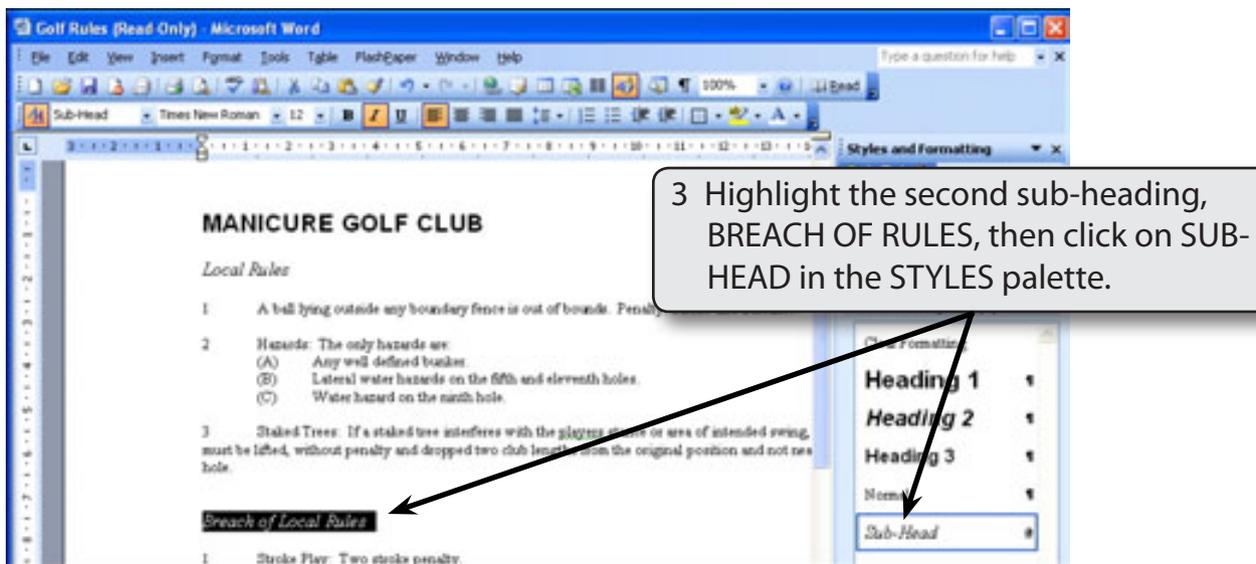
C Applying Styles

The new style can now be applied to text.

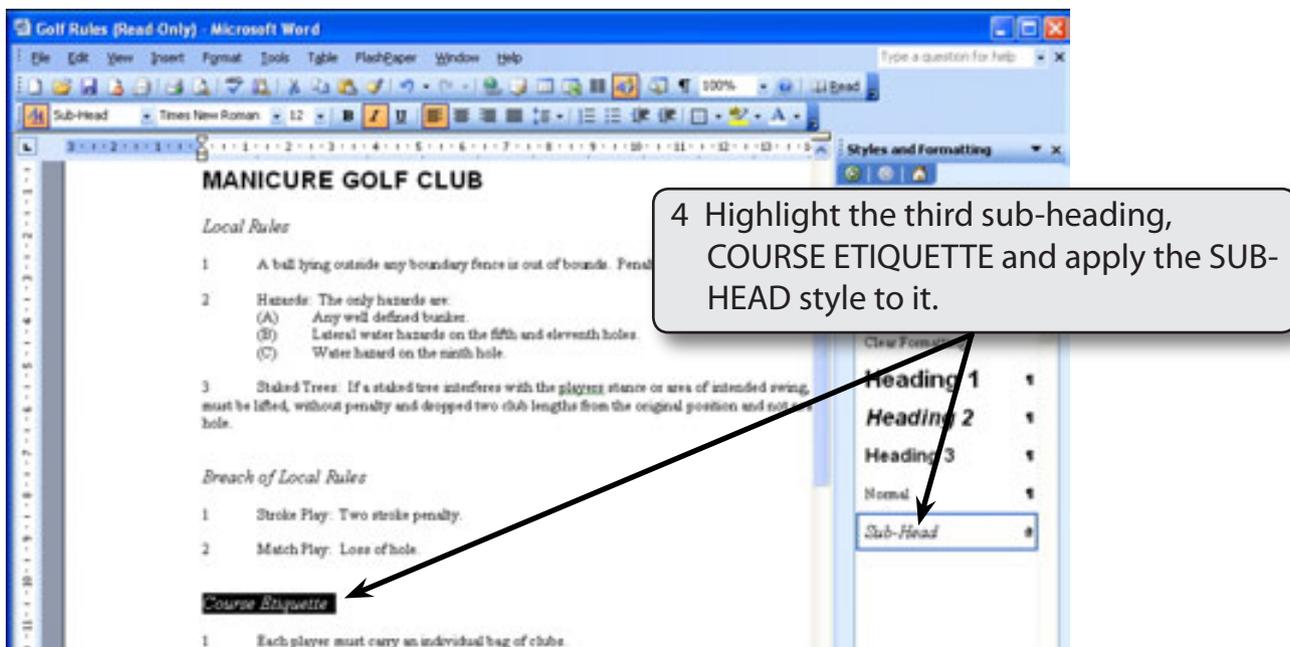


NOTE: When you create a new style you are using the highlighted text to teach the program the required formats for the STYLE, but the text itself is not set to the created style.





NOTE: The BREACH OF RULES sub-heading will take the format of the SUB-HEAD style.



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