

Styles in Word Tutor
By Sarah Lelgarde Swart, MM, MLIS

What is a Style?

In Word styles are used to control formatting of blocks or paragraphs of text. Your style is probably listed as "Normal" on your formatting menu in Word.

Other Kinds of Styles

You will see style names such as Heading 1, Heading 2, etc in addition to the Normal style. You will see the difference when you use the dropdown list next to the word Normal on the Formatting toolbar. In addition, you can create your own styles.

By selecting to view all styles, you will see all kinds of formats for text, tables, outlines, titles, subtitles, salutations, html (web) coding, body text, and others.

Using A Style

To use a style, you can do one of two things.

When you are at the point where you want to use a style, select the style from your list. I just did this after the word list and it formatted the whole line.

Now I just switched *back to normal*.

Next I highlighted the words 'back to normal' in the prior sentence and it only formatted those words.

Tips for Using Styles

To format whole lines you can select the style anywhere to change the line.

To only change the formatting on a few words, highlight the words by clicking then dragging the mouse across the characters or words where you want to apply a style.

Modifying a Style

You can modify existing styles to suit your taste. You might want to consider creating a new style if you think you might want to use the old style again. For example, if you want to change Heading9 to Arial, point size 8, color teal, bold typeface, you can right click on the Heading9 in the Styles and Formatting menu

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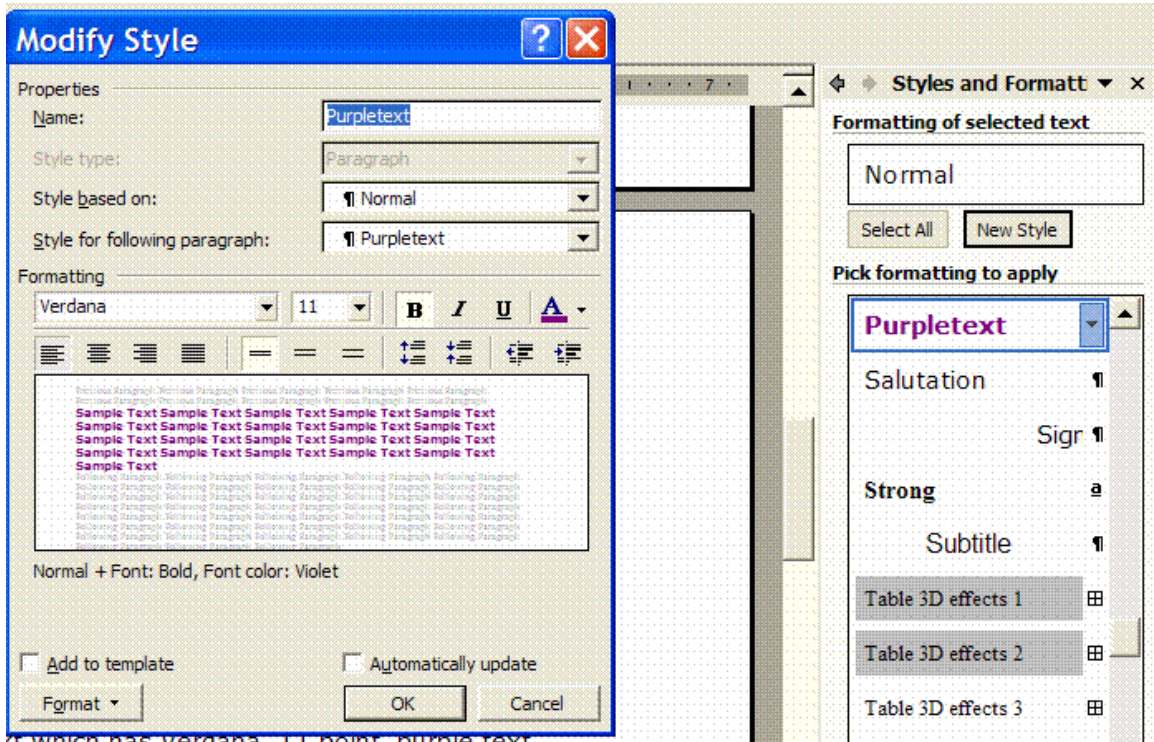
Headings apply to whole paragraphs. You can see above I typed these instructions first in my updated Heading9 in the teal small text which could be hard to read. Then I copied it and put my cursor anyplace inside the paragraph and changed it to Heading 3. If you put your cursor in the last paragraph, you can see on the formatting toolbar that it says Heading3 there but says Normal for this paragraph.

Creating New Styles

If I had created a new style, and named it Heading10 I could have had both the default Heading9 and the new settings in Heading10.

To create a new style, you just click on New Style in the Styles and Formatting menu. You will be presented with a dialog box for recording the settings for the new style. The dialog box will come up with the Name of Style 1 which you can rename whatever you like.

I created a style named purpletext which has Verdana, 11 point, purple text (I used the dropdown color palette to choose a different color next to the capital A on the style dialog box). See the example below.



This was created in Office XP. If you have another version of Office, the menus and dialog box might be slightly different, but quite similar. To get added help on this, use the Help Menu in your program, select Microsoft Word Help and type the word styles in the search box.