

Styles in Word

by Dick Evans

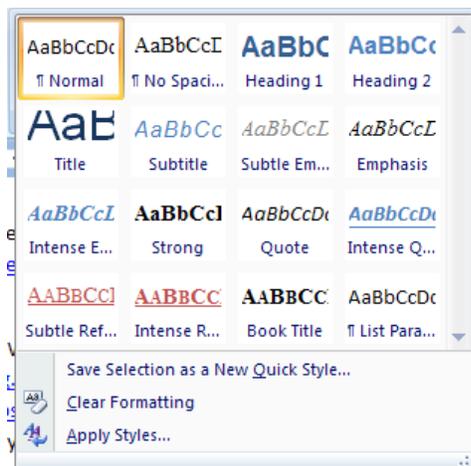
There a good read on the Microsoft site about how to create better documents using Office 2007. It is located at <http://www.microsoft.com/atwork/getworkdone/office2007.msp>. Part of this page speaks about using Styles:

There is another good article titled "Impress your teachers: Word tips for students" at http://www.microsoft.com/mac/products/word2004/using.aspx?pid=usingword2004&type=howto&article=/mac/LIBRARY/how_to_articles/officex/wd_StudentTips.xml. It is geared to using the Mac version of Microsoft Word 2004, but the material can be applied to any version. Here is a quote from that page on styles:

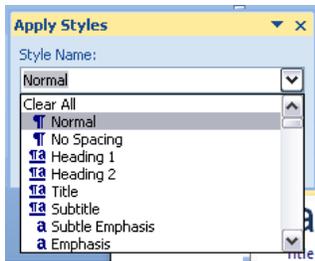
"To make the best possible impression, your paper must be formatted consistently. That is, text should look the same throughout the document, as should headings, captions, table text, and so on. You can accomplish this by using styles. A style is a group of formatting attributes — such as font, alignment, and color — that you can apply to text in one step. Styles offer a convenient alternative to applying multiple formats to text manually. Your formatting is the same, every time."

There are a couple of ways to use styles in Word 2007—the Styles gallery and the Styles dialog box.

Using the Styles gallery



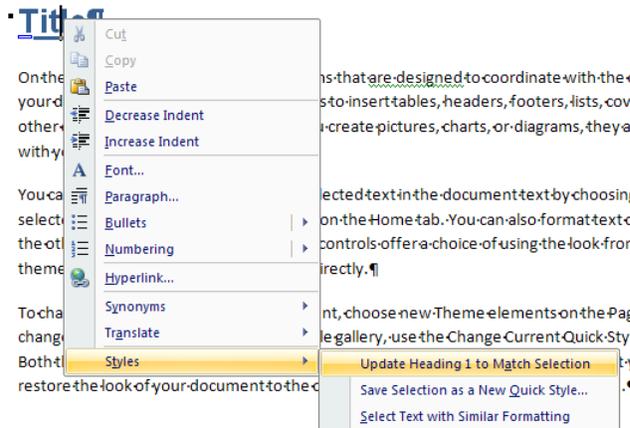
1. **Home > Styles** and pull down the list of styles in the gallery. Mousing over a style from the gallery generates a live preview in the document window. When the desired style is located, click on the gallery entry to apply it to the document.



2. After selecting the style from the gallery, selecting **Apply Styles** pops-up the Apply Styles dialog box where a style can be selected to apply while you are creating the document.

Using the Style dialog box

3. In the **Styles** group, click the **dialog launcher** to open the Styles dialog box. Choose the desired style.



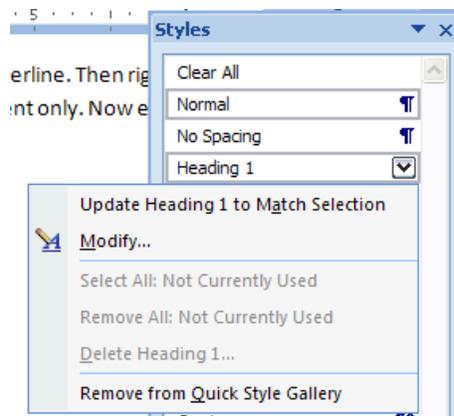
4. Modify the formatting of the title by changing the font size and adding an underline. Then **right-click** and select **Styles > Update...**this changes the default for Heading 1 for this document only. Now every time you access Heading 1, the new font size and underline will be used.

• Title

On the Insert tab, the galleries include items that are designed to help you create content for your document. You can use these galleries to insert tables, headers, footers, lists, covers, and other document building blocks. When you create pictures, charts, or diagrams, they are created with your current document look.

• Next

5. Add a second title using Heading 1. The new format is automatically used.
6. Change the font of the second one to Times **New Roman, 14, italic, not underlined**.



7. PULL down the arrow next to Heading 1 and select **Update...** (right-click on the second title as done above also works)

- *Title*

On the Insert tab, the galleries include items that are designed to fit your document. You can use these galleries to insert tables, headers, and other document building blocks. When you create pictures, charts, and other objects, they will match your current document look.

- *Next*

All use of Heading 1 styles are automatically changed.