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, and they can be applied to text at any time. You can use PRESET STYLES provided by 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 click on OPEN or close the current file, click on the FILE tab and select OPEN.

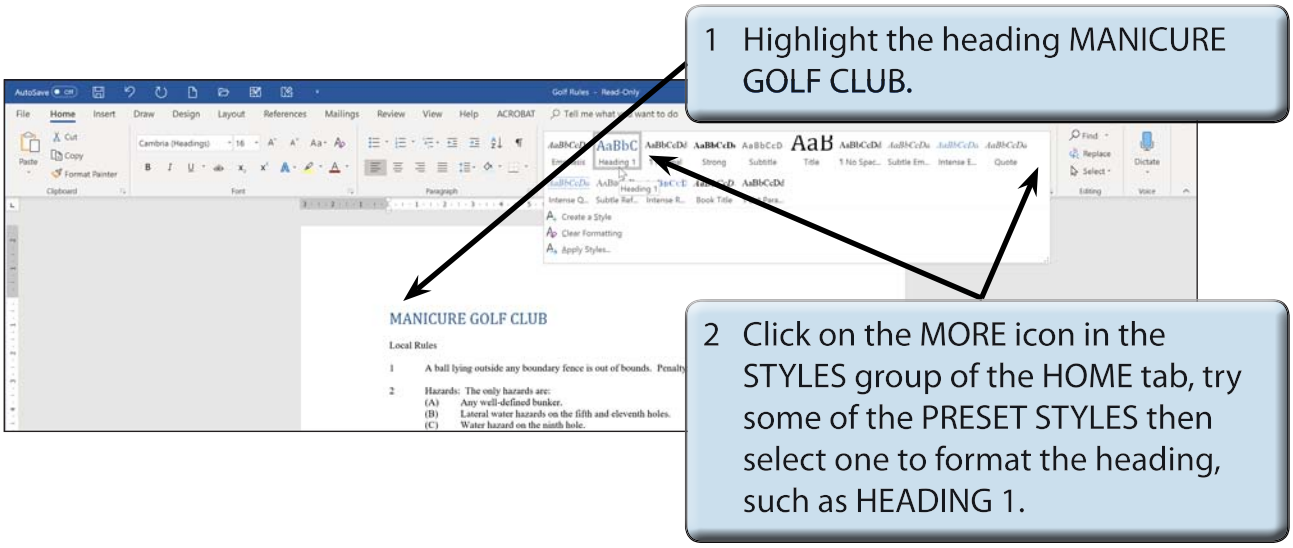
2 Browse to the CHAPTER 16 folder within the WORD 2019 SUPPORT FILES folder.

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.

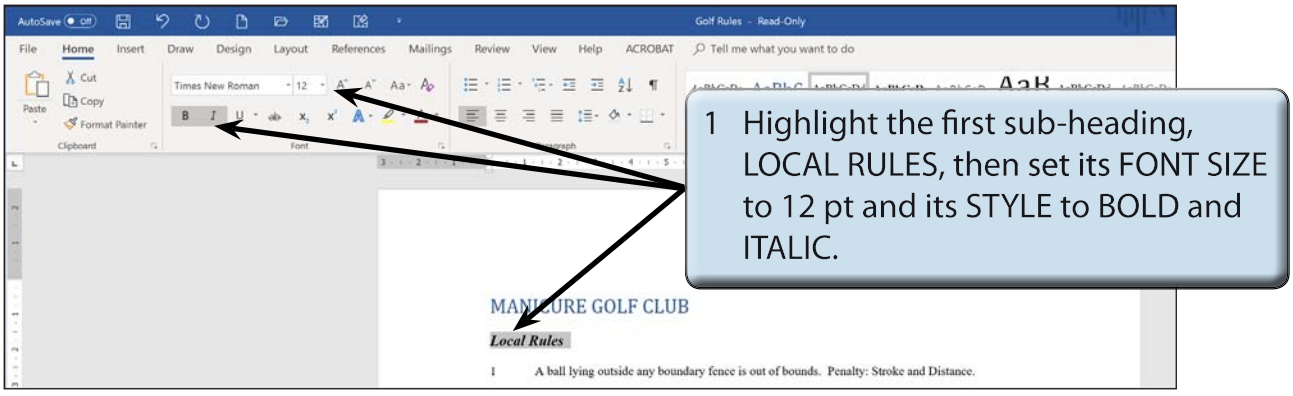


Creating Your Own Styles

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

A Setting the Formats

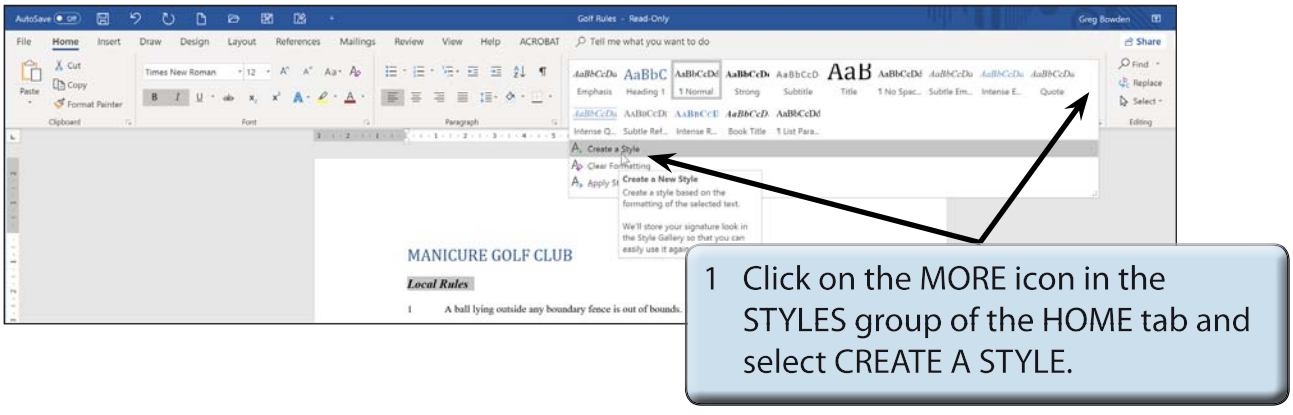
The first step in creating your own styles is to apply the formats that you want.



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

B Saving the Style

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



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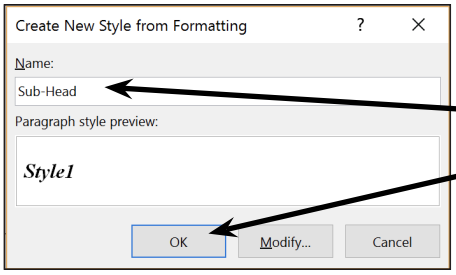
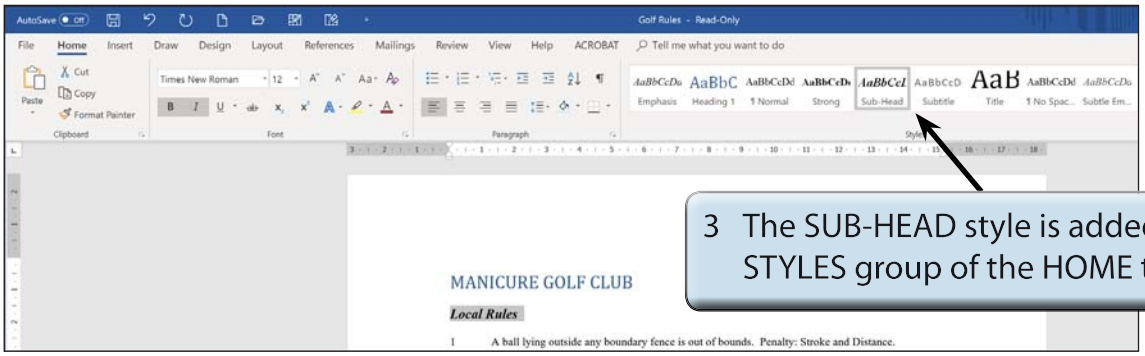


2 Call the style:

Sub-head

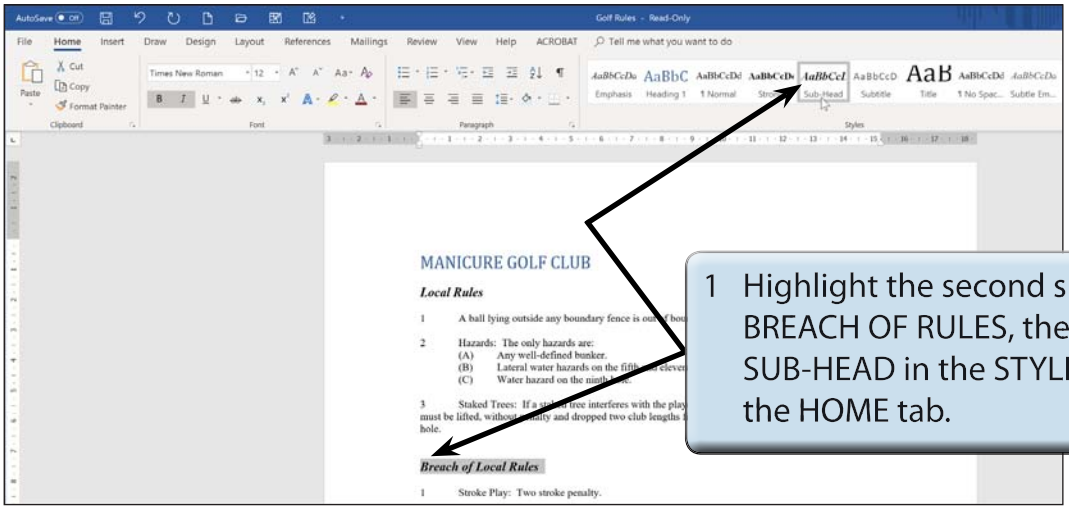
and select OK.



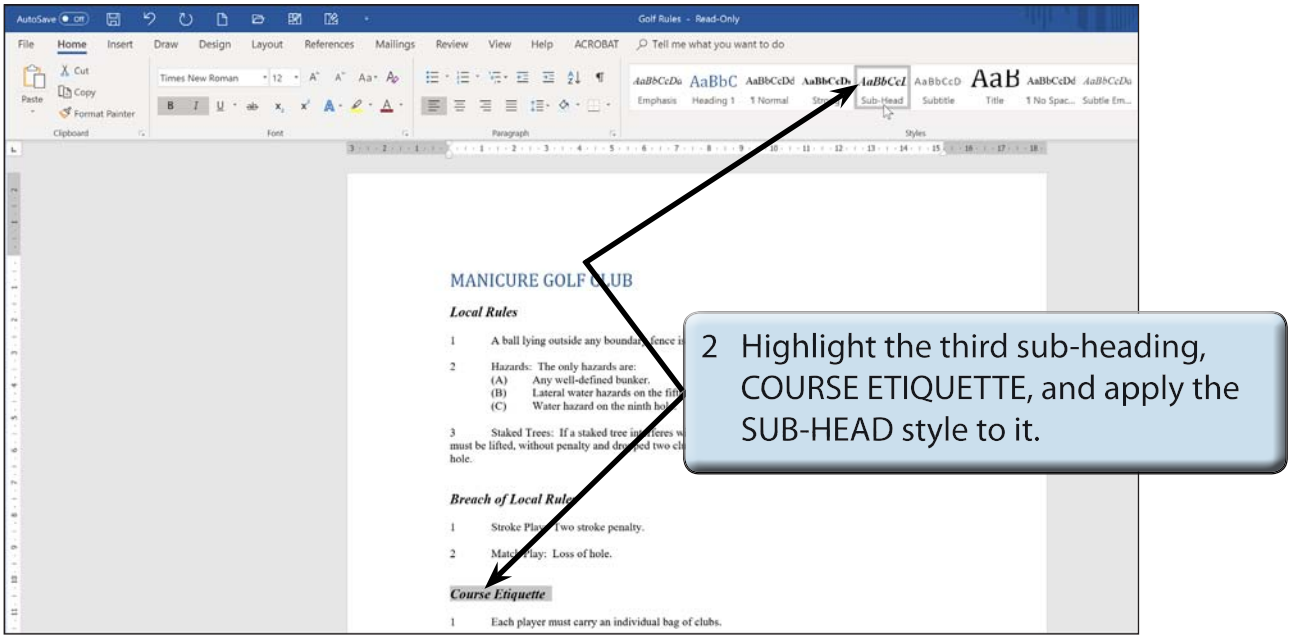
3 The SUB-HEAD style is added to the STYLES group of the HOME tab.

C Applying the 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.

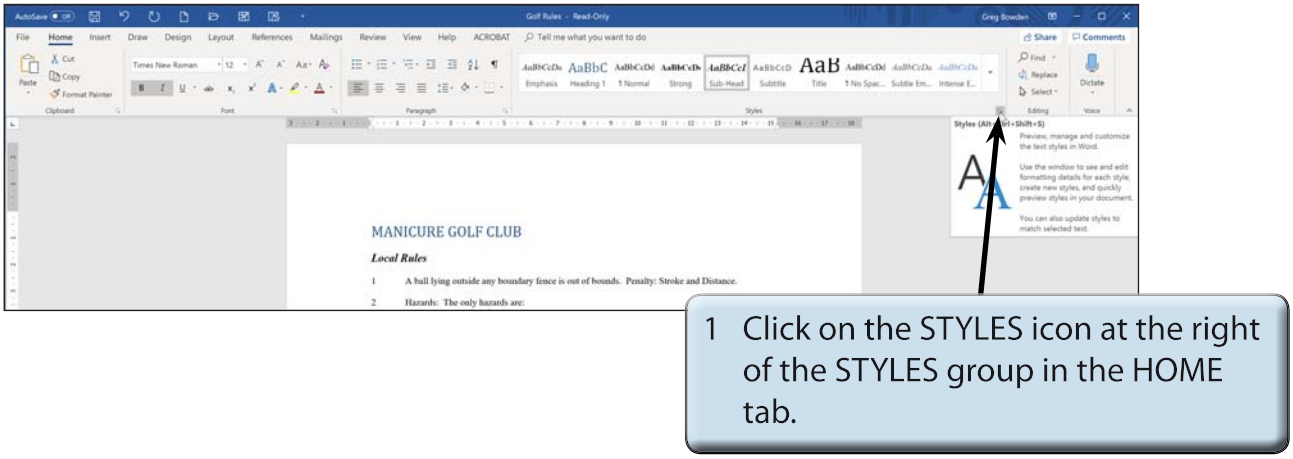


NOTE: You can press CTRL+Y to quickly apply the previously used STYLE.

The Styles Task Pane

Adding styles to the STYLES group 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



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