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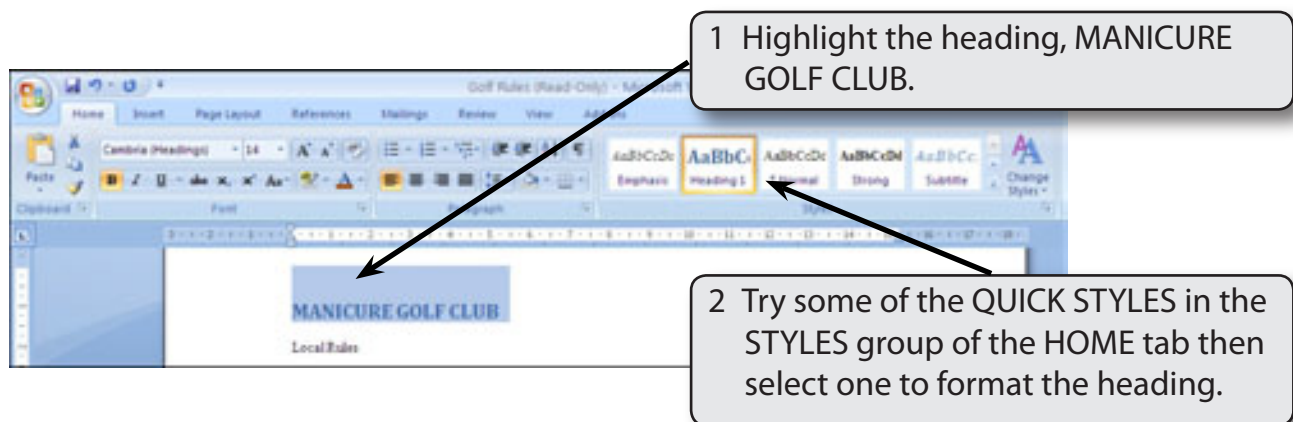
The major advantage of using STYLES is that once text has been set to a STYLE, when that STYLE is adjusted all the text set to that STYLE is automatically adjusted as well.

Loading a Sample File

1   Load Microsoft Word or close the current file.

2   Select OPEN from the OFFICE BUTTON and access the CHAPTER 16 folder within the WORD 2007 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 Try some of the QUICK STYLES in the STYLES group of the HOME tab then select one to format the heading.

Creating Your Own Styles

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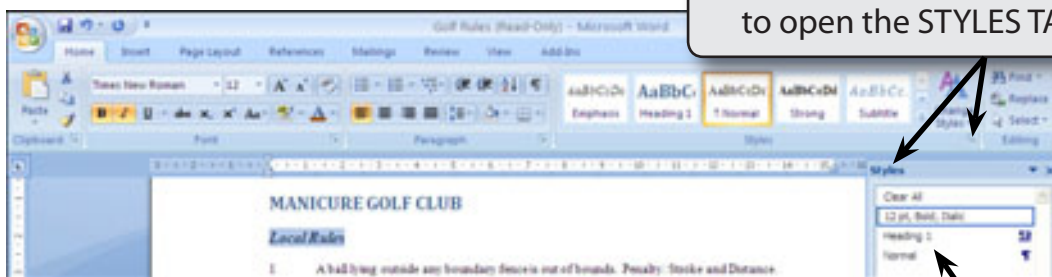
A   Setting the Formats

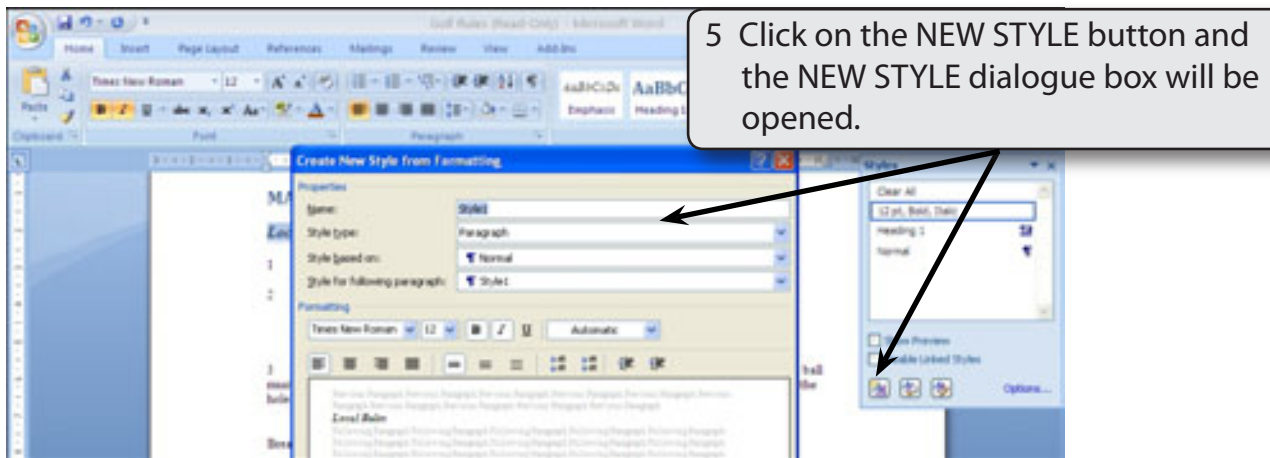The first step in creating your own styles is to apply the formats that you want.
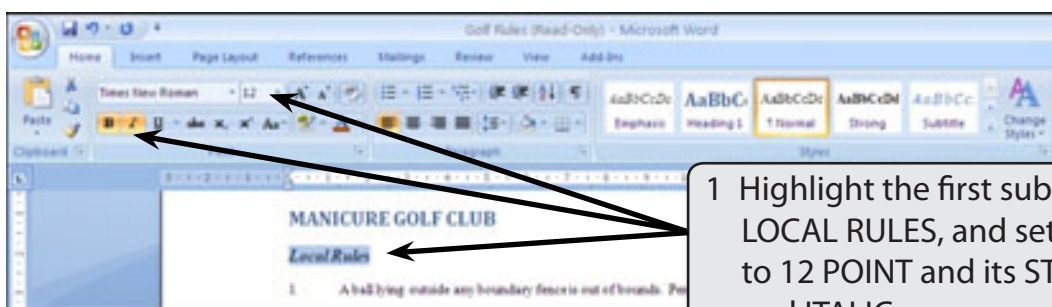
1 Highlight the first sub-heading, LOCAL RULES, and set its FONT SIZE to 12 POINT and its STYLE to BOLD and ITALIC.

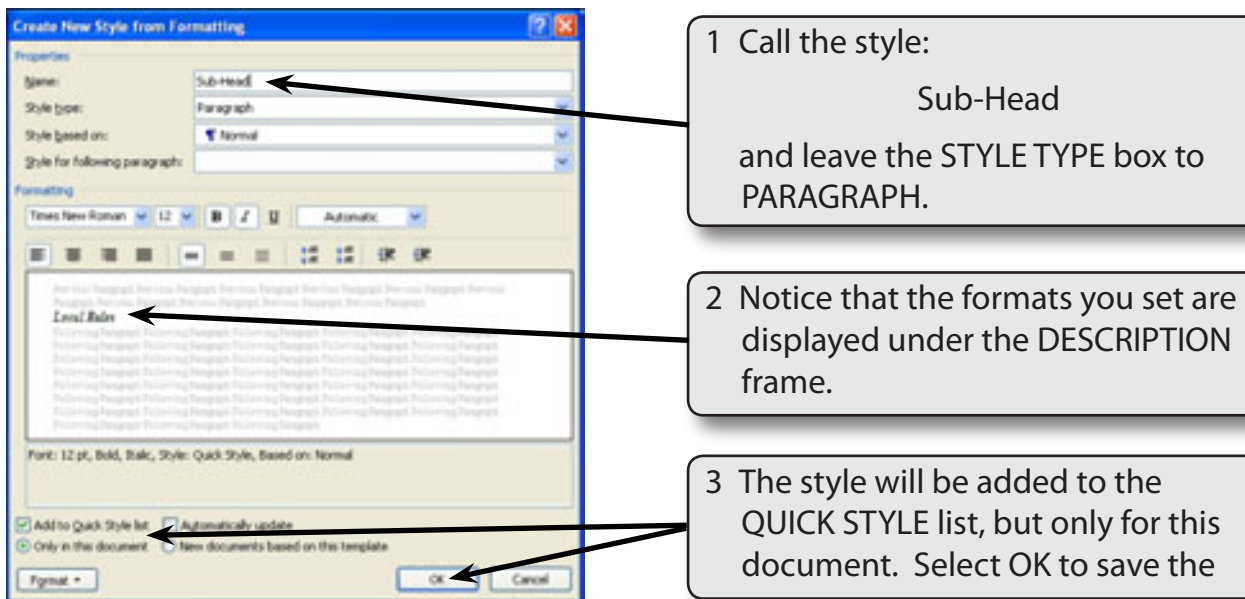2   You want to record this format so that the other sub-headings can be set to the same style.

3 Click on the arrow next to the STYLES group name in the HOME tab to open the STYLES TASK PANE.

4 The styles used so far in the document are listed.

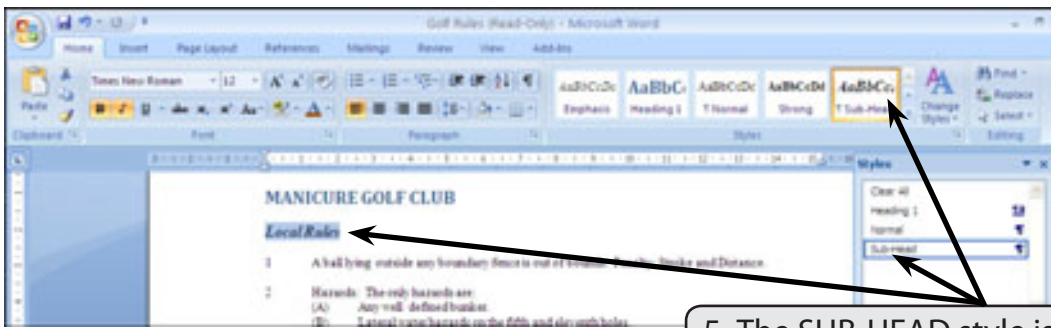5 Click on the NEW STYLE button and the NEW STYLE dialogue box will be opened.

B   Saving the Style

The style should be given a name so that it can be referred to.

1 Call the style:

   Sub-Head

   and leave the STYLE TYPE box to PARAGRAPH.

2 Notice that the formats you set are displayed under the DESCRIPTION frame.

3 The style will be added to the QUICK STYLE list, but only for this document. Select OK to save the

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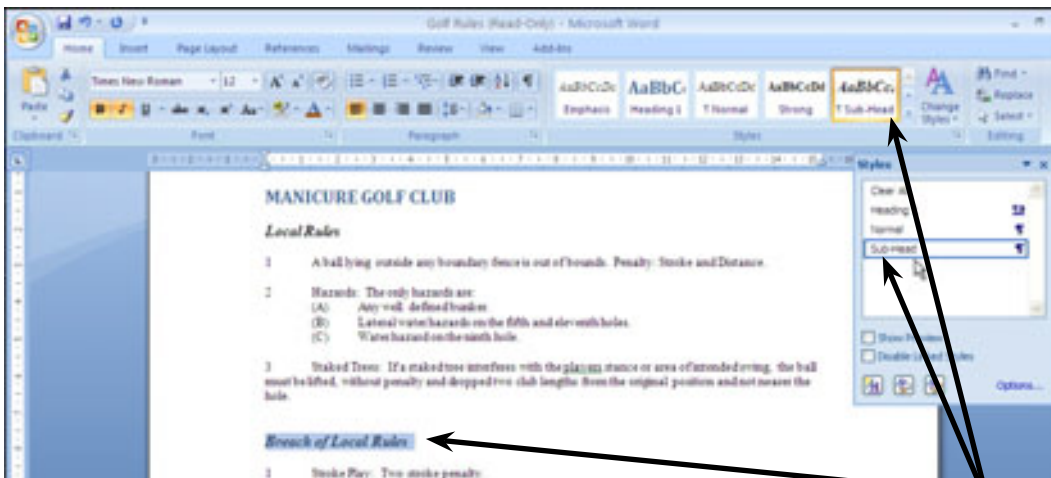
   Character Style   indicated by the **a** symbol. These styles apply to any of the formats from the FONT command, such as font type, size and style. It is used to format specific words or headings.

5 The SUB-HEAD style is added to the STYLES pane and the QUICK STYLES list, and the text is set to the style.

C   Applying Styles

The new style can now be applied to text.

1 Highlight the second sub-heading, BREACH OF RULES, then click on SUB-HEAD in the STYLES pane or the QUICK STYLES list in the HOME tab.

NOTE: The BREACH OF RULES sub-heading will take the format of the SUB-HEAD style. It is personal choice whether you use the STYLES pane or the STYLES group of the HOME tab to set text to a style.
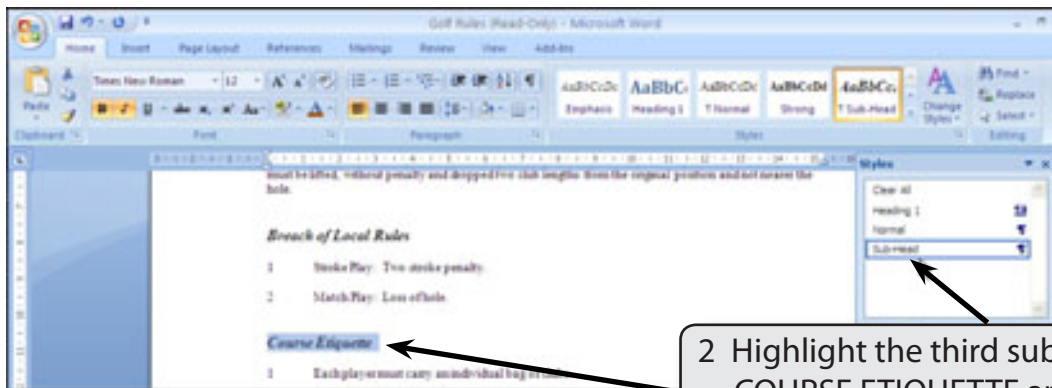
2 Highlight the third sub-heading, COURSE ETIQUETTE and apply the SUB-HEAD style to it.

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

D The Advantages of Styles

One of the main advantages of styles is that you can make changes to them and all the text set to that style is updated within the document. Let's alter the format of the SUB-HEAD style to illustrate this.
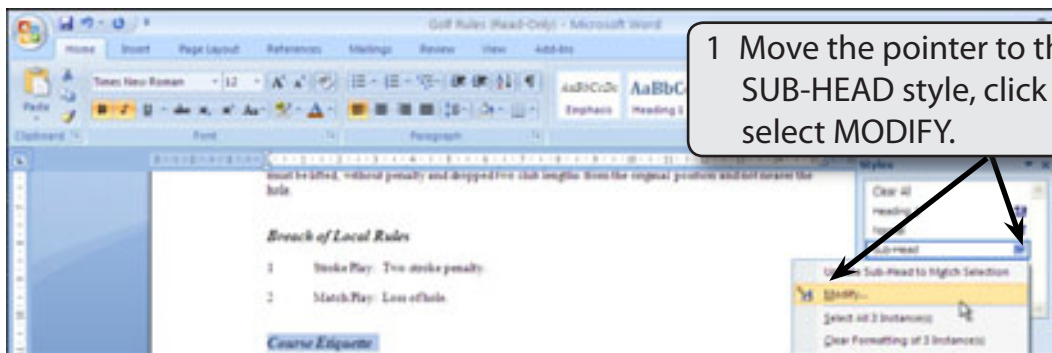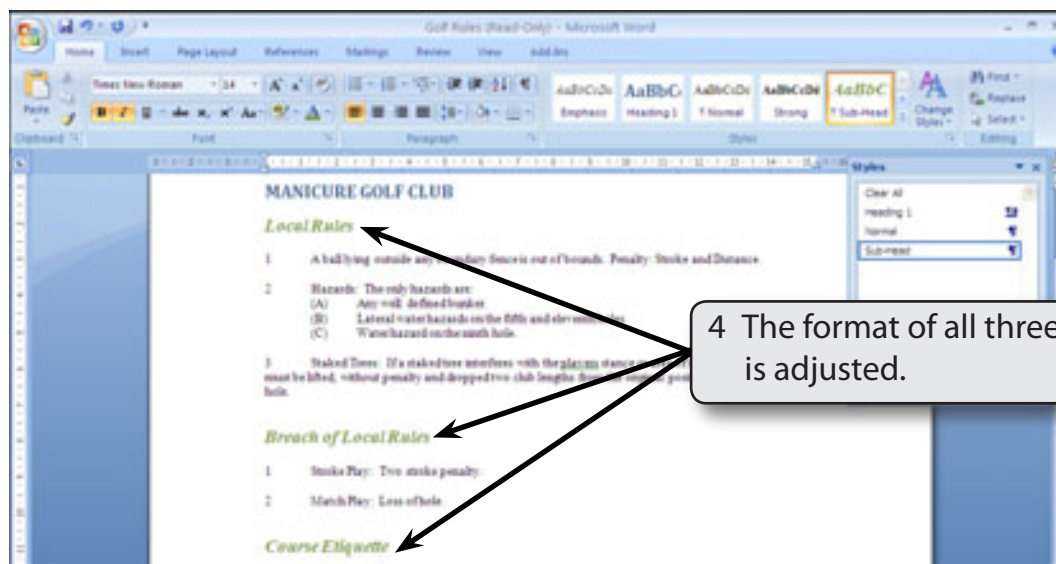

1 Move the pointer to the right of the SUB-HEAD style, click on is arrow and select MODIFY.
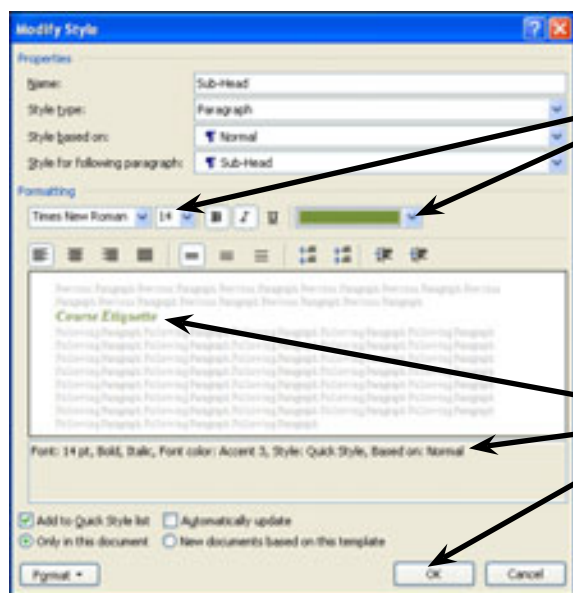
2 Set the FORMATTING section to 14 POINT and DARK GREEN.

3 The format is displayed in and under the DESCRIPTION frame. Select OK to complete the change.

4 The format of all three sub-headings is adjusted.

Creating Styles for the Numbered Points

The points under each sub-heading should be formatted to have 'hanging indents'. There are two different types of points, one with numbers the other with letters so we will create a STYLE for each and apply them to the rest of the document.