

Create

Introduction to Styles

Use IT+

Contents

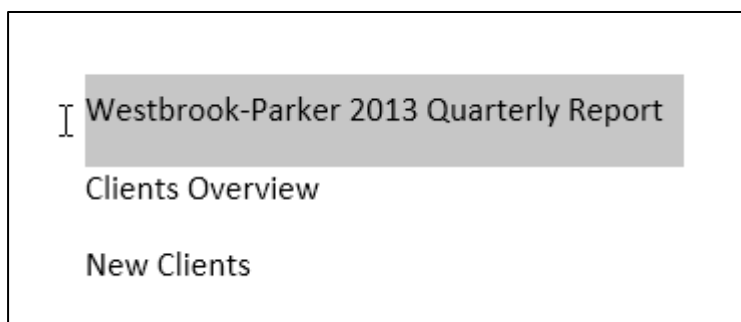
Introduction	3
1 Apply a style:	3
2 To Apply a Style Set.....	4
3 To Modify a Style:	5
4 To Create a New Style:	6

Introduction

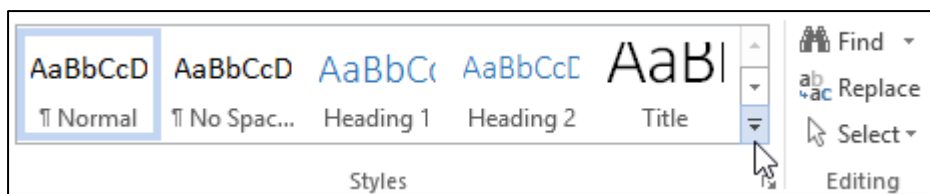
A **style** is a predefined combination of font style, color, and size that can be applied to any text in your document. Styles can help your documents achieve a more professional appearance.

1 Apply a style:

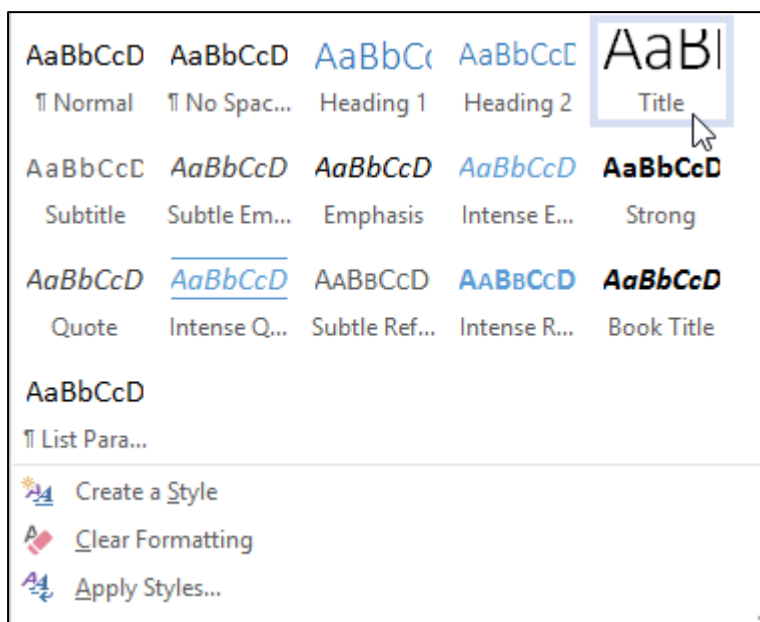
1. Select the text you want to format.



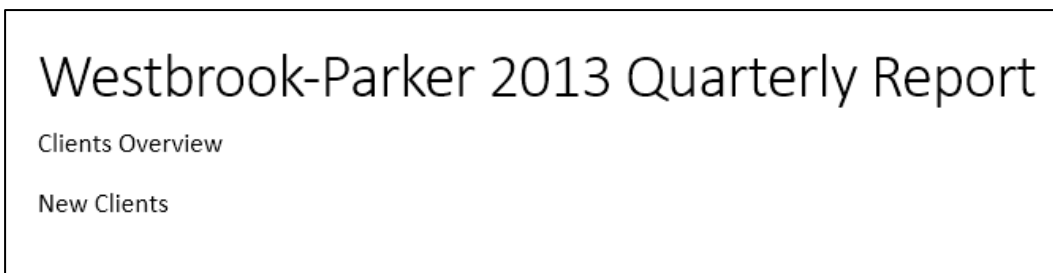
2. In the **Styles** group on the **Home** tab, click the **More** drop-down arrow.



3. Select the **desired style** from the drop-down menu.



4. The text will appear in the selected style.



You can also use styles to create a **table of contents** for your document. We will learn how in the worksheet **How to Create a Table of Contents**.

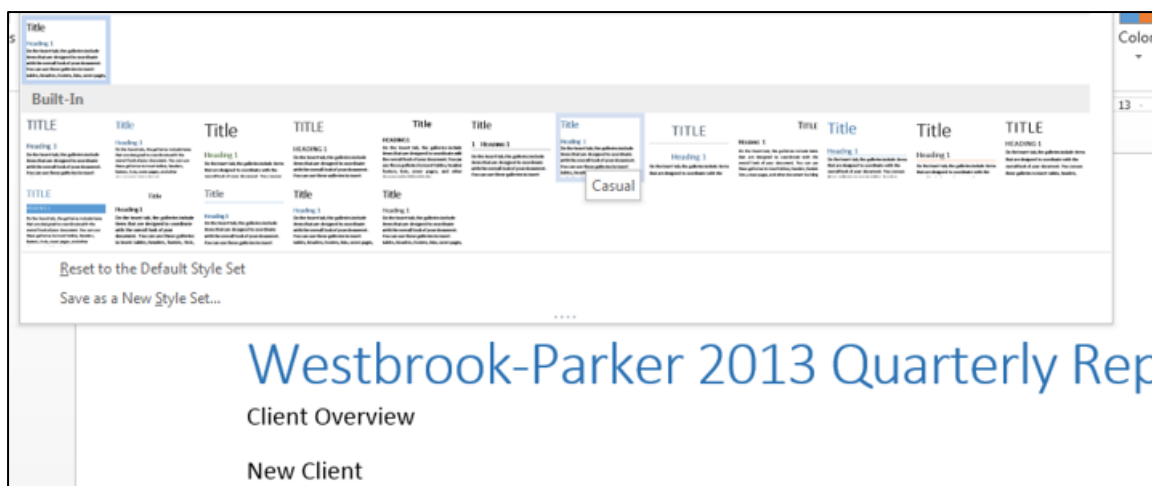
2 To Apply a Style Set

Style sets include a combination of title, heading, and paragraph styles. Style sets allow you to **format all elements** in your document at once instead of modifying each element separately.

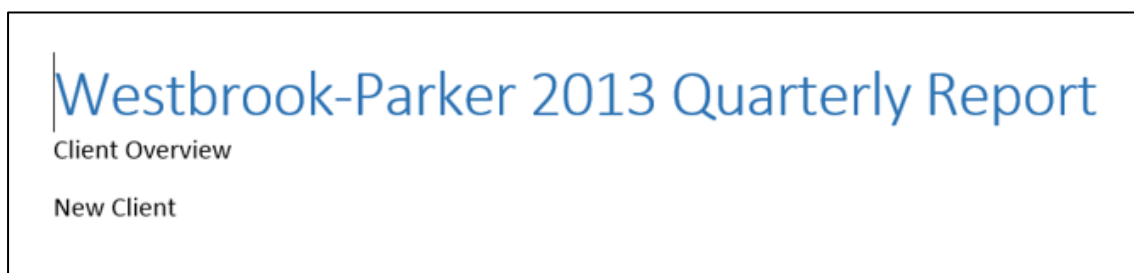
1. From the **Design** tab, click the **More** drop-down arrow in the **Document Formatting** group.



2. Choose the **desired style set** from the drop-down menu.

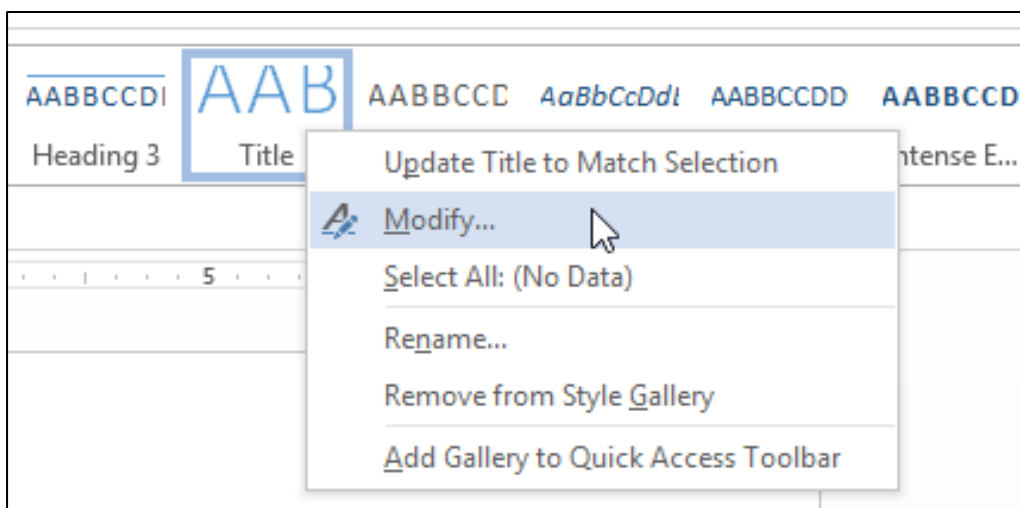


3. The selected style set will be applied to your entire document.



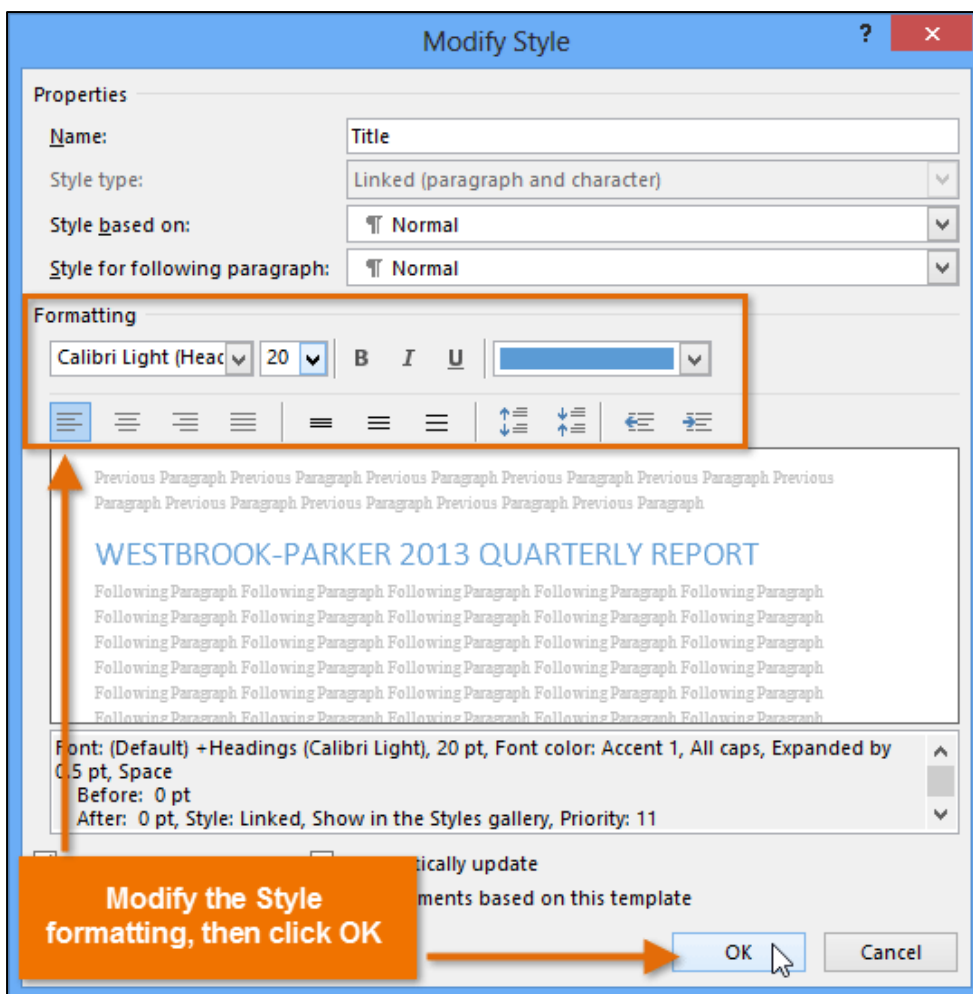
3 To Modify a Style:

1. Locate and right-click the **style** you want to change in the **Styles** group, then select **Modify...** from the drop-down menu.



2. A dialog box will appear. Make the **desired formatting changes**, such as font style, size, and color. If you want, you can also change the **name** of the style.

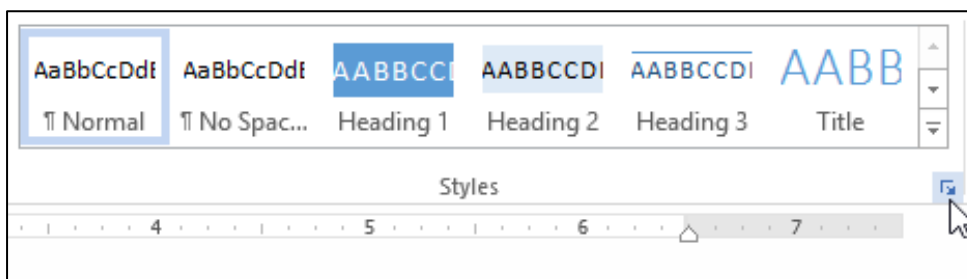
3. When you're satisfied, click **OK** to save your changes.



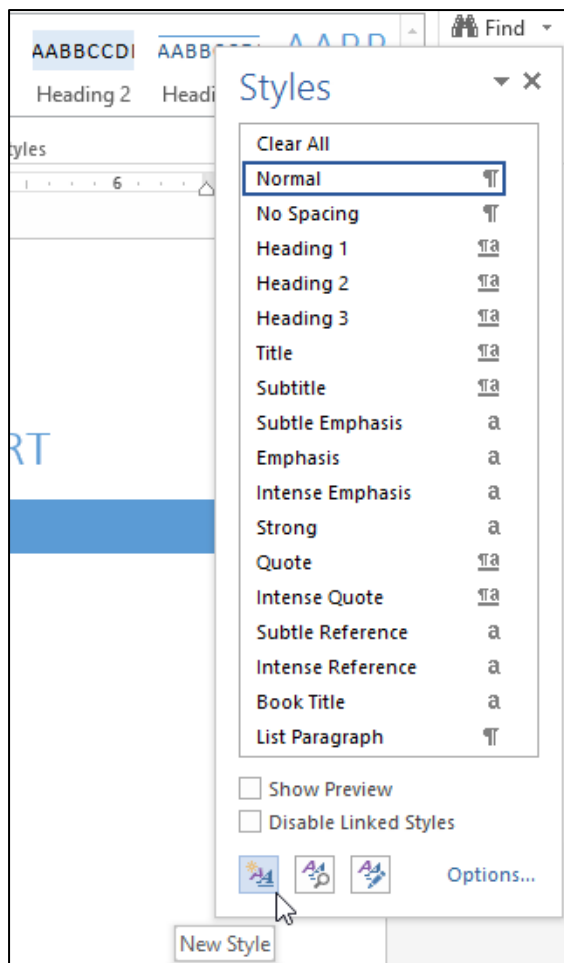
4. The style will be modified.

4 To Create a New Style:

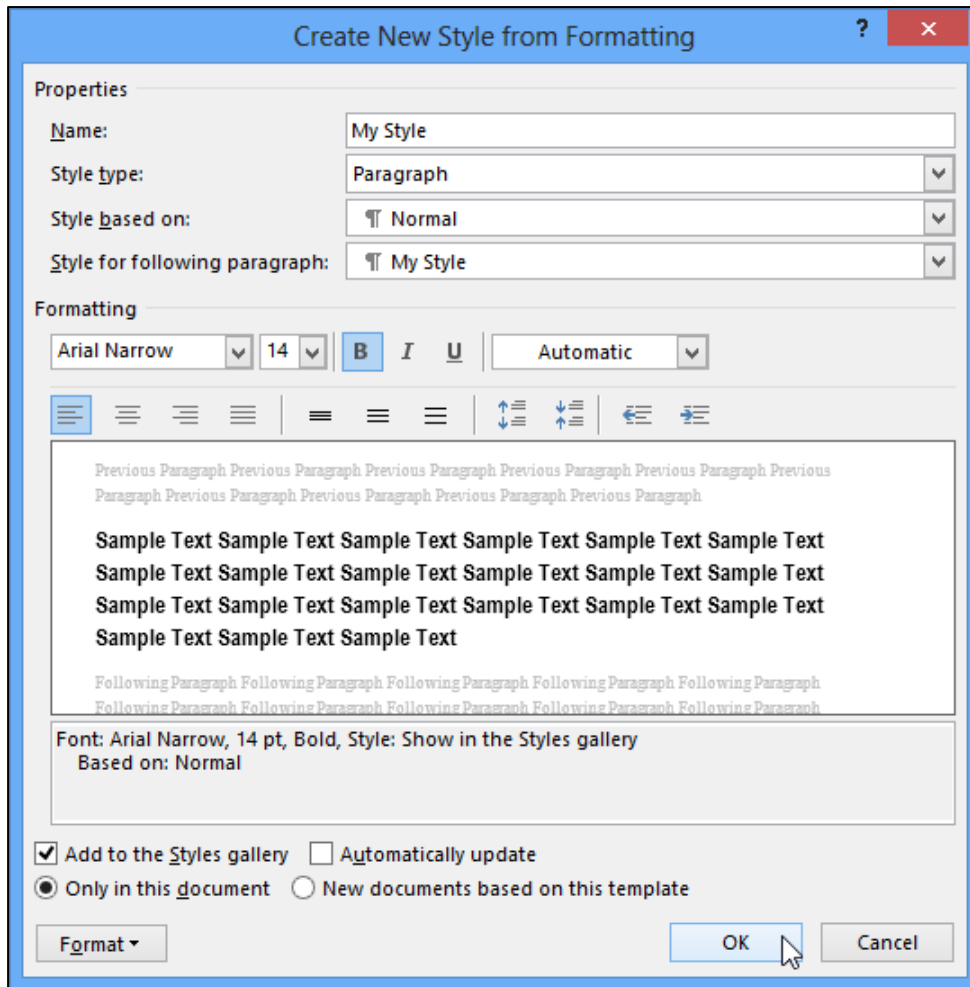
1. Click the **arrow** in the bottom-right corner of the **Styles** group.



2. The **Styles** task pane will appear. Select the **New Style** button at the bottom of the task pane.



3. A dialog box will appear. Enter a **name** for the style, and choose the **desired text formatting**.
4. When you're satisfied, click **OK**.



5. The new style will appear in the **Styles** group.

