

A **style** is a set of stored formatting attributes. By creating and using styles, you can apply the same formatting to text repeatedly in your document in just a single click. So instead of applying several formatting attributes to text over and over, you can save that formatting as a style and then apply the style to the text. All formatting will be applied instantly!

By applying styles, you will produce documents with a consistent look and feel.

In this session you will:

- ✓ gain an understanding of styles
- ✓ learn how to apply styles to paragraphs
- ✓ learn how to apply character formatting to text
- ✓ learn how to create quick styles
- ✓ learn how to create paragraph styles
- ✓ learn how to create character styles
- ✓ learn how to apply custom styles.

UNDERSTANDING STYLES

To ensure a consistent and professional look and feel across your documents, and to save time in document production, use **styles**. A style is a set of stored formatting attributes that can be applied

to text in a single click. Rather than applying the same formatting to text throughout a document over and over, you can apply a style that already contains the required formatting.

What Is A Style?

A **style** is a stored set of character and paragraph formatting attributes that can be applied to selected text. For example, you may want all of the department names mentioned in your document to appear in Garamond 16 point, bold. Rather than manually select each department name and apply the font style and size to each selection, you can create a style that contains the required formatting, save that style and then apply the style to the selected text.

As well as defining your own styles, Microsoft provides a large number of styles that you can use to apply formatting. And to ensure that some of the more common styles are accessible, Microsoft has grouped related **quick styles** into **quick style sets** and has displayed the selected set in the **Quick Styles gallery** on the **Home** tab. (A **Quick Style set** is a collection of the main styles that may be needed for a document – such as different heading levels and emphasising styles – and which have been carefully designed to work well together when used within the one document.)

Using styles consistently provides two benefits. First, it ensures that all similar items in a document are formatted in the same way. Second, if you need to change the appearance of a particular style, you can very easily, and everything formatted with that style will change immediately throughout the entire document.

Paragraph Versus Character Styles

Paragraph styles control all of the characteristics of a paragraph, such as alignment, spacing and all other settings that are included in the **Paragraph** dialog box. (You can open the **Paragraph** dialog box from the **Home** or **Page Layout** tabs.) Paragraph styles can also determine bullets and numbering, borders and shading, and tab settings.

Paragraph styles also define the default character formatting for all characters within the paragraph. For example, you might define a new paragraph style called **Note** that specifies left-aligned paragraphs with 12 point spacing before, and with Calibri 12 point, bold, red characters. All text in a **Note** paragraph will appear as specified unless you manually format the text or apply another character style to the text.

Character styles are similar to paragraph styles except that they only specify character formatting (can be applied to a single word rather than the entire paragraph). This includes the font, font size and style, colour and other settings that are included in the **Font** dialog box.

The Hierarchical Order Of Styles

With Microsoft Word, there is a strict hierarchy to character formatting as is shown in the following example.

The quick brown fox jumps over the fence	The entire sentence has the Normal paragraph style applied to it (Arial 9 pt).
The quick brown fox jumps over the fence	The words 'quick brown fox' have the character style Fox applied to them (Britannic Bold, 10 pt, bold, purple). This style overrides the paragraph style.
The quick BROWN fox jumps over the fence	The word 'brown' has then been manually formatted (small caps, italics, 11 pt). This manual formatting overrides both the character and paragraph styles.

APPLYING PARAGRAPH STYLES

Word provides many built-in paragraph and character styles, known as **quick styles**. You can access any quick style via the **Styles** group on the **Home** tab. Each quick style is actually a

set of styles, called a **quick style set**. Each quick style set is a collection of styles, such as heading styles, bullet styles and the like.


Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *W812 Styles_1.docx*...

1 Click on the **Home** tab, then click anywhere in the heading **AGE New Vehicle Department**

Notice that *Normal* is currently selected in the *Styles* group on the ribbon. Let's apply a different style to the heading paragraph...

2 Click on the **More** button  for **Styles** to display the **Quick Styles** gallery, then point to the various **quick styles**

Notice that the heading's appearance will change based on the style to which you are pointing...

3 Click on **Title** to apply the **Title** paragraph style to the heading

4 Click anywhere in the paragraph beginning **'Blame...**, then repeat steps **2** and **3** to apply the **Quote** paragraph style to the entire paragraph

5 Save the document



2

AGE New Vehicle Department

Excerpt from The Daily Newspaper regarding high-performance six-cylinder vehicles.

'Blame our vast spaces for Australia's strong affinity with locally made V8 performance cars. But there has always been a strong six-cylinder following, harking way back. And now with our upward spiralling fuel prices, many would-be V8 owners are now changing their minds towards high-performance six-cylinder sedans.'

And let's just look at the overall summary – our Flyer ZW6 doesn't look too bad.

Flyer ZW6

Phenomenal rear grip is matched by the best steering ever featured by an Aussie car. ESP is one of the best systems in the world. Starts at \$42,599.

Seeker PL6

Very sharp steering is balanced by excellent ride quality. Optional stability control is very keen to get involved if you're not ultra-smooth. Starts at \$42,000.

Tonga 490 XYZ

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Rhap QR6

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3

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And let's just look at the overall summary – our Flyer ZW6 doesn't look too bad.

4

For Your Reference...

To **apply** a **quick style** to a **paragraph**:

1. Click in the paragraph
2. Click on the **More** button  for **Styles**, if the desired style is not visible in the **Styles** group
3. Click on the desired style

Handy to Know...

- You can apply a paragraph or linked style to a paragraph simply by clicking somewhere in the paragraph and then clicking on the desired style in the **Quick Styles** gallery. But if you click on a character style in the gallery, only the word that you clicked on will change to the new style.

APPLYING CHARACTER STYLES

Every paragraph in a document has a paragraph style applied to it – even if it is just the default **Normal** style. As well as defining paragraph formatting, a paragraph style also specifies the


formatting applied to the text (characters) in the paragraph. You can overwrite the default character formatting by applying a **character** style to selected text within a paragraph.

Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file *W812 Styles_2.docx...*

1 Ensure that the **Home** tab is active, then select the text **our Flyer ZW6 doesn't look too bad**

2 Click on the **More** button  for **Styles** to display the **Quick Styles** gallery, then point to the various **quick styles**

Currently, the text is formatted with the default character formatting set for the Normal paragraph style...

3 Click on **Intense Emphasis** to apply the character style to the text, then click away from the text to deselect it to view the result

4 Save the document

AGE New Vehicle Department

Excerpt from The Daily Newspaper regarding high-performance six-cylinder vehicles.

'Blame our vast spaces for Australia's strong affinity with locally made V8 performance cars. But there has always been a strong six-cylinder following, harking way back. And now with our upward spiralling fuel prices, many would-be V8 owners are now changing their minds towards high-performance six-cylinder sedans.'

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1

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For Your Reference...

To **apply** a **character style**:

1. Select the text
2. Click on the **More** button  for **Styles**, if the desired style is not visible in the **Styles** group
3. Click on the desired style

Handy to Know...

- To remove all formatting and styles applied to selected text, open the **Styles** dialog box and select **Clear All**.

CREATING A QUICK STYLE




Word includes many **quick styles** that you can easily apply to create professional-looking documents. These quick styles appear in the **Quick Styles** gallery. Although many styles have

been predefined, there will be times when you will need to create your own styles. When you create a new quick style, it is automatically added to the **Quick Style** gallery.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W812 Styles_3.docx...*

- 1 Select the text **The Daily Newspaper** in the first text paragraph
- 2 Ensure that the **Home** tab is active, then click on **Italic**  then **Bold**  in the **Font** group to italicise and bold the text
If you wanted to include paragraph formatting in your new style, you could also set these attributes at this stage...
- 3 Right-click on the selected text and select **Styles** and then select **Save Selection as a New Quick Style** to open the **Create New Style from Formatting** dialog box
- 4 Type **BoldItalics** in **Name**, then click on **[OK]**
- 5 Click on the **More** button  for **Styles**
The new quick style, BoldItalics, will appear selected in the Quick Styles gallery...
- 6 Click on a blank part of the document to close the **Quick Styles** gallery
- 7 Save the document

AGE New Vehicle Department

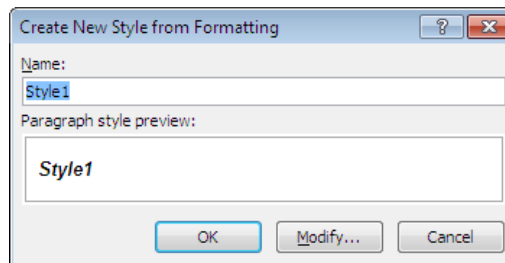
Excerpt from *The Daily Newspaper* regarding high-performance six-cylinder vehicles.

'Blame our vast spaces for Australia's strong affinity with locally made V8 performance cars. But there has always been a strong six-cylinder following, harking way back. And now with our upward spiralling fuel prices, many would-be V8 owners are now changing their minds towards high-performance six-cylinder sedans.'

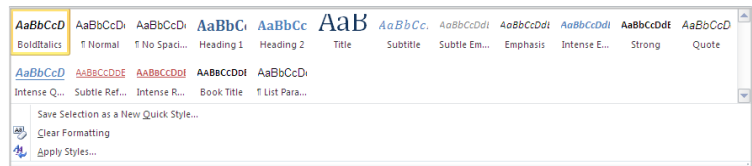
And let's just look at the overall summary – *our Flyer ZW6 doesn't look too bad.*

2

3



5



For Your Reference...

To **create** a **quick style**:

1. Select the text and format it as desired
2. Right-click on the text
3. Select **Styles** and then select **Save Selection as a New Quick Style**
4. Type the **Name** and click on **[OK]**

Handy to Know...

- To modify a quick style, right-click on the quick style in the **Quick Style** gallery and select **Modify**. Make the required formatting changes, and select **Automatically update** to update all text with that style applied. Click on **[OK]** to update the style.

CREATING A PARAGRAPH STYLE





Sometimes you want to create styles from scratch. For more complex styles it may be easier to create a new style and then assign the required formatting attributes to that style. When

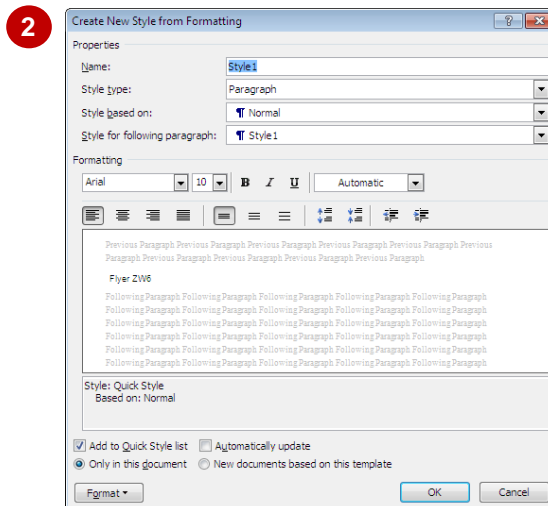
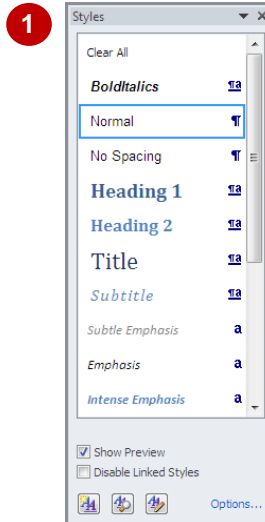
you create a new paragraph style, you have many formatting options available that are not available when creating quick styles.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W812 Styles_4.docx...*

- 1 Select the subheading **Flyer ZW6**, then click on the **dialog box launcher**  for **Styles** to open the **Styles** dialog box
- 2 Click on **New Style**  to open the **Create New Style from Formatting** dialog box
- 3 Type **ModelHeading** in **Name**, click on **[Format]**, select **Font** to open the **Font** dialog box, and ensure the **Font** tab is displayed
- 4 Select **Cambria, Bold, 12, Small caps** and set **Font colour** to **Dark Blue, Text 2, Darker 25%** then click on **[OK]**
- 5 Click on **[Format]**, select **Paragraph** to open the **Paragraph** dialog box, then click on the **Indents and Spacing** tab
- 6 Click on the up arrow  for **Before** under **Spacing** until **12 pt** appears, then click on **[OK]** twice to save the style and apply to the selected text
The new style will appear in the Styles dialog box. The paragraph symbol ¶ indicates that it is a paragraph style...
- 7 Click on **close**  to close the **Styles** dialog box, deselect the text and then save the document



7


FLYER ZW6

Phenomenal rear grip is matched by the best steering ever one of the best systems in the world. Starts at \$42,599.

Seeker PL6

For Your Reference...

To **create** a **paragraph style**:

1. Open the **Styles** dialog box
2. Click on **New Style** 
3. Type a **Name**, select **Paragraph** in **Style type**, then set other options as desired
4. Click on **[OK]**

Handy to Know...

- If you want Word to automatically generate a table of contents for your document, you must use Word's **Heading** styles. Word will look for headings with these styles applied to include in the table of contents. Remember that you can change the attributes for a style if desired.

CREATING A CHARACTER STYLE





You might create a **character style** to format specific text within a paragraph differently to the rest of the paragraph. For example, you might want to apply an underline style or colour, adjust

character spacing and kerning, or apply borders and shading, for example. When you apply a character style to selected text, it overrides the paragraph style currently applied to that text.

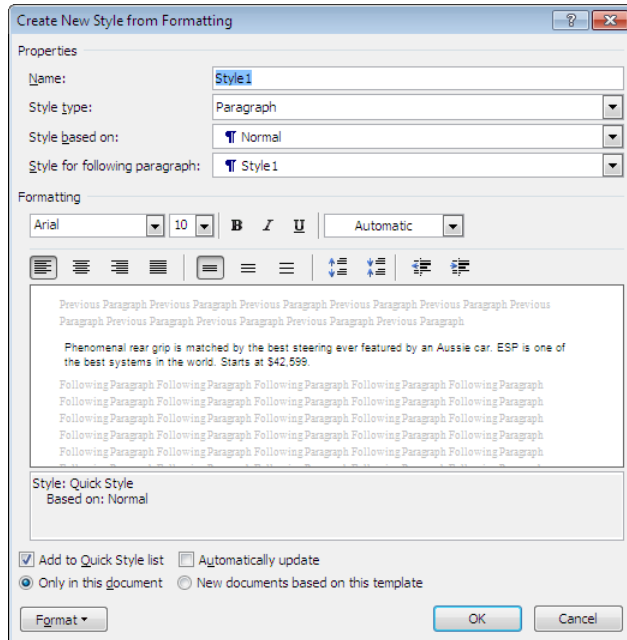
Try This Yourself:

Same File

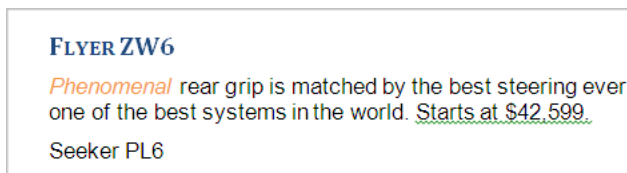
Continue using the previous file with this exercise, or open the file *W812 Styles_5.docx...*

- 1 Select the word **Phenomenal**, then click on the **dialog box launcher** for **Styles** to open the **Styles** dialog box
- 2 Click on **New Style**  to open the **Create New Style from Formatting** dialog box
- 3 Type **OrangeText** in **Name**, then click on the drop arrow  for **Style type** and select **Character**
- 4 Click on **Italic** , then click on the drop arrow for **Font Colour** and select **Orange, Accent 6**
- 5 Click on **[OK]** to apply the character style to the selected text, and then deselect the text
*The new style OrangeText will appear in the Styles dialog box with a character symbol **a** indicating that it is a character style...*
- 6 Click on **close**  to close the **Styles** dialog box and then save the document

2




5




For Your Reference...

To **create** a **character style**:

1. Open the **Styles** dialog box
2. Click on **New Style** 
3. Type a **Name**, select **Character** in **Style type**, then set other options as desired
4. Click on **[OK]**

Handy to Know...

- To modify an existing paragraph or character style, point to the style in the **Styles** dialog box, click on the drop arrow  and select **Modify**. Make the required formatting changes, and select **Automatically update** to update all text with that style applied. Click on **[OK]** to update the style.

APPLYING CUSTOM STYLES



When you create a new style, either from preformatted text or via the **Create New Style from Formatting** dialog box, it will be added to the **Quick Styles** gallery by default. This means

that it is very simple to apply your custom styles to text: select the text and then click on the desired style in the Quick Styles gallery. You can also apply styles using the **Styles** dialog box.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *W812 Styles_6.docx*...

- 1 Click in the text **Seeker PL6**
- 2 Click on **More**  for **Styles** to display the **Quick Styles** gallery, then click on **ModelHeading** to apply the style to the subheading
- 3 Repeat steps 1 and 2 to apply the **ModelHeading** style to the other two subheadings
Let's use a different method...
- 4 Click on the **dialog box launcher**  for **Styles** to open the **Styles** dialog box
- 5 Click in the paragraph below the **Seeker PL6** subheading, then click on **ModelText** in the **Styles** dialog box
- 6 Repeat step 5 to apply the **ModelText** style to the two paragraphs beginning **Surprisingly** and **Dull**
Let's apply a character style...
- 7 Select the text **Very sharp** then use either of the above methods to apply the **OrangeText** style
- 8 Repeat step 5 to apply the **OrangeText** style to the text **Surprisingly playful** and **Dull**
- 9 Save and close the document

2

SEEKER PL6

Very sharp steering is balanced by excellent ride quality. Optional stability control is very keen to get involved if you're not ultra-smooth. [Starts at \\$42,000.](#)

FLYER ZW6

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RHAP QR6

Dull steering and non-switchable ESP are [Rhap's](#) biggest let-downs. [Starts at \\$39,999.](#)

3

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For Your Reference...

To **apply custom styles**:

1. Click in the paragraph or select the text
2. Open the **Quick Styles** gallery or display the **Styles** dialog box
3. Click on the desired quick style

Handy to Know...

- To delete a style, point to the style in the **Styles** dialog box, click on the drop arrow and select **Delete [name of style]**. All text in the document with that style applied will then have the default **Normal** style applied.