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 PRESET 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 and click on OPEN OTHER DOCUMENTS or close the current file, click on the FILE tab and select OPEN.
- 2 Access the CHAPTER 16 folder within the WORD 2013 SUPPORT FILES folder.
- 3 Select the GOLF RULES file and open it as a READ ONLY file, pressing ESC to exit from READ MODE.
- 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.

Image: Solution of the second of the seco								
A A	BbC AaBbCcDe AaBbCcDe AaBbCcCe AaBb Ging 1 Normal Strong Subtitle Title G Heading 1 Normal AaBbCcDe AABBCCDe AABBCCDe Editing Reading 1 Normal Intense Q., Subtle Ref., BbCcDe AaBbCcDe Kittle Title Place							
Clear Formatt MANICURE GOLF CLUB Local Rules 1 A ball lying outside any boundary fence is out of bounds. Penalty:	2 Click on the MORE icon in the STYLES group of the HOME tab, try some of the PRESET STYLES then select one to format the heading, such as HEADING 1.							

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.







C Applying the Style

The style can now be applied to other text in the document.





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

Image: State of the state o	DESIGN PAGE LAYOUT REFER	Golf Rules [Read-C ENCES MAILINGS REVIEW VIE	Inly] - Word W			? 🖻 — 🗆 🗙 Sign in 🎑	
Paste ✓ Format Painter	New Ro $\stackrel{*}{=}$ 12 $\stackrel{*}{\to}$ A [*] A [*] Aa $\stackrel{*}{\to}$ Aa $\stackrel{*}{\to}$ $\stackrel{*}{\to}$ Aa $\stackrel{*}{\to}$ $\stackrel{*}{\to}$ Aa $\stackrel{*}{\to}$	E • E • E • € • € 1 ¶ = = = = \$ \$ • \$ • \$ • \$	AaBbCcDc AaB Emphasis Headi	bC AaBbCcDd AaBbCcDd ng 1 TNormal Strong	AaBbCci Sub-head Subtitle	 ♣ Find ▼ ♣ Replace ♣ Select ▼ 	
Clipboard 🕞	Font 5	Paragraph 🕞		Styles	2	Editing 🔨	
10	3 - 1 - 2 - 1 - 1 - 1	2 • 1 • 3 • 1 • 4 • 1 • 5 • 1 • 6 • 1 • 7 • 1 • 1	3 • 1 • 9 • 1 • 10 • 1 • 11	· · · 12 · · · 13 · · · 14 · · · 15 · ·	Styles (Alt+Ctrl+Shift+S)	3	
	MANICU Local Rule	JRE GOLF CLUB 15 11 lying outside any boundary fence is out o	of bounds. Penalty: St	roke and Distance.	Preview text sty text sty te	manage and customize the is in Word. window to see and edit ng details for each style, ew styles, and quickly	
1 2 4 4 2 3 4 4 3 4 4 4 4 4 4 4 4 4 4 4 4	2 Haz (A) (B) (C)	ards: The only hazards are: Any well defined bunker. Lateral water hazards on the fifth and w Water hazard on the ninth hole.	eleventh holes.	1 Click or of the S tab.	n the STYLI TYLES gro	ES icon at up in the l	the right HOME