Using Styles

STYLES are a collection of formatting information about text. They are stored in the STYLES section of the HOME tab and in the STYLES 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, display the FILE menu and select OPEN.

2   Navigate to the CHAPTER 16 folder within the WORD 2019 SUPPORT FILES folder and open the GOLF RULES file as a READ ONLY file.

3   DUPLICATE the file and save it in your WORD PROCESSING folder.

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.

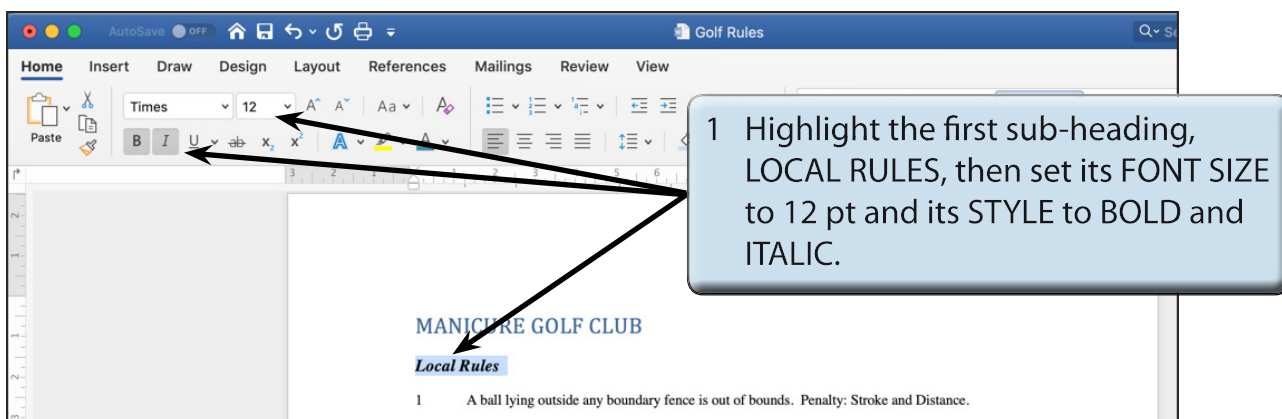1   Highlight the heading MANICURE GOLF CLUB.

2   Click on the MORE icon in the STYLES section 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.
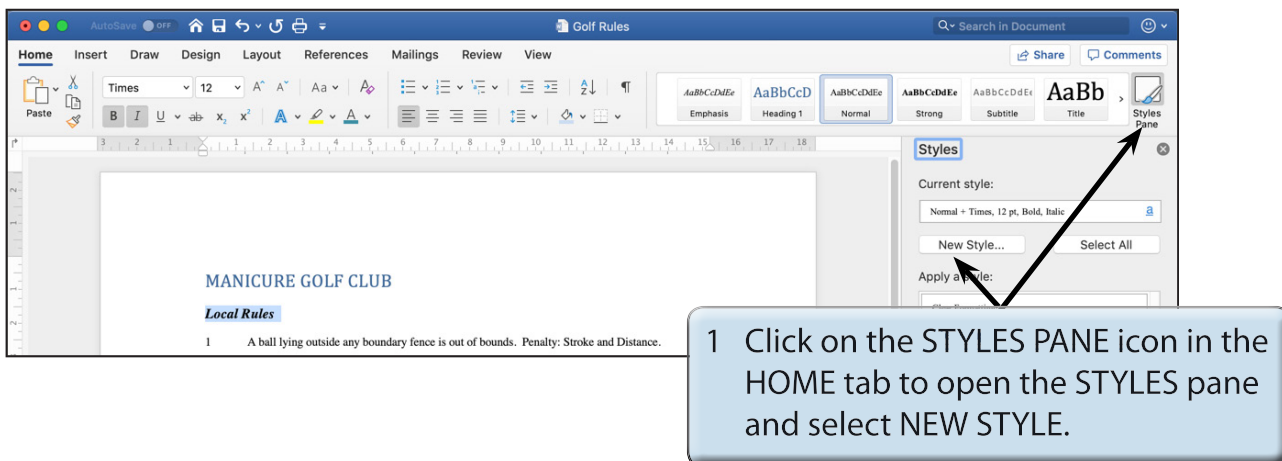
A   Setting the Formats

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

1   Highlight the first sub-heading, LOCAL RULES, then set its FONT SIZE to 12 pt and its STYLE to BOLD and ITALIC.
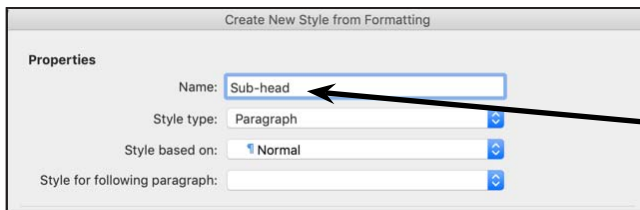
2   You want to record this format so that the other sub-headings can be set to the same style.

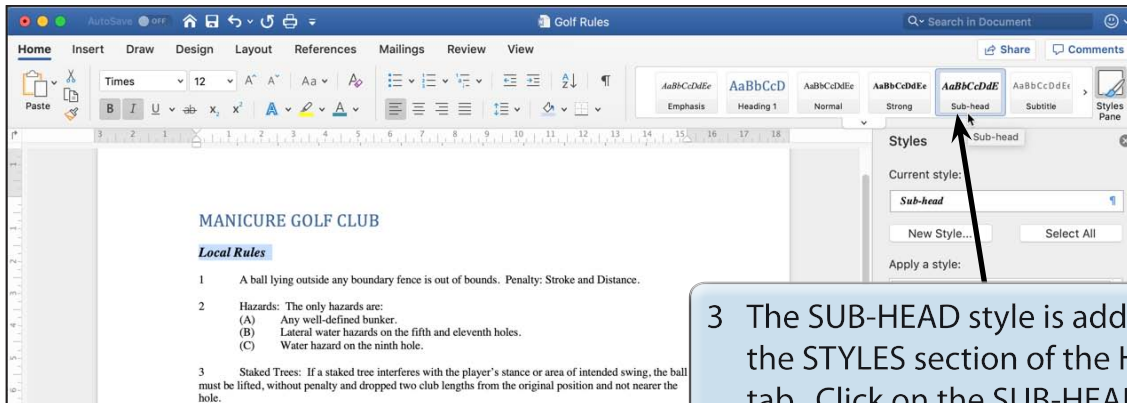## B   Saving the Style

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

1   Click on the STYLES PANE icon in the HOME tab to open the STYLES pane and select NEW STYLE.
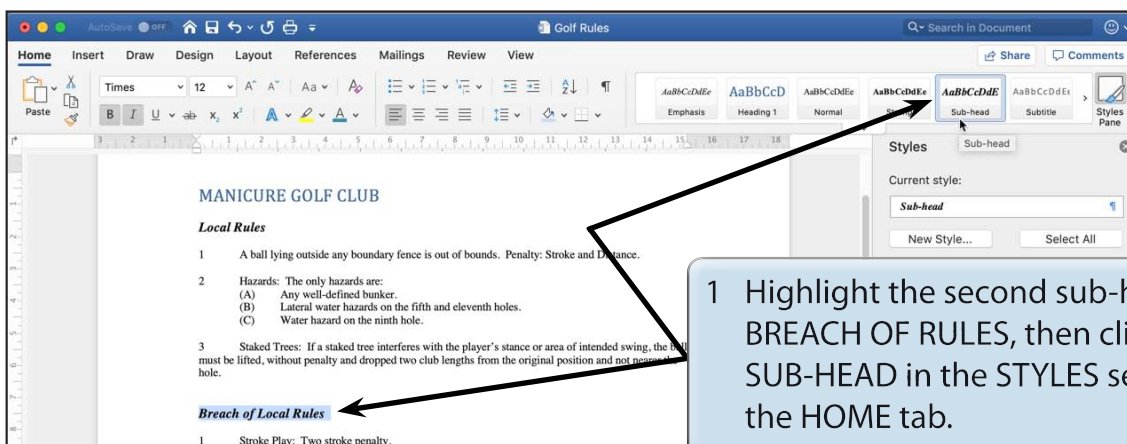
2 Call the style:

Sub-head

and select OK.

3 The SUB-HEAD style is added to the STYLES section of the HOME tab. Click on the SUB-HEAD style to apply it to the text.
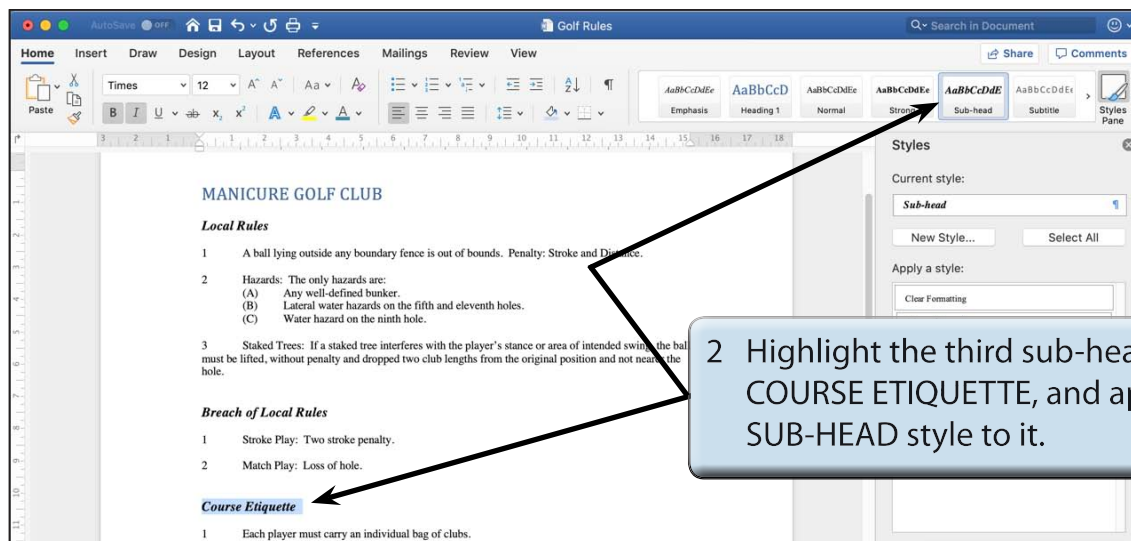
NOTE: The formatted text is used to create the style, but the text is not set to that style. You need to click on the style to apply the style to the text.

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 section of the HOME tab.

2 Highlight the third sub-heading, COURSE ETIQUETTE, and apply the SUB-HEAD style to it.

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

The Styles Pane

Adding styles to the STYLES section is adequate for quickly adding styles to documents, but when you want more control over the styles, the STYLE PANE can be used.

A   Looking at the Styles Pane

1 The STYLES pane provides many of the STYLES tools. You can also apply styles by clicking on the styles in the APPLY A STYLE frame.