

Using Styles to Format Text

The information in this tutorial is updated from a tutorial on the ShaunaKelly.com website, which is highly recommended for information on using Word. ShaunaKelly.com/Word

Step 1 Generate some sample text

To demonstrate how styles work, we'll create a simple document to work on.

Type in the following text. Don't worry about formatting or fonts or making text bold.

Your screen should look something like this (assuming you have clicked the ¶ button to display end-of-paragraph markers):

About Foxes and Lazy Dogs¶
The purpose of this document is to learn how to use Microsoft Word.¶
This is a story about a fox that jumped over a lazy dog. The only purpose of the story is to use all 26 letters of the alphabet.¶
The Story¶
The quick brown fox jumps over the lazy dog.¶

Step 2 How to format text using styles

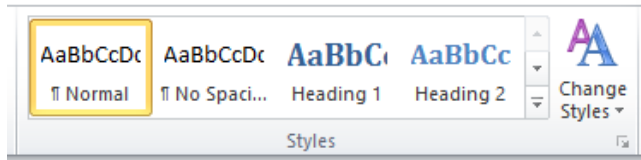
Obviously the text we have on the screen so far isn't what we have in mind for a nicely formatted document. We need to make the Title and the Headings large and bold. And we need more space between the paragraphs.

To achieve that, you need to do two things:

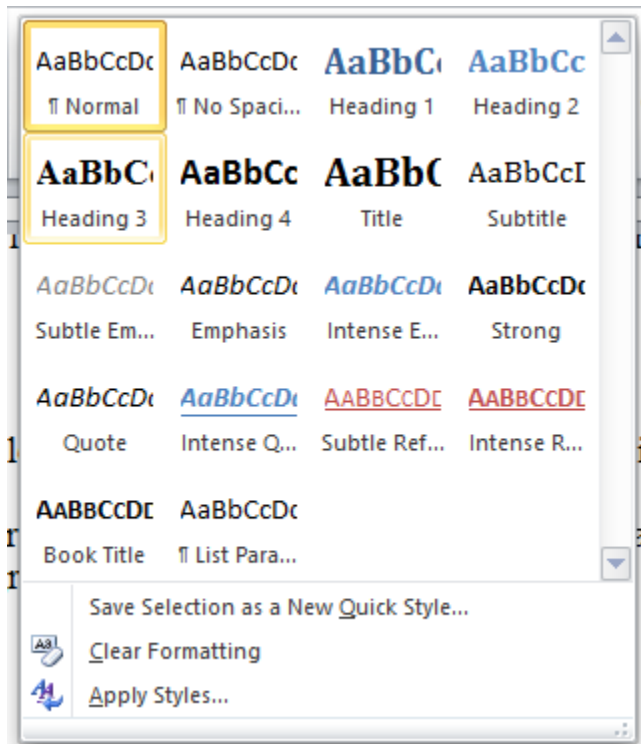
- You need to tell Word which paragraph is the title, which paragraphs are headings, and which are body text. To do that, we will **apply** a style.
- You need to tell Word that the Title should be large and bold, the Heading should be large and bold, there should be space before or after paragraphs. To do that, we will **modify** a style.

Step 3 How to Find Word's Styles

For users of Word 2007 and following: the Home tab contains a Style section.



The up and down arrows to the right of Heading 2 will scroll up and down the list. Click the bottom “arrow” to expand the box and see all the styles:



Word 2003, OpenOffice Writer, and other word processors use a different-looking drop-down list, but the goal is the same, to identify the Style you want to apply.

Note: In versions of Word before 2007, and in most other word processors, the Normal style is called Body Text. In either case, the name means the main text of the document.

Step 4 How to Format the Title of your Document

The first paragraph is the Title of the document, and we need to tell Word to apply the Title style..

Put the insertion point anywhere within the first paragraph. Click in that paragraph with your mouse, or use the arrow keys.

In the Styles section, locate the Title Style (it's in the second row).

- If you hover the mouse over the Style, the formatting of the selected paragraph will change, but when you move the mouse away, it goes back to the original.
- If you click on the Style, the formatting changes and stays that way.
- As shown below, the new format is bold text in the Arial font, centred between the margins. Your machine may have the Title style set up differently. If you wish, you can change it, but for now let's just accept it the way it is, and keep going.

About Foxes and Lazy Dogs¶

The purpose of this document is to learn how to use Microsoft Word¶
This is a story about a fox that jumped over a lazy dog. The only purpose of the story is to use all 26 letters of the alphabet.¶
The story¶
The quick brown fox jumps over the lazy dog.¶

Step 5 How to Format Body Text

The first paragraph of our document was the Title. The second and third paragraphs are body text, and we need to tell Word to apply the Normal style. Use the mouse or the arrow keys to move the Insertion Point into the second paragraph (the one that starts "The purpose of this document ..."). From the Style box on the Formatting toolbar, choose Normal. Then repeat that process for the third paragraph. Your text will now look something like this:

You can probably see that the Body Text style has some space after each paragraph. That's why you don't need to press Enter twice after a paragraph.

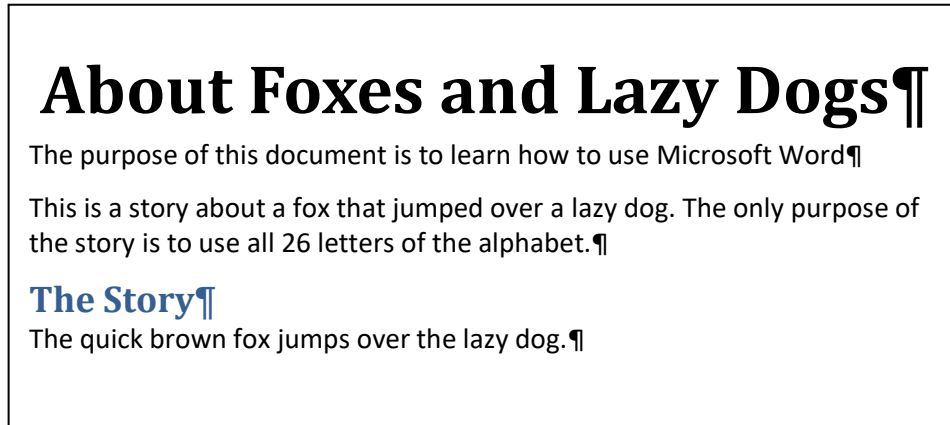
About Foxes and Lazy Dogs¶¶

The purpose of this document is to learn how to use Microsoft Word¶
This is a story about a fox that jumped over a lazy dog. The only purpose of the story is to use all 26 letters of the alphabet.¶
The story¶
The quick brown fox jumps over the lazy dog.¶

Step 6 How to Format Headings

The way to make your headings large and bold is to format them using the Heading 1 style.

The fourth paragraph of our text ("The story") is a heading. Position the Insertion Point anywhere within that paragraph. Use the Style box to apply the Heading 1 style. Then apply the Body Text style to the paragraph after the Heading. Your screen should then look something like this:



Your machine may be set up so that Heading 1 is formatted differently from what's shown here. It may be a different font, a different size, a different colour, or with more or less spacing before or after the paragraphs. If you don't like the way that Heading 1 is formatted, you can modify it.

Choose File > Save to save your work

Quick Review

Let's go back and review what you've done.

- You entered several paragraphs of text, all with the same formatting.
- Different paragraphs serve different functions. You told Word what function each paragraph serves by choosing the appropriate style from the Style menu.
- You told Word that the first paragraph was the Title, the next two paragraphs are Normal text, the one after that is a Heading, and the last paragraph is Normal.
- Word applied the formatting appropriate for each Style to your paragraphs.

Step 7 How Do I modify a style?

A style is a collection of formatting instructions that define how the style is to look. The style definition includes information about the font, text size, text colour, background colour, paragraph alignment (for example, aligned left, or centred), and the amount of space before or after the paragraph. A style can even be formatted to include a border, an indent or automatic numbering.

If you don't like the way a paragraph type looks on your machine, you can modify its style.

Try this, just as an experiment. We'll modify Heading 1 to be red. How you do it depends on your version of Word.

In Word 2010, to change Heading 1 to Red, do this.

- Put your cursor anywhere within Heading 1.
- In the Styles section, find the box for the Heading 1 style.
- Right-click the style box and choose Modify. The Modify Style window appears.
- The 'Formatting' line is about halfway down the window. At the right of this line, there is a box that says 'Automatic'.
- Click the down arrow at the right of the box. A color picker appears.
- Click on the color you want (i.e., red). The color picker will close.
- Click OK. Heading 1 is now red! (Don't forget to put it back!)

In older versions of Word, do this.

- Put your cursor somewhere, anywhere, within a Heading 1 paragraph.
- On the main menu, choose Format > Styles and Formatting. In the pane on the right, hover your mouse over "Body Text".
- Click the arrow to the right of "Body Text" and choose Modify.
- Down the bottom of the next dialog, click Format then Font.
- In the Font Color section, choose Red.
- Click OK, OK, Apply.

Modifying a style affects all uses of that style in the Document

The most important thing to note here is this. When you modified the Heading 1 style to Red, **all** your Heading 1 paragraphs have gone Red. That's why styles are really powerful. No matter how big your document is (it might be 1,000 pages long), you can change **all** your Heading 1 paragraphs to Red with half a dozen clicks of the mouse.

Experiment! You're not going to send this test document to anyone, so it doesn't matter what kind of mess you make. If you don't like black text, try green by modifying the Normal style as you did above. If you feel your headings are too large or too small, modify the Heading 1 style to try a different font size. Adjust the spacing before or after the Title by modifying the Title style.

This tutorial has shown you how to format your text using Styles.

- A style is a set of formatting instructions. Word will apply the formatting instructions when you apply a style.
- Tell Word what function a paragraph serves by applying a style. To do that, put the cursor or Insertion Point anywhere within the paragraph. Click the arrow in the Style box and choose the Style to apply.
- To change the way a paragraph looks, modify its style. When you modify a style, **all** the paragraphs formatted with that style will change automatically.