

# Styles

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## What are Styles?

A Style is a collection of formats that you can apply to your text. For example, you may want all of your main headings to be **Arial, Bold, 16pt and Centred**. Instead of four separate steps, with Styles you can achieve the same result in one step.

*Note: Different templates will have different styles.*

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## Why use Styles?

Styles make working with Word a lot easier. With styles you can....

- Format your documents quickly and consistently
- Change the formatting in your documents quickly and consistently



- Create a Table of Contents
- Move around and edit large documents quickly using views like Document Map and Outline View

# Preset styles

## What Preset Styles are there?

All the templates that come with Word, including the Normal template, have Pre-set Styles which you can use. The most important of these are...

- **Normal Style** – this is what you will have used up until now to create ALL your text.
- **Heading Styles** – These can be used to format your headings. They are especially important for creating Tables of Contents and for using Outline View.

## Using the Preset (existing) Styles

1. *Position your cursor in the paragraph you wish to change*

*Or*

*Select the text you wish to change*

2. *Click on the Style dropdown arrow*



3. *Click on a Style*

## The Style and Formatting Task Pane

Word 2002(XP)/2003 provides a Task Pane, which allows you to see all of the existing Pre-set Styles and also any new Styles that have been created.

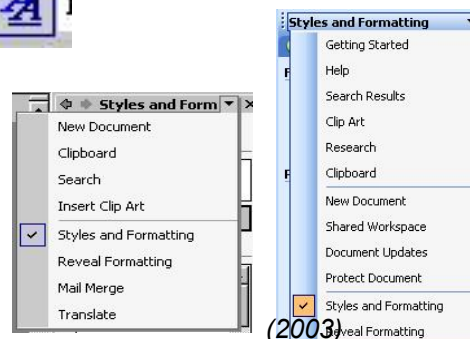
To see the Styles and Formatting Task Pane:

*Click on the Formatting Icon*



*Or*

1. *Click on the View menu*
2. *Click on Task Pane*
3. *At the top of the Task Pane click on the dropdown arrow*
4. *Select Styles and Formatting from the menu that appears*



## Modifying existing Styles using the Task Pane

You can modify the Pre-set Styles or any new ones that have been created.

1. *Click on the Formatting Icon*

