

Creating and Using Styles in Word 2003



Making your documents look professional

Styles are collections of formatting sets which can be applied to text within a document. For example, if you want to change a heading to Arial Size 12 Bold, this can be easily achieved in one step rather than having to make a number of mouse clicks. They allow us to:

- Format documents quickly and with a consistent look
- Change formats in fewer steps
- Create a table of contents

All templates, including the blank document (normal.dot) have a collection of ready made styles which are available to use. The two base styles are:

- Normal style: this is the default setting within word, which all character formats are based on. This is typically Times New Roman, 12pt, left-aligned text.
- Heading styles: You may not have used these, but they are used to make headings stand out, and are important in creating tables of contents, or using Outline view. You can either use the styles as they are, or modify them to suit you.

How do I use existing styles?

- Position your cursor inside the text you want to change, or select the text
- Click on the style name box at the beginning of the formatting toolbar
- Click the drop down arrow and choose the style required.

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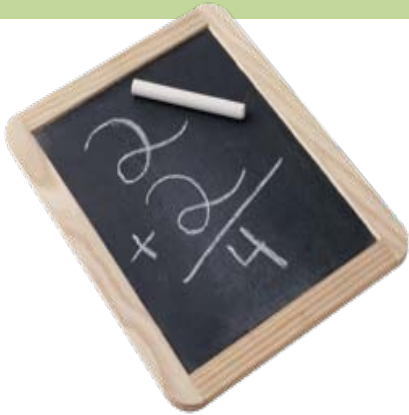
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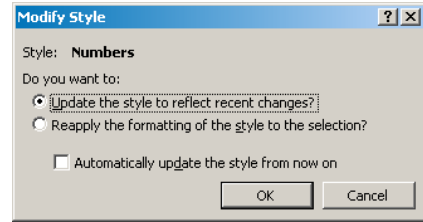




How do I make a quick style change?

Select the text with the style you want to change and make formatting changes
Click into the style name box, and hit Enter.

Choose **Update the style** to reflect recent changes to apply the change and tick **automatically update** to make the same changes in the whole document.



Styles help to keep your documents consistent with the same look and image; if you want your brand to be recognized and remembered, use your own custom styles, and stand out.

Tips

Changing the styles will only affect the current document, unless the styles are copied using the style organiser or added into the template. If you want to know more, keep reading.

It is not possible to delete base styles such as Normal or Heading 1

How do I change a style using the menu?

Choose the Format menu

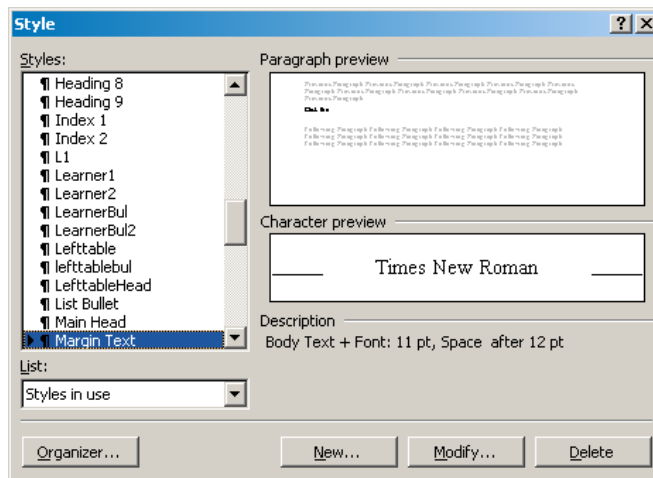
Click on Style...

Click the Modify... button in the dialogue box

Click the format button and make the required changes, and click ok

You can also change the style for the following paragraph if necessary; for example, after using Heading 1, you may want the style to revert to Normal

Click ok when complete.





Creating new styles based on existing styles

How do I create a new style using the style name box?

This is the simplest method of creating a new style.

Type your text into the document, and format it as normal.

Click into the style name box, type in the name for the style, and hit Enter.

How do I create a new style using the Format menu?

Click on the Format menu and choose Style...

Click onto the New... button

Name the style, and choose a style for the following paragraph if required

Click on the  button

Change the formatting elements required, eg font, colour, size, border, etc

Click OK, and OK again

Click Close.

How do I delete a style?

Click on the Format menu and choose Style...

Select the style you want to delete

Click the Delete button

Click Yes to confirm the deletion

Click OK to exit the dialogue box

How can I access my new styles quickly?

You can assign a keyboard shortcut to a style to save having to access menus each time they are to be used.

Click on the Format menu and choose Style...

Select the style you want to assign a shortcut

Click on Modify and Shortcut Key in the next box

Click inside the Press new shortcut key: field Type in the key combination you want to use (Alt and another key), and make sure it is not already assigned, click Assign, and close all boxes.



Using Styles

One benefit of using styles is that you can use them to create newsletters such as this one.

Because you will have your own custom formatting sets, you can apply them to all of your documents to have a consistent look; this is useful for marketing and branding materials where you want to send a strong message about your company.

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How do I create a styles toolbar?

This allows quick access to styles without having to remember keyboard shortcut assignments.

Click on the Tools menu

Choose Customise...

Click on the Toolbars tab and choose New, and type in a name for the toolbar, click OK

This will put a small floating toolbar on the screen

Pick the Commands tab and scroll down until Styles is visible

Click and drag the required styles onto the new toolbar

Click close, and dock the toolbar by double clicking onto it.

Where can I learn more?

Contact us using the details on the left to see how we can help you with your training needs.

We hope you have found this short lesson useful and informative.

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