

Using Styles in Word 2008

Overview of applying, modifying and defining styles

Overview

Microsoft Word offers the option of using **Styles** when creating a document. Styles make formatting text in a document quick and easy, creating a consistent look.

Why Use Styles

Styles are a quick and easy way to make your document look consistent. With a single style you can apply a group of formats including font, size, and color instead of applying them individually.

To work with styles you must first make sure that you are in Print Layout view by clicking **View** → **Print Layout**. Next click **View** → **Formatting Palette** → **Styles** to open the Styles pane in the Formatting Palette. Another way to open the **Formatting Palette** is to click the **Toolbox** button on the Standard Toolbar.

Types of Styles

There are four kinds of styles: paragraph, character, table, and list styles. You can identify the type of style by the icon that appears to the right of the style name in the **Styles** panel of the **Formatting Palette**.



Paragraph styles determine the look of text in a document for an entire paragraph. For example, when you click within a paragraph in a document and apply a paragraph style, the style will be applied to that entire paragraph. By default, the Normal paragraph style is applied to all text in a blank, new document.



Character styles will affect only the word or character that is selected. Character styles are typically used to make a word stand out within a paragraph of text. A few character styles are already built into the **Styles** list, including Emphasis, Subtle Emphasis, and Intense Emphasis.



Table styles determine the appearance of tables. This includes, but is not limited to, formatting for the text of the header row, gridlines, and accent colors for rows. Using table styles allows anyone to quickly apply complex formatting with a single click.



List styles determine the look of lists. This includes characteristics such as bullet or number styles and indentation.

Applying a Style

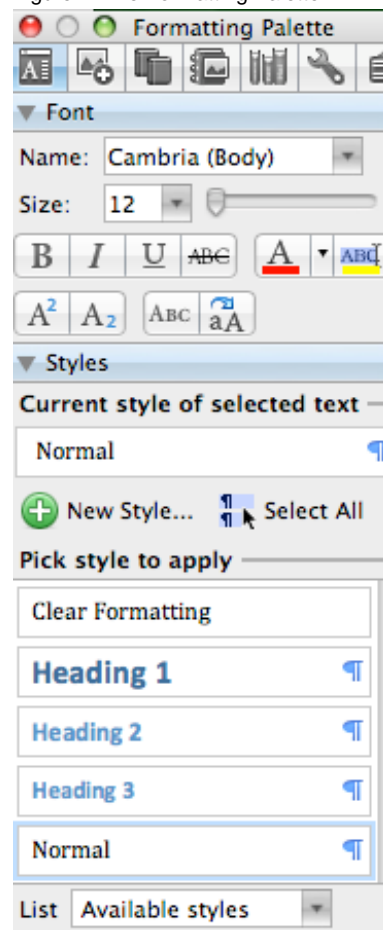
To apply a style select what you would like to apply the style to, such as a word, paragraph, list, or table. Then in the **Styles** panel of the **Formatting Palette**, click the style that you want to apply, for example, Heading 2.

Note: If you are applying a style to a list, make sure you select one of the list styles. If you do not, the bullets or numbers in the list may be removed.

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Figure 1. The Formatting Palette



Quick Guide

Creating Styles



Defining your own styles is useful for creating a custom, unified look throughout a document. There are many options to choose from when creating a style such as font, size, color, justification, spacing, and any other formatting options

1. In the **Styles Pane** of the **Formatting Palette**, click **New Style...**
2. In the window that opens, you can create a name for the style, select the style type and define the attributes of the style.
3. Click the **Format** drop-down menu to see more options. When finished and satisfied, click **OK**.

Modifying Styles

When working with a document, it can become necessary to change the design for a particular element. For example, if you decide that all headings should be 24pt, Arial instead of 20pt, Helvetica you would have to manually go through the document and individually change each header.

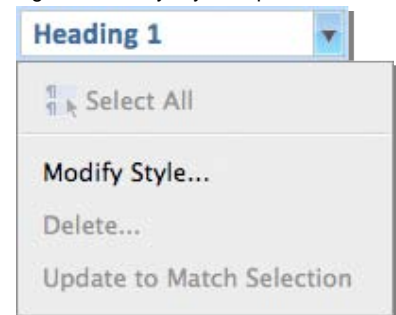
If styles had been used, however, the format of all the headers can be changed by modifying the single style applied throughout the document. For example, if you applied a style to all headings in a document, and updated that style's properties, every header with that style would take on the new look.

To modify the look of a style:

1. Go to the **Styles** panel in the **Formatting Palette**. Hover the mouse over the style that you want to change and click the arrow to the right of the style name.
2. On the drop-down menu that appears, click **Modify Style** and make the changes that you want.

Note: If **Automatically Update** is selected when modifying a style, Word will automatically update a particular style throughout the document to match any new formatting added to a style. This is different than modifying a style because the appearance of a style can be modified directly from the **Formatting Palette**.

Figure 2. Modify Style drop-down menu



Tips on Using Styles

- If you only see a few styles in the **Style** panel, make sure you have **All Styles** on the **List** drop-down menu selected at the bottom of the **Styles** panel.
- If you created a style that you want to be able to use in other documents than the one you are currently working on, note that you have to click the **Add to template** check box when you create the style.

For More Information

A great resource for help where you can find tutorials and informational videos is the Microsoft 2008 website, <http://www.mactopia.com>.

A variety of support services are available from ITS if you would like additional help:

Computer training on a variety of topics is available to faculty, staff, and students at no charge through the Technology Learning Center (TLC). Check out the current TLC training schedule online at <https://www.ithaca.edu/its/workshops>

Online documentation and tutorials on IC-supported computing software and systems are available at <https://www.ithaca.edu/its/traindoc>

Frontline computing support is available through the ITS Helpdesk in 104 Job Hall; send e-mail to helpdesk@ithaca.edu or call 607-274-1000.

Backline consulting support is available in the Technology Learning Center, room 101 Friends Hall.

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