



Introduction to Styles

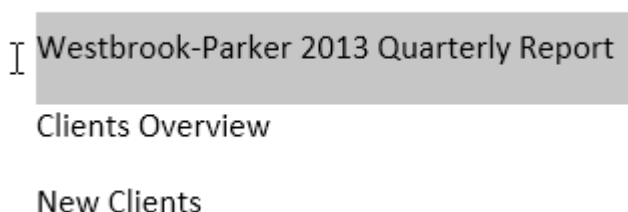
Use IT+

Introduction

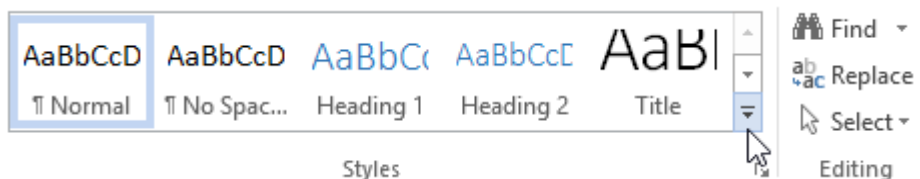
A **style** is a predefined combination of font style, color, and size that can be applied to any text in your document. Styles can help your documents achieve a more professional appearance.

To apply a style:

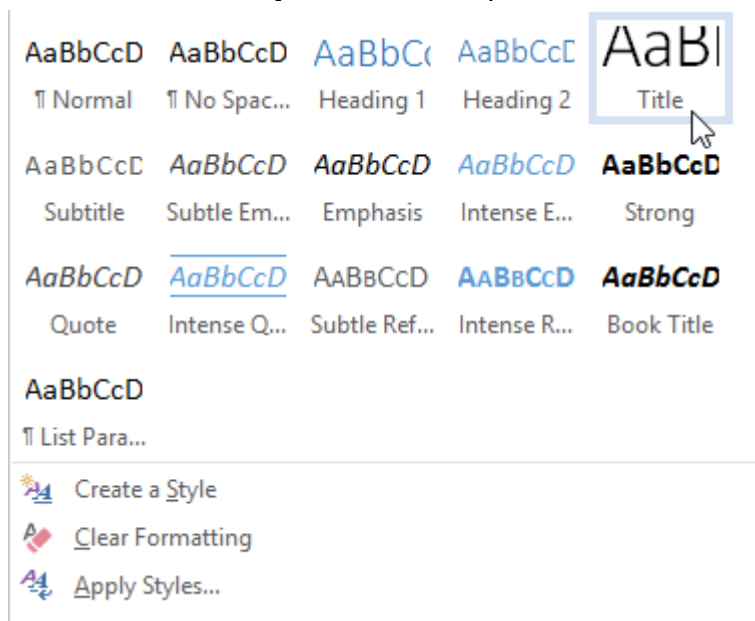
1. Select the text you want to format.



2. In the **Styles** group on the **Home** tab, click the **More** drop-down arrow.



3. Select the **desired style** from the drop-down menu.



4. The text will appear in the selected style.

Westbrook-Parker 2013 Quarterly Report

Clients Overview

New Clients

You can also use styles to create a **table of contents** for your document. We will learn how in the worksheet **How to Create a Table of Contents**.

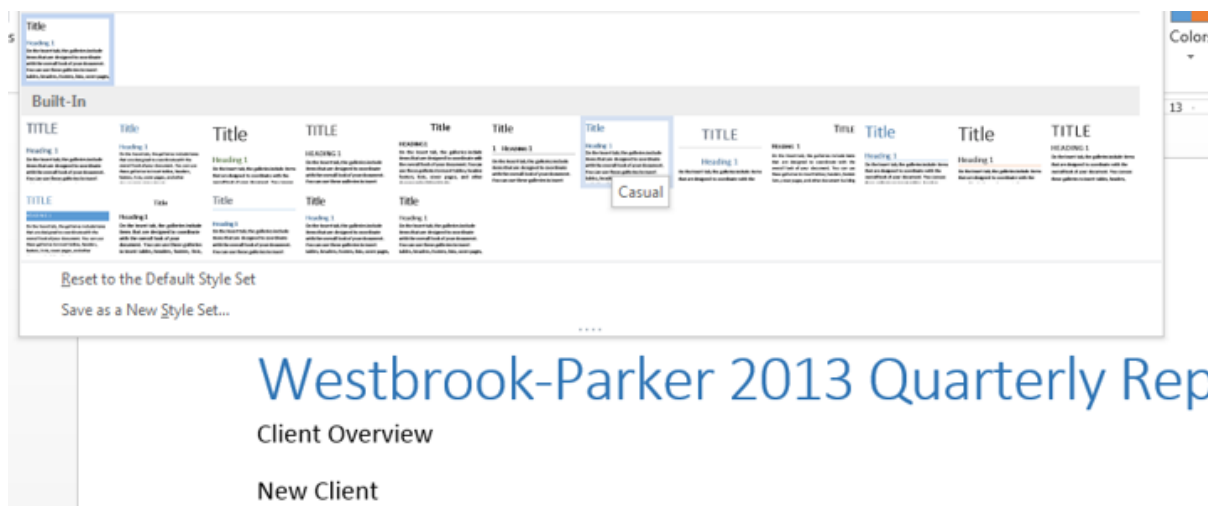
To apply a Style set:

Style sets include a combination of title, heading, and paragraph styles. Style sets allow you to **format all elements** in your document at once instead of modifying each element separately.

1. From the **Design** tab, click the **More** drop-down arrow in the **Document Formatting** group.



2. Choose the **desired style set** from the drop-down menu.

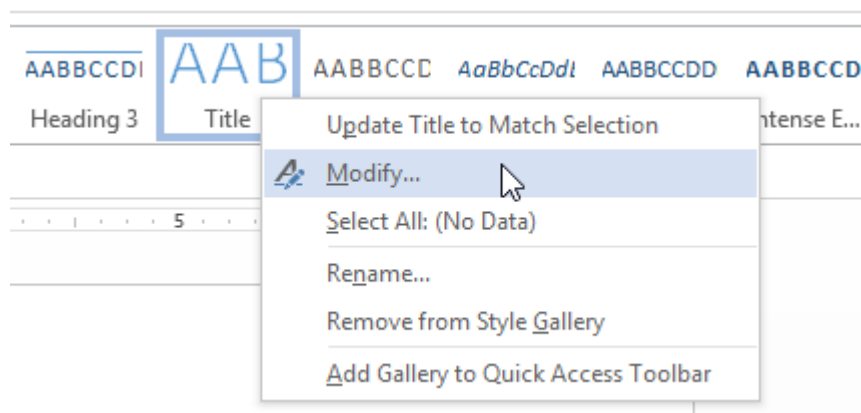


3. The selected style set will be applied to your entire document.

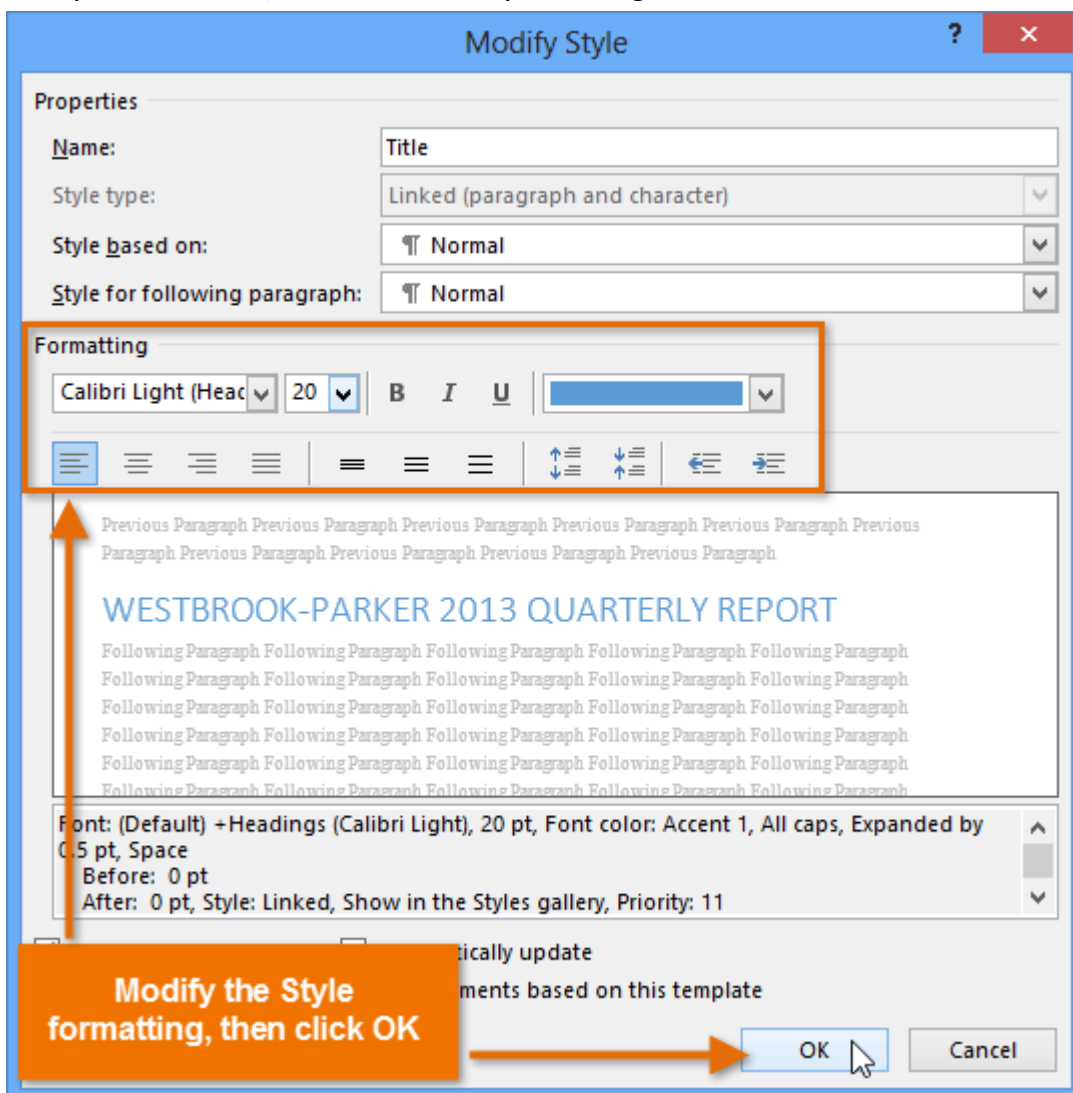


To modify a style:

1. Locate and right-click the **style** you want to change in the **Styles** group, then select **Modify...** from the drop-down menu.



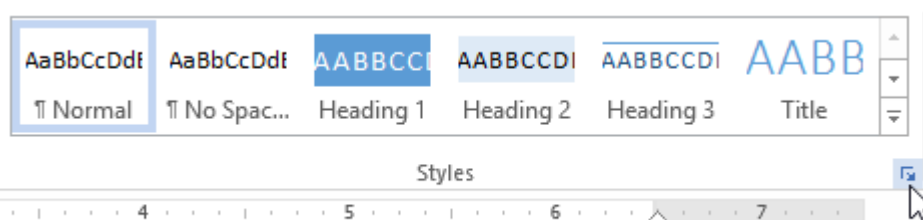
2. A dialog box will appear. Make the **desired formatting changes**, such as font style, size, and color. If you want, you can also change the **name** of the style.
3. When you're satisfied, click **OK** to save your changes.



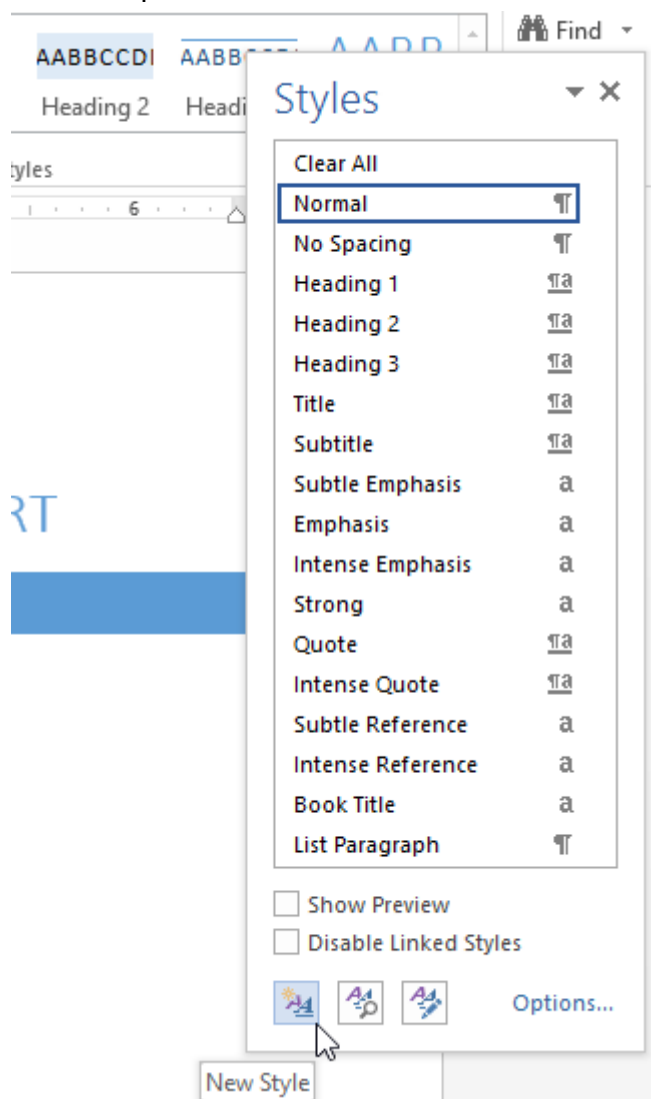
4. The style will be modified.

To create a new style:

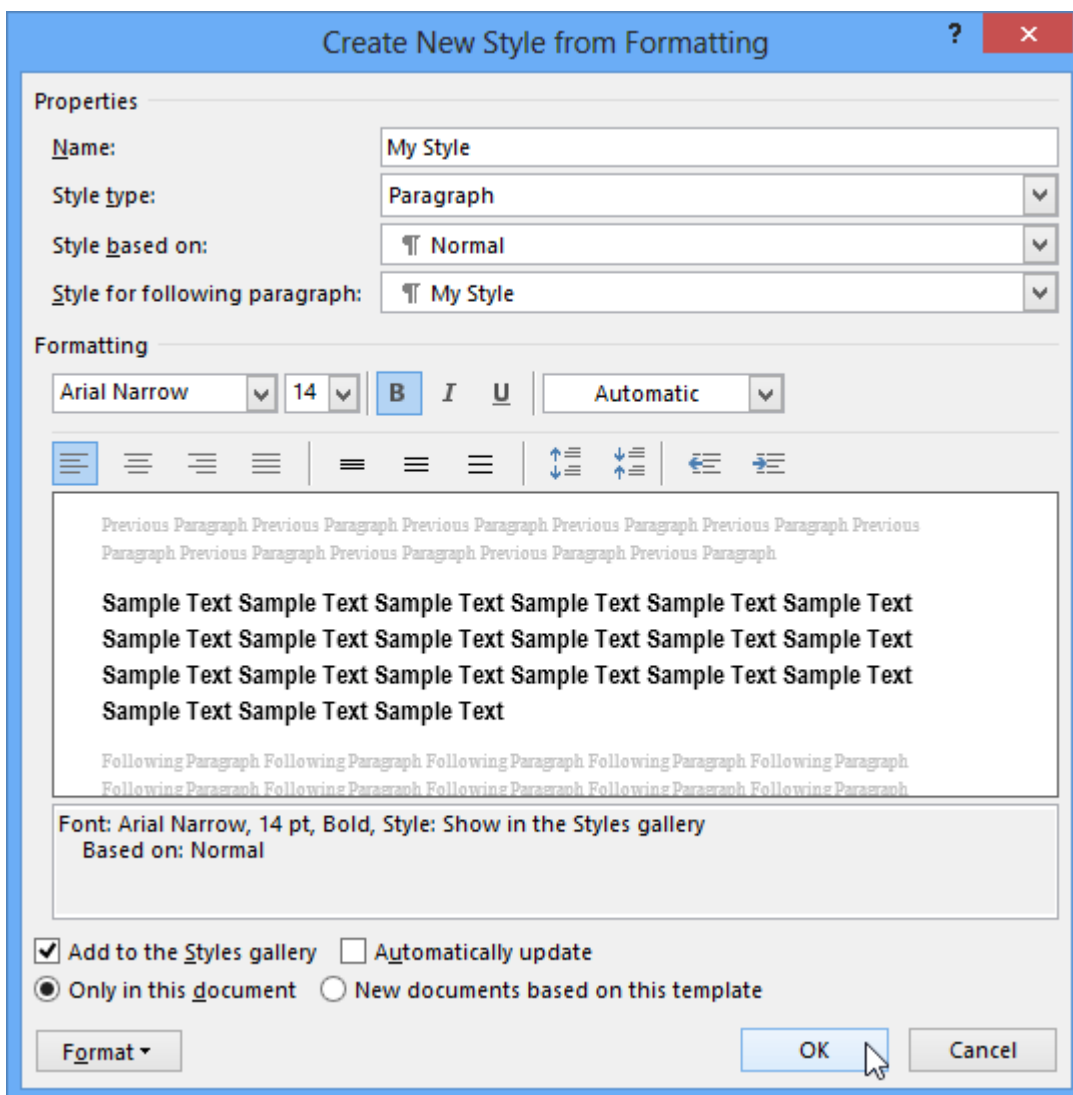
1. Click the **arrow** in the bottom-right corner of the **Styles** group.



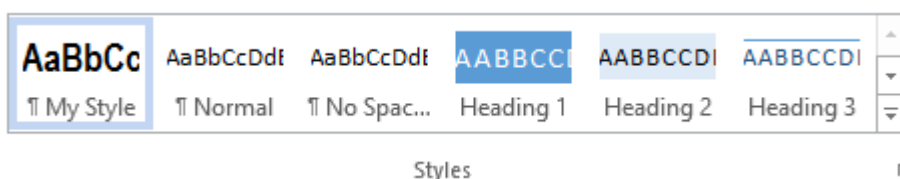
2. The **Styles** task pane will appear. Select the **New Style** button at the bottom of the task pane.



3. A dialog box will appear. Enter a **name** for the style, and choose the **desired text formatting**.
4. When you're satisfied, click **OK**.



5. The new style will appear in the **Styles** group.



Exercise!

1. Apply several different **styles** to different parts of your document.
2. Apply a **style set** to your entire document.
3. Modify an **existing style**.
4. Create a **new style**.