

Styles

What is a Style?

Styles are quick and easy ways of formatting a Word document. They help show the organization of your document by letting certain features, such as headings, stand out more distinctly. When used correctly, styles add consistency and coherency to a document. There are many different types of styles Word has available, all of which have unique formatting and features.

Using Styles

Styles are located at the top of the ribbon in the Styles pane.



To use Styles:

1. Highlight a section of text
2. Click on the desired style from the Styles pane to apply the style to the text

Changing Styles

Styles can be changed in two different ways: by using Modify or by selecting Update Style to Match Selection.

Do NOT use the Font and Paragraph panes alone to change styled text.

Using the Modify...

1. Right-click on the style you want to change in the Styles pane
2. Select Modify from the list
3. Change style's formatting (font, color, size, etc.) in the Format box OR click on the Format list button in the lower left-hand corner to change

Updating Style to Match Selection

This option will change all text already formatted with a particular style.

1. Change the style's formatting (font, color, size, etc.)
2. Right-click on the style in the Styles pane
3. Select "Update...to Match Selection"