
Advanced MSWord

Using Styles

Where do I look for styles?

Styles are built into templates. When you open MSWord, the *Blank Document* template displays. The template includes the following styles:

- ❑ Clear Formatting
- ❑ Heading 1
- ❑ Heading 2
- ❑ Heading 3
- ❑ Normal



Select *Format* → *Styles and Formatting* to display the *Styles and Formatting* pane.

What can I do with this template?

Lots! But you need to make the right choices.

- Most users charge ahead.

They start typing text, using buttons, and making life harder than it has to be.

- Most technical writers display more styles.



Select the *Show* drop-down arrow at the bottom of the pane.

Select *All Styles* from the list.

What do I do with the list of styles?

Apply them to text!



Type: The rain in Spain falls mainly in the plain.

Notice in the *Style* drop-down box that the style is *Normal*.

Select a new style.

1. Click the *Style* drop-down arrow, and scroll down to *1. List Number*.
 2. Click **1. List Number**. The sentence changes to a numbered list format.
 3. Press the **Enter** key. The numbered list continues.
 4. Type more text and press the **Enter** key to get several lines of numbered text.
 5. Click in line 3.
 6. Click the *Style* drop-down arrow, and scroll down to *List Bullet 2*.
 7. Click **List Bullet 2**. The sentence changes to a bulleted format.
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How does MSWord know what to do?

Each style is collection of formatting commands. When a style is applied to a piece of text, the text displays and prints with a specific set of attributes applied to it.

- ❑ Font (a typeface like Arial or Tahoma)
 - ❑ Size (in points; 1 point = 1/72 inch)
 - ❑ Paragraph indents
 - ❑ Space before and after the paragraph
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Can I see the formatting commands?

- Yes! You can also change them. You just need a bit of background first.



Click the Show/Hide (¶) button to display formatting.

- Notice that every space, tab, and return in the document is marked with a symbol.
- Pay particular attention to the paragraph marks (¶).

These paragraph marks include all of the formatting for the text appearing in front of it—not behind it—but in front of it.

When I changed the *1. List Number* style to the *List Bullet 2* style, I clicked in front of the paragraph mark and selected a new style.

How do I make changes?

- Let's change the *List Bullet 2* style.



Click in line 3, the line with the *List Bullet 2* style applied.

Notice that the style displays in the box at the top of the pane.

Right-click the box and select **Modify** from the pop-up menu.

Select the Font Color drop-down button.

Select a color, and then select **OK**.

The color of the text changes...

And I should be excited because?

- Because applied styles allow you to make sweeping changes across hundreds of pages of text.

Let's make the same color change in a large document that has many styles applied.

What else should I know about styles?

- We are looking only at two types of styles.
 - Paragraph styles...¶ in the pane
When you select this type of style, attributes are applied to all of the text that comes before the paragraph mark.
 - Character styles...a in the pane
When you select this type of style, attributes are applied to selected text *only*. Character styles are good for applying bold or italic to text when that text must be single-sourced to another medium.
- You should explore the additional style types:
 - Table
 - List

Are styles used in other software?

- Yes!

In fact that is the good news about learning to use styles. The understanding of styles that you gain from learning to use them in MSWord is transferable to other software.

In fact when you hand code HTML and you type `text text text`, you are applying a character style.

Is there more that you can show me?

- Yes!

I'm going to end the slide show now.

- Pull out your handout.
- Pull out your pen.

We're going to play with styles.
