

Introduction to Styles



This document will give you an insight into some of the benefits of using “Styles” in a Word document.

Styles have been around for a while but in Word 2003 the option to customise and use them were not so easy to find, now in Word 2007 (and 2010) the option to use Styles is right up front on the Ribbon*.

If you later upgrade (or are already using Office 2007 or above) you can re-use this document to work with the Styles set up in it. Just save a copy of this document and delete all of the content after the table of contents. The Styles will stay in the blank document which you can then use. You can also delete or change this front sheet to suit what you need.

The methods in this document assume that you have used Word 2003 or above and are familiar with the basics of formatting text in Word.

So...Lets get started!

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(To go to a particular paragraph quickly use Ctrl + Click on the relevant Contents heading text above.)

1 WHY BOTHER...WITH STYLES

So why would you bother with Styles?

Simply, Styles will save you time and frustration, even on documents just a couple of pages long.

If you write or edit documents;

- that have paragraphs which are numbered
- where you might want to move chunks of the text around when you are drawing your thoughts together
- need an automatic table of contents

Then Styles can help you save time...and headaches.

2 WHAT ARE STYLES?

Styles are a simple way to:

- Apply standard formatting to the text and paragraphs in your document, while you type
- Keep numbering of paragraphs in order, even if you move the text around
- Keep numbering in order if your Headings have Sub Headings which also need to be numbered
- Create “Tables of Contents” for your document, in around 3 clicks.

Although you may not know it, in Word you are always working in a Style. The text you work with most of the time is in a Style called “Normal”.

3 HOW DO I FIND WHAT TO USE?

In Word 2007, Styles are accessed directly from the Ribbon or, if you prefer, by setting up shortcut keys. In this first section I will show you how to apply Styles directly from the Ribbon.

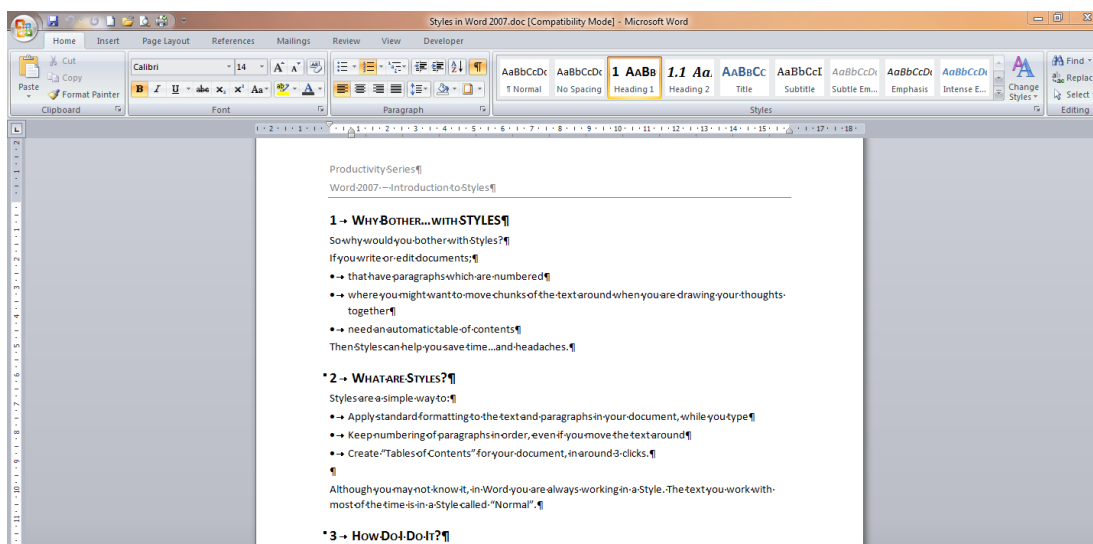


Figure 1

The Styles area on the ribbon shows the style in the part of the document where the cursor is placed.

In

, above, the cursor was in paragraph heading “3 How do I do it” and the Style option for “Heading 1” is highlighted.

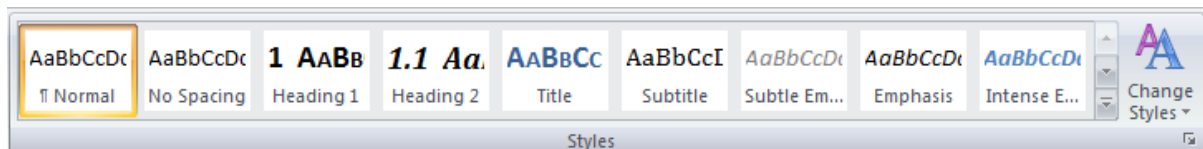


Figure 2

In Figure 2 this is how you would see the Styles indicated when using Normal paragraph text.

4 WHAT CAN YOU SET-UP IN A STYLE

Each Style represents a different kind of formatting for your text.

In Styles you can control the formatting for:

- Font
- Paragraph
- Tabs
- Borders
- Language
- Frames
- Numbering
- Shortcut Key

The Styles that this document will work with are:

- Normal
- Heading 1
- Heading 2

And the formatting we will work with includes:

- Font
- Paragraph

With these five options you will get a good idea of what you can do using Styles.

5 TO APPLY A STYLE IN YOUR DOCUMENT

All you need to do to apply a Style is to click the Style option that you want on the Ribbon and ...start typing.

When you enter a new line (carriage return/paragraph mark) Word will take care of the formatting of the next paragraph for you. This is all set up in the Style formatting.

If you decide later that you want to change the applied Style, simply click in the text which you want to change and choose the Style you want to apply from the Ribbon.

6 CHANGING A STYLE'S STYLE!

The simplest way to change how a Style looks is to format some text in the way you want the Style to look, select that text and set the Style to look like it.

(As with most options in Word there are several ways to do this – this is the simplest just to get you started.)

The following 2 Steps show you what to do.

6.1 STEP 1 – FORMAT YOUR TEXT

- Set up your text to look the way you want the Style to look
- Select the text

6.2 STEP 2 – UPDATE THE EXISTING STYLE

On the Ribbon (See Figure 3):

- Click with the Right Mouse Button on the Style which you want to modify
- Choose Update [Style Name] to match selection (in our example *Heading 1*)
- The Style will now apply your formatting when it is used.

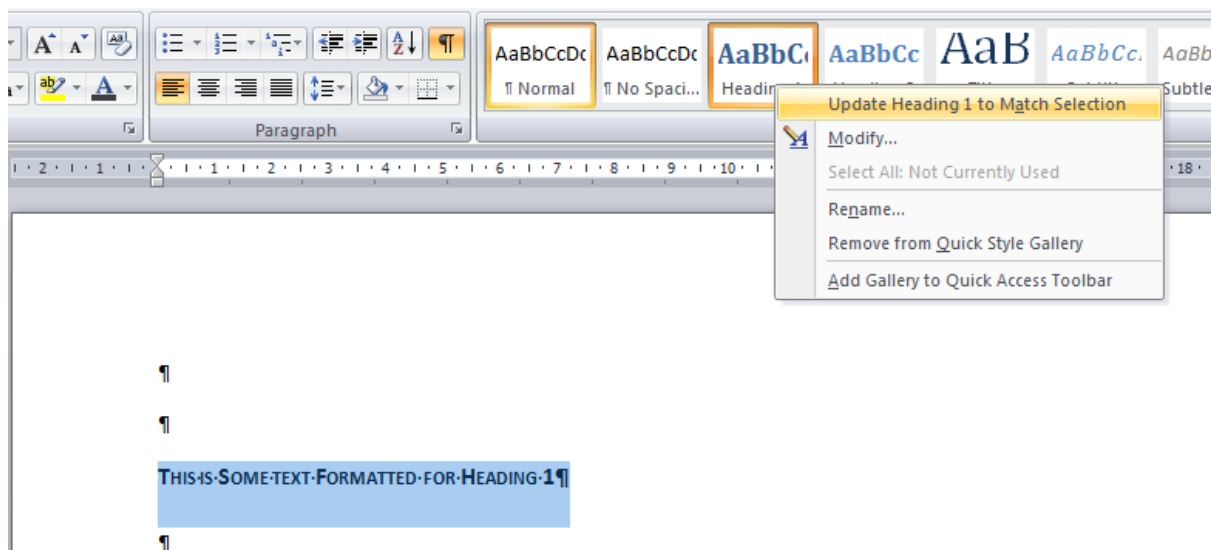


Figure 3

Make sure you click with the “Right” mouse button, because if you click with the “normal” mouse button you will apply the existing style and it will look like it hasn’t worked ☹.

If you have used the Style anywhere in your document, this will also be updated automatically for you.

You can do this for all types of Style, Normal text, Paragraph headings etc.

7 NUMBERING WITH STYLES

One of the BIG benefits of using Styles is keeping Paragraph numbering under control.

As you can see in this Document we have numbered paragraphs and sub paragraphs. These are all determined by the Style applied to the paragraph heading. If I was to move paragraphs around in the

document, so long as I take the Paragraph heading with the text, it will renumber automatically for me. POWERFUL!

7.1 NUMBERING WITH STYLES

To Apply Numbering to your headings:

- Apply your heading style
- In **Paragraph** choose the **Multilevel list tool**
- Select the numbering you require from the drop down (see Figure 4)
- Numbering will be applied to your Paragraph Heading and all others using Heading Styles 1- 9.

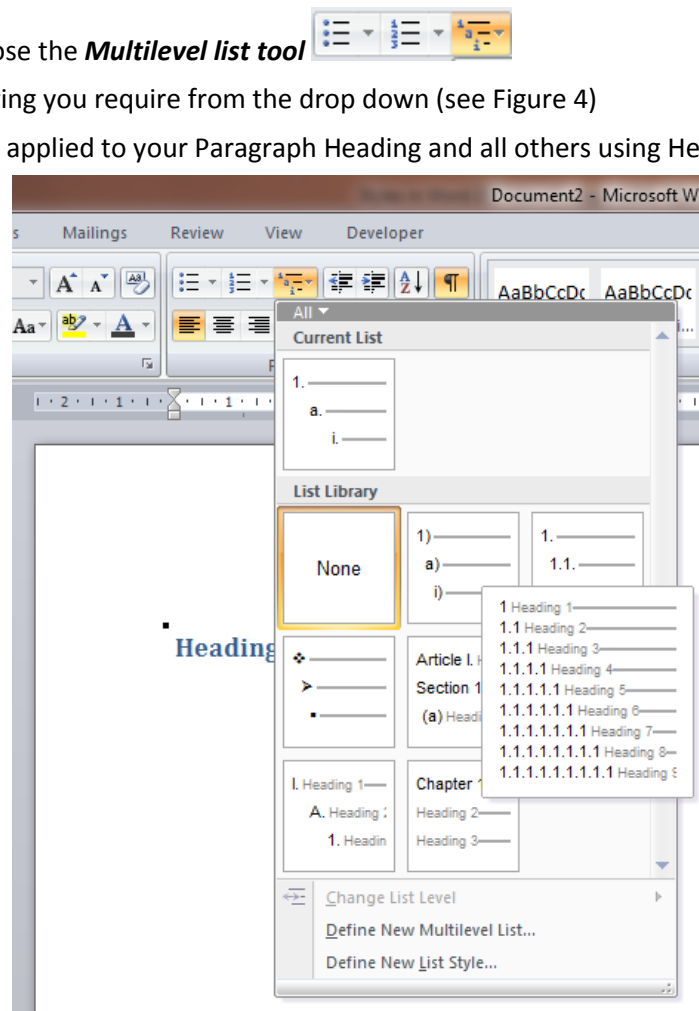
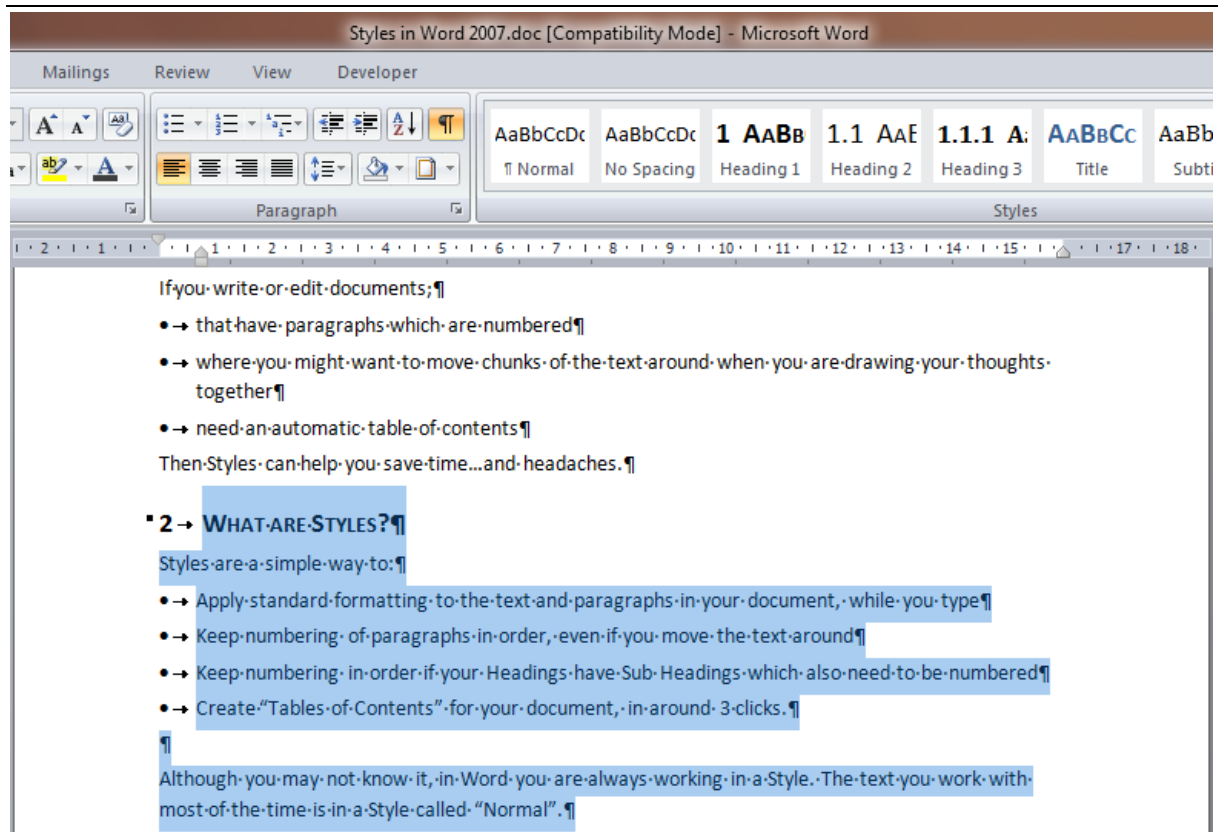


Figure 4

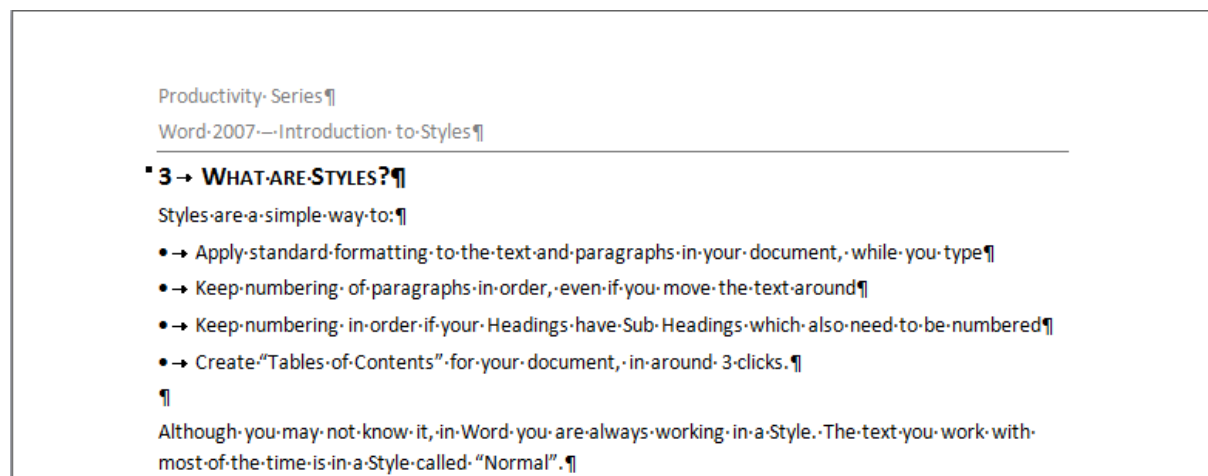
7.2 MOVING A PARAGRAPH BY CUTTING AND PASTING

The following screen shots will walk you through the process of moving paragraphs around and re-numbering .

- First select the paragraph you want to move
- Cut it to the Clip board (Notice that any paragraphs after this will re-number).



Paste the text where you want to move it to and the heading will re-number.



(You can also use the View Tab, Outline option to do this.)

8 TABLE OF CONTENTS

If you need to add a Table of Contents (TOC) this is also quite simple to do. Word bases it's table of contents on Syles "Heading 1" through to "Heading 9"
So first of all to use and automatically created TOC, you must have used Headings 1 to 9 Styles.
The TOC in this document is created using the following method.

8.1 INSERT A TOC

To start, click in your document where you want to put the Table of Contents.

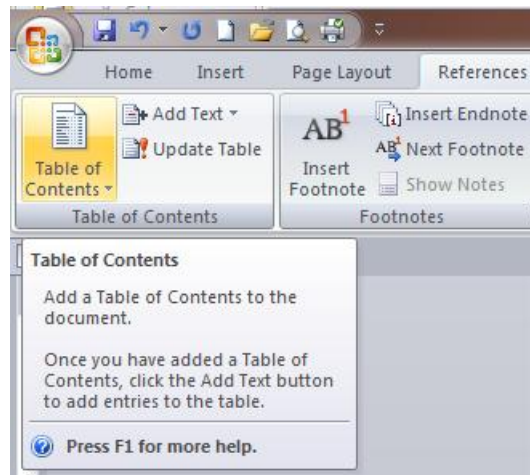
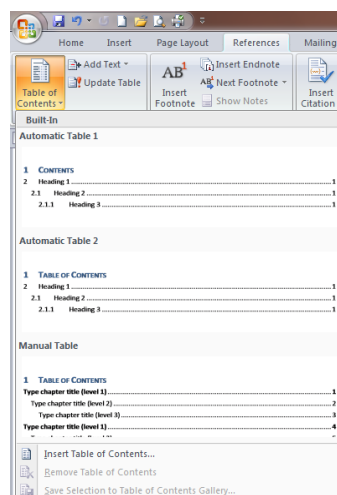


Figure 5

- Select the References tab
- Click the small drop down arrow
- Select the look of the table of content you want (or you dislike the least!)



The table of contents will be added into your document

8.2 UPDATING TABLE OF CONTENTS

When your document changes, new pages or paragraphs moved around etc., you can update the table of contents:

- Click in the table of Contents
- Select the function Key F9
- The TOC may update automatically or you may see the screen below
- Select the option you want and click OK, the TOC will update to show your changes
- In addition the TOC will update when you print your document, so if you forget to update it, no worries!

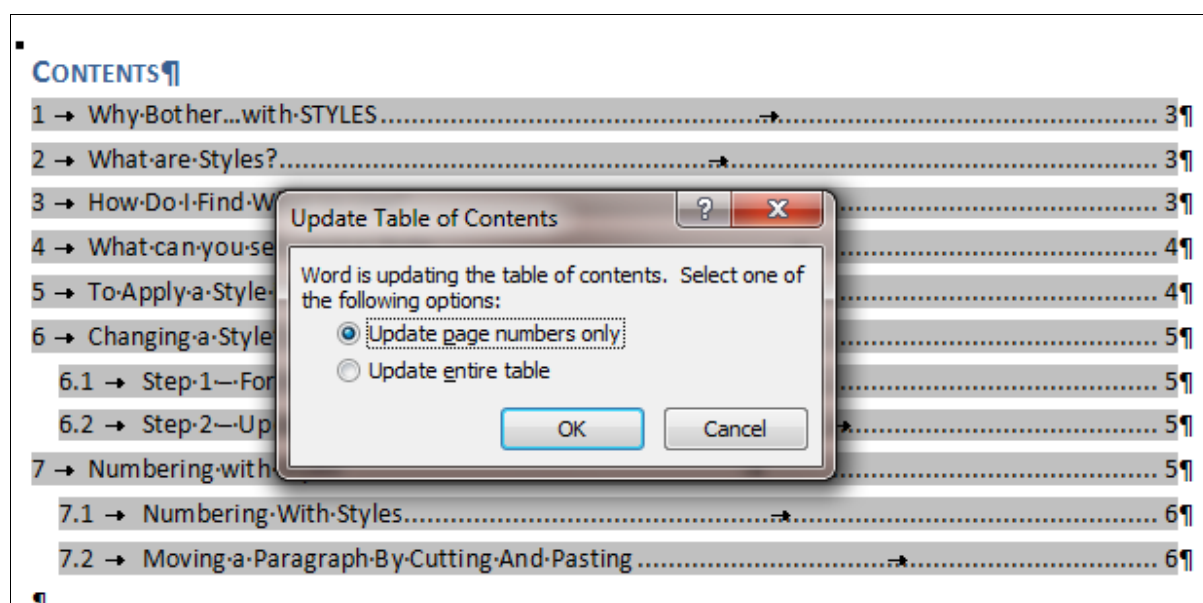


Figure 6

9 STYLES, NUMBERING AND TABLES OF CONTENTS

So there it is, a whistle stop tour of what you can do in Word with Styles to help you with the look of your headings and paragraph numbering, and the lovely bonus of an updatable table of contents almost “For Free”

There are lots more advantages to using Styles. Look out for the next in the series which will introduce you to the customisation which you can do to get the styles just exactly the way you want them.

Cool Stuff!!



Good luck and check back to the web site

<http://www.hawthornsoftware.co.uk/tips-tools-and-downloads.html>

For more additions to our Productivity Series!