

# Create and Use Styles in Word

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*Using styles in Word is the best way to create consistent, well-formatted documents.* In Word, a style is a collection of formatting instructions that can be applied to different types of paragraphs (such as normal/body text, titles and headings) in your document. For example, you may want all the ordinary body text in a smaller font and all titles to appear in a larger, heavier font. Setting up styles for headings allows simple creation of tables of contents.

To see the default styles for your document: In the FORMAT menu, click STYLES AND FORMATTING. Word will display the Styles and Formatting task pane.

## 2 Change the normal style

In a blank document, in the STYLES AND FORMATTING side pane, you will see a basic list of styles available. Your cursor will automatically type in the normal style (the default style). By changing the Normal style, you can create a basic paragraph style (including font settings, line spacing, justification, color, indentation – everything you can do to a paragraph normally but this time they are saved as a style). To adjust the Normal style, place the mouse over the word Normal, click on the arrow that appears and select MODIFY from the menu. To learn about the many font, and paragraph features that can be modified, see [How To # and #](#).

## 3 Headings with numbering

You can set up styles for all the headings in the list (1 – 3) and add more headings. To create numbering so that when you click on a heading it will automatically add the next sequential number, select MODIFY from the Heading 1 menu. In the pop-up menu that appears, select FORMAT and then choose NUMBERING. Choose the OUTLINE NUMBERED tab. If you choose the option that gives Heading 1 a “1.0” number, you will notice when you click OK and close the format menu that the other headings in the list will add their natural cascading numbers to suit this numbering style, e.g., Heading 2 will become 1.1 and Heading 3 will become 1.1.1 and so on. More levels of headings will appear from heading 1 to 9. When you apply the headings to your text in documents, the numbering will automatically update so you don’t have to keep track of the last number and update them manually. Whenever you create a new Level 1 heading, the number will increase to 2.0, 3.0 and so on.

## 4 Apply styles

To apply a style, select the text you wish to change and then click on the style in the Styles and formatting task bar. You may add customized icons in your toolbars for frequently used styles (like normal, Header 1, etc.).

## 5 Create a new style

At the top of the STYLES AND FORMATTING MENU, click on NEW STYLE. Here you can name the style, such as “Project Titles” and modify to suit. The custom style will appear in the list in alphabetical order.

## 6 Save style templates

If you have set up many styles and know you will want to use them again in future documents, you can save the document as a template (delete any customized text in there). Ensure that the template is saved in this location: C:\Documents and Settings\\Application Data\Microsoft\Templates. To bring these styles into a new document, select FORMAT, THEME, and then click on STYLE GALLERY at the bottom of the pop-up menu. From here choose the template and click OK. The styles you saved to the template will appear in your new document.