Styles

You apply text formatting in a document by using styles. Styles are sets of formatting characteristics that define the appearance recurring text components, such as headings or captions. When you apply a style, you actually apply several formatting options in one step. For example, if you want all of the section titles in your document to be 16pt, Arial, and center-aligned, you can save and apply this combination of formatting options as a style. Styles help you maintain formatting consistency within and between documents.

Applying styles

You can apply a style to text in one of two ways. The first way is to select the text and then select the desired style from the Style list on the Formatting toolbar. The second way is by using the Styles and Formatting task pane.

To apply a style:

1. Select the text to which you want to apply a style.
2. Choose Format, Styles and Formatting—or click the Styles and Formatting button on the Formatting toolbar—to display the Styles and Formatting task pane.
3. From the Pick formatting to apply list, select the desired style.
4. Click Apply.

Creating styles by example

The Format Painter tool allows you to copy the formatting from one text selection to another. However, if you plan to use the same formatting properties repeatedly, it
might be more efficient to create a new style. It’s easy to create a style based on the formatting of selected text.

1. Select the text on which you want to base the new style.
2. Click anywhere in the Style list and type a name for the new style.
3. Press Enter to create the style, which will always be available in the Style list for the document.

**Creating a new style based on an existing style**

You can perform most formatting tasks by using the Styles and Formatting task pane. Using this pane, you can view formatting details for the selected text, apply a standard style, modify an existing style, or create a new style. One convenient way to create a new style is by modifying an existing style and storing it under a new name.

To create a new style:

1. Display the Styles and Formatting pane.
2. Click **New Style** to open the New Style dialog box (as shown below).

   ![The New Style dialog box](image)

3. In the Name box, enter a name for the style.
4. From the Style type list, select a type. You can select either **Paragraph** or **Character**.
5. From the Style based on list, select the style on which you want to base the new style. Under Formatting, specify options such as font style, tabs, borders, and numbering.
6. Click **Format** to access additional formatting options, such as tabs and borders.
7. To make the style available for all documents, check Add to template.
8. Click **OK** to close the dialog box and save the new style.
Modifying styles

At times, you might want to change the font size or color of a particular style. With Word, you can change a style and apply the change automatically to any text that was previously formatted with the style. You can change the style’s font properties, borders, tabs, and numbering.

To modify a style:

1. Display the Styles and Formatting task pane. In the Pick formatting to apply list, right-click the style you want to modify.
2. From the shortcut menu, choose Modify to open the Modify Style dialog box (as shown below).

![The Modify Style dialog box]

3. Click Format to display the shortcut menu.
4. From the shortcut menu, choose the formatting option you want to modify. For example, you can choose Paragraph to change paragraph properties.
5. Change the desired setting, and then click OK.
6. Click OK to close the Modify Style dialog box and save the new setting(s).
**Overriding styles**

At times, you might want to change the formatting of text after you’ve applied a style to it. For example, after you’ve applied Heading 1 style to a heading in a document, you may want to increase the heading’s font size to 20. You can do this by selecting the text and formatting it. This action overrides formatting applied by the style. However, if the Automatically update box is checked in the New Style dialog box, then manual formatting will redefine the style.

When you override a style, the Styles and Formatting task pane shows the additional formatting applied to the style with the style name in the Pick formatting to apply list. You can select Available styles from the Show list to show only the style names in the Pick formatting to apply list.

**Deleting styles**

You can delete a style from a document by using the Styles and Formatting task pane. When you delete a style, the text reverts to the style that was previously applied. In addition, any manual formatting will remain.

1. Display the Styles and Formatting task pane. In the Pick formatting to apply list, right-click on the name of the style you would like to delete. This will display the shortcut menu.
2. Choose **Delete . . .** and a confirmation message box appears (as shown below).

3. Click **Yes** to delete the style. Verify that the style you deleted is no longer available.