



## Word 2003: Text Styles

### Learning guide

#### What is a text style?

- A text style is a set of **formatting characteristics** that you can quickly apply to text in your document. When you apply a style to a block of selected text, you can simultaneously make several formatting changes.
- Word provides predefined styles, and you can also create custom styles for your document.

#### How can text styles save me time?

Because text styles allow you to apply several formatting changes at once, they have several advantages:

- **One-step process:** Instead of applying text formatting in multiple steps (*for example, making a heading stand out with bolding, 16-point text size, and the Arial font*), you could accomplish the same formatting by applying a style (*for example, Heading 1*) to your text in a single step.
- **Universal & instant formatting changes:** Whenever you wish to modify text formatting in your document, a single modification to a text style will be instantly applied throughout your document to any text already formatted with that style.

Text Styles are most useful when....

**You need to apply consistent formatting throughout a document.** Because you can simply apply a text style by name instead of remembering a series of formatting steps, you'll be able to complete your document more quickly and maintain a consistent look throughout it.

**You need to design a very long document.** Applying text styles by name can be done more quickly than applying multiple formats repeatedly throughout a long document. In addition, styles can be easily and consistently applied by colleagues working together on a single document or group of related documents.

## Two Types of Styles: Character and Paragraph

### Paragraph styles

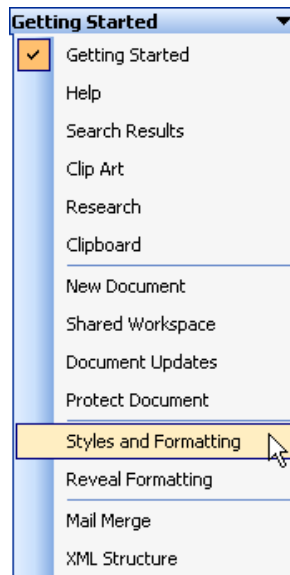
- Paragraph styles control all aspects of a paragraph's appearance, including text formatting, paragraph indents and spacing, tab settings, and borders.
- Paragraph styles can be used to quickly and consistently format large blocks of text or entire documents.

### Character styles

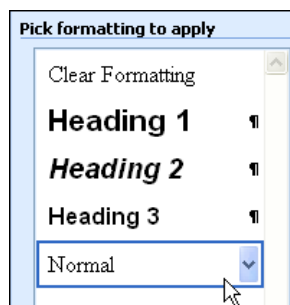
- Character styles control the formatting for selected text within a paragraph.
- Text within a paragraph can receive a character style even if a paragraph style has already been applied to the entire paragraph.
- Character styles work best when you need to apply a consistent set of formatting within multiple paragraphs, often to emphasize a concept or key point.

## Applying an existing text style

- Select the text or paragraph you wish to format.
- Confirm that the **task pane** is displaying at the right side of the Word window.
- If the task pane is not displayed:
  - From the **View** menu, select **Task Pane**.
- Click on the down-facing arrow at the top right corner of the task pane titled **Getting Started**.
- From the menu that appears, select **Styles and Formatting**.



- In the box labeled **Pick formatting to Apply**, click on the name of the style that you wish to apply.
- Word will apply the formatting characteristics of the style you chose to the text or paragraph that you selected.



## Creating a new text style

### Creating a paragraph style using already-formatted text

The easiest way to create a new text style is to use a block of text that is already formatted. Once you have created and named the new style, you can apply this new set of formatting attributes easily and consistently throughout your document.

- Highlight the block of text containing the formatting you wish to save as your new style.
  - To create a paragraph style, highlight an entire formatted paragraph.
  - To create a character style, highlight the text containing the formatting you wish to create in your text style.

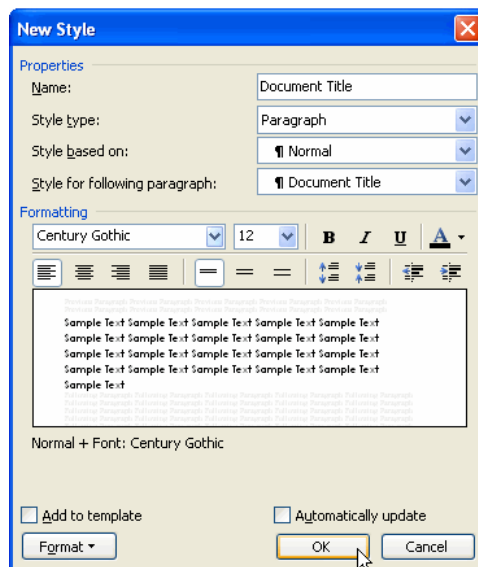
**To Whom It May Concern:**

*The text above is formatted with the Century Gothic font in 12 point size.*

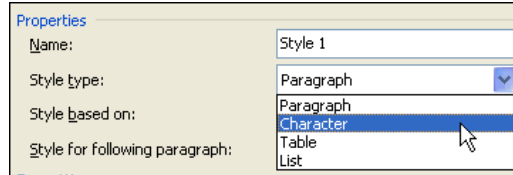
- In the **Styles and Formatting** task pane, click on the button labeled **New Style**.



- The **New Style** window will appear allowing you to name and customize the style you wish to create.



- In the box labeled **Name**, type a descriptive name for your new style.
- By default, Word will make your new style a paragraph style.
- To save your style as a character style:
  - Click on the down-facing arrow next to the box labeled **Style type**.
  - From the drop-down menu that appears, select **Character**.



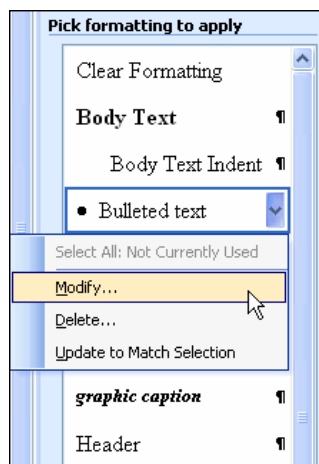
- Click on the button labeled **Ok** to save your new style.

***Tip:** When naming your styles, use descriptive names that will indicate where you'll use the style in your document. For example, **Body text, section header, and figure caption** are effective style names.*

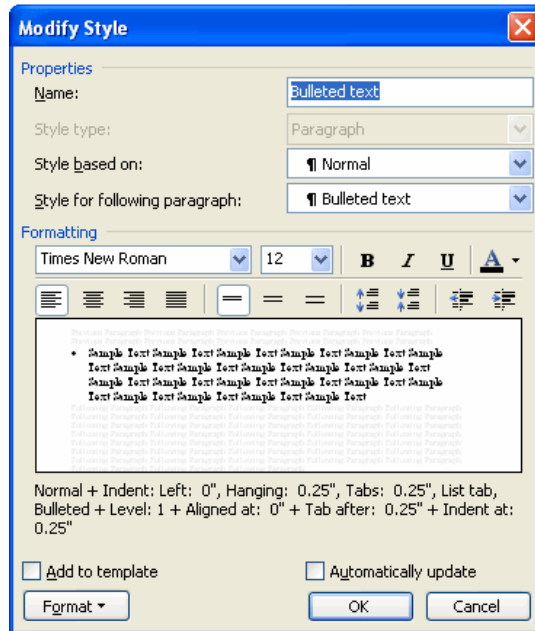
## Modifying a style

Once you have created a style, it's easy to modify it. When your modifications are complete, they will automatically be applied to all of the text in your document that uses the style you modified.

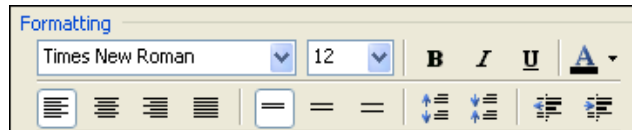
- In the **Styles and Formatting** task pane, place your cursor over the name of the style you wish to modify.
- Click on the down-facing arrow that appears to the right of the style's name.
- From the menu that appears, select **Modify**.



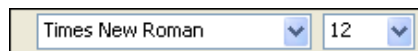
- The **Modify Style** window will appear allowing you to make extensive changes to the formatting of your style.



- In the box labeled **Name**, type any changes to your style's name.
- To make changes to the font, size, formatting, or color of your style's text, use the upper toolbar in the **Formatting** area.

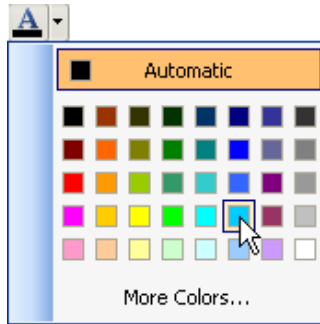


- To change the font, click on the down-facing arrow next to the box containing the name of your current font.
- To change the font size, click on the down-facing arrow next to the box containing the size of your current font.

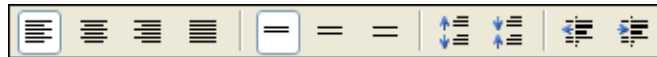


- To apply bold formatting to your style's text click on the button labeled **B**.
- To apply italic formatting, click on the button labeled *I*.
- To apply underlining, click on the button labeled U.

- To change the color of your text:
  - Click on the down-facing arrow next to the button labeled **A**.
  - From the drop-down menu that appears, click on the square containing the color that you wish to apply to your style's text.



- To make changes to the alignment, line spacing, paragraph spacing, and indentation of your style's text, use the lower toolbar in the **Formatting** area.





- To apply different alignment formatting to your style's text, click on one of the alignment buttons.

Button	Command
	Left-align the current paragraph or selected text
	Center the current paragraph or selected text
	Right-align the current paragraph or selected text
	Justify the current paragraph or selected text



- To apply different line spacing, click on one of the line spacing buttons.

Button	Command
	Apply single line spacing <i>12 points of space between each line</i>
	Apply 1.5 line spacing <i>18 points of space between each line</i>
	Apply double line spacing <i>24 points of space between each line</i>

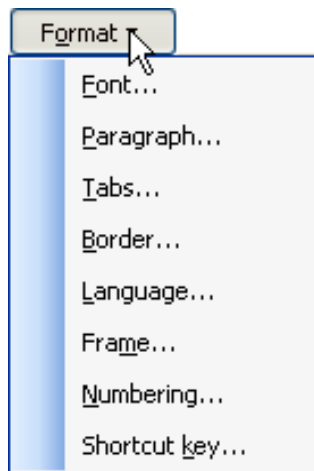
- To change the spacing between paragraphs, click on one of the paragraph spacing buttons.

Button	Command
	Increase the spacing between paragraphs.
	Decrease the spacing between paragraphs.

- To change the amount your style's text is indented, click on one of the indent buttons.

Button	Command
	Increase the amount that your style's text is indented.
	Decrease the amount that your style's text is indented.

- To make additional changes to your style's text:
  - Click the button labeled **Format** at the bottom left corner of the **Modify Style** window.
  - From the menu that appears, choose the type of formatting change that you wish to make.



Format...	Options...
Font	Font face, size, style, color, and effects
Paragraph	Alignment, indentation, line spacing
Tabs	Tab locations and alignment
Border	Text border and background color

- Once you've finished making modifications to your style, click the button labeled **Ok** to save your changes.