

## Styles

**Note: The <Return> key on the keyboard is the same as the <Enter> key.**

### Styles

Styles are used to apply a particular format to a given piece of text (e.g. a heading, list item or quotation). This ensures that similar pieces of text are formatted in exactly the same way, thereby maintaining consistency within a single or between several documents.

Word supports four types of styles: *paragraph styles*, *character styles*, *table styles* and *list styles*. Paragraph styles include both font (size, type, color, bold/italic) and layout (justification, line spacing) settings. Paragraph styles are, as might be expected, usually applied to whole paragraphs; however they can also be applied retrospectively as character styles to selected text (when only the font settings are activated). The default paragraph style is called *Normal*.

Character styles are used for changing the format of a particular piece of text within a paragraph. They contain only font settings. The default character style is called *Default Paragraph Font*. Table styles contain cell border, shading and alignment (as well as font) settings. List styles contain numbering (or bulleting) settings (+ font etc) for each level in a list.

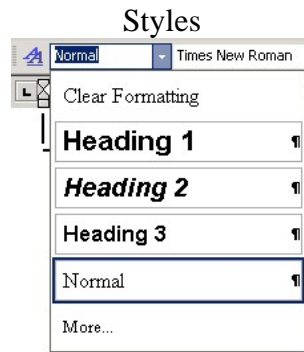
There are many reasons for using styles, apart from consistency. Styles are simple to use and save you having to first turn on formatting and then turn it off again to return to normal. One paragraph style can be set to automatically change to another as you press the *Return* key to end a paragraph. You can define your own styles and/or modify the ones provided by Microsoft Word. If you modify a style in a document, all paragraphs or occurrences of text using that style are reformatted to reflect the new style. Finally, styles can be used to generate an *Index* and/or *Table of Contents* or *Figures*.

Styles are associated with the document or template in which they are first defined. However it is possible to associate or merge styles from another document or template into the current one.

### Using the Default Paragraph Styles

The styles currently defined for any document can be displayed by clicking on the *list arrow* attached to the **[Style]** button on the *Formatting* toolbar. Each style name is displayed in its own format, with the style type shown by symbols on the far right. Each paragraph has its own style setting.

1. Start up Word or create a new document then click on the *list arrow* attached to the **[Style]** button (on the left of the *Formatting* toolbar) - the list of styles is displayed on the next page:



This shows four pre-defined paragraph styles (denoted by a paragraph mark ¶). These derive from the template being used for the document - in this case the default template, *normal.dot*. To use a style (e.g. *Heading 1*):

2. Click on **Heading 1** - the name in the style box will change from *Normal* to *Heading 1*
3. Type in the words for your first heading - e.g. **Exercise on Using Styles** - the words will appear larger (16 point) and bolder than normal and in a different font (Arial)
4. Press **<Return>** - the style name will automatically be reset to *Normal*
5. Press **<Return>** again for a blank line then type in a couple of lines of ordinary text (You can use the shortcut **=rand(1,4) <Return>** which will give you one paragraph with four sentences to use) (which appears in 12 point Times New Roman font)

Paragraph styles can be applied at any time to a particular paragraph - they do not have to be set in advance of typing. To demonstrate this:

6. Make sure the typing position is within the paragraph - press **<Backspace>** if necessary
7. Click on the *list arrow* attached to the **[Style]** button again
8. Choose **Heading 2** - the whole paragraph will change to Arial bold italic 14 point
9. Click on the **[Style]** *list arrow* again and choose **Normal** - the text will return to Times New Roman 12 point

If you select part of a paragraph, you can apply a style to just the selected text:

10. Select part of your normal text - a single word will suffice (*double click* on it)
11. Click on the **[Style]** *list arrow* and choose **Heading 2** - the text changes to Arial 14 bold italic
12. Press the **<right arrow>** key to move away from the selection - note that the paragraph style still shows as *Normal*
13. Click on the **[Style]** *list arrow* again but this time choose **Heading 1** - the whole paragraph takes on the *Heading 1* style except for the word(s) using the *Heading 2* character style!

Even if you select the whole paragraph and apply a new paragraph style, the words using the different character style remain different:

14. Select the whole paragraph - the easiest way is to click *three times* anywhere within it

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15. Repeat step 13 but this time choose **Normal** - again, only the paragraph style is effected (at least one word is still Arial 14 bold italic)

To return the whole paragraph to normal, the current style settings must be cleared:

16. Make sure the whole paragraph is still selected
17. Click on the **[Style]** *list arrow* as usual but this time choose **Clear Formatting** - the whole paragraph should return to Times New Roman 12 point

Hopefully, the above exercise has demonstrated the difference between a paragraph and character style. You can now go on to create your own styles and modify existing ones.

### Creating a Paragraph Style

The easiest way to create a paragraph style is to copy it from a paragraph which has been set up exactly as required:

1. Make sure that your paragraph is still marked - it must be selected when creating a style
2. Apply the required formatting - here, you are going to set up a style for a quotation:
  - i. Click on the **[Italic]** button
  - ii. Click on the **[Increase Indent]** button towards the right of the *Formatting Toolbar*
  - iii. Drag the **Right Indent** marker on the far right of the *Ruler* back to the **13cm** mark
  - iv. Press **<Ctrl 0>** to give an extra blank line before the paragraph
3. Now click on the *list arrow* attached to the **[Style]** button

You will find a new style has automatically been generated - the style settings are used to name it. This happens whenever you apply formatting to a paragraph (e.g. when you centre a heading). You could leave the new style name as it is but it's better to give it a sensible name:

4. Type in the name for the new style, `quote`, and press **<Return>**

A quote style has now been created and added to the list of available styles. To test it out:

5. Click on the **[Style]** *list arrow* and choose **Normal**
6. Press **<Ctrl End>** to move to the end of your work
7. Press **<Return>** *once* to end the paragraph and start a new one
8. Click on the **[Style]** *list arrow* and choose **quote**
9. Type in a quotation - anything will do, a couple of lines will suffice
10. Press **<Return>** to start a new paragraph

You will find that the *quote* paragraph style is still set on - you will see later how to get it to revert automatically to *normal*.

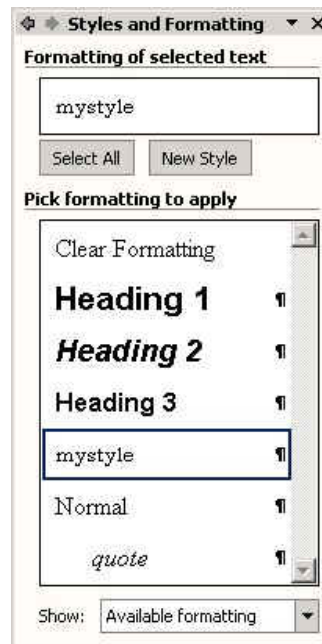
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11. Click on the **[Style]** *list arrow* and choose **Normal**
12. Press **<Return>** *once* for a blank line and type another *Normal* paragraph
13. Use this new paragraph to practice setting up another new style called `mystyle`, which uses a different font in a different point size, is double spaced and center aligned
14. Test out your new style on the first (*Normal*) paragraph

## The Task Pane

The *Task Pane* offers a host of useful features and makes working with styles much easier (although it does take up quite a lot of the screen). To display the *Styles and Formatting* task pane:

1. Click on the **[Styles and Formatting]** button on the far left of the *Formatting* toolbar (or open the **Format** menu and choose **Styles and Formatting...**) - the task pane appears:



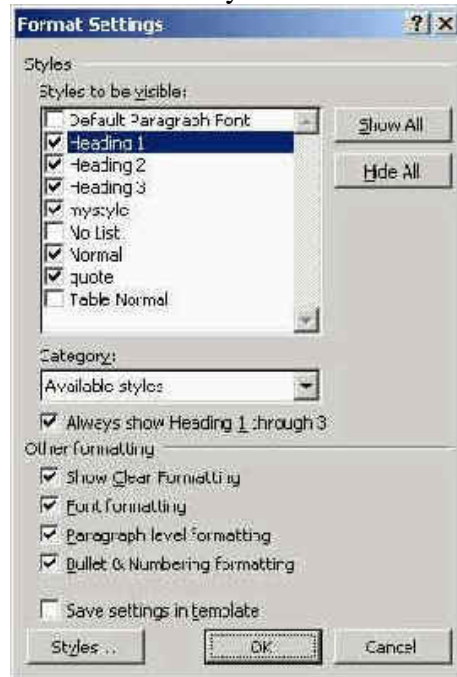
4. As you move the mouse over the styles listed in the pane, formatting details are shown.

## Other Style Types

Currently there are no character, list or table styles shown in the list of styles. You can display the other default styles via the *Styles and Formatting* task pane:

1. At the bottom of the task pane, click on the *list arrow* attached to **Show:** and choose **Custom...** - the *Format Settings* dialog box appears:

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2. In the list of *Styles to be visible*: turn on **Default Paragraph Font** - click in the check box
3. Repeat step 2 for **No List** and **Table Normal**
4. Note the other settings in this window then press **<Return>** for **[OK]**
5. Examine the list of available styles attached to the **[Style]** button or in the task pane - note the symbols used to denote the different style types

Character:  List:  Table: 

Generally there's no need to have these styles showing. To return to the original list:

6. Press **<Ctrl z>** or click on **[Undo]**

Microsoft Word has well over a hundred hidden built-in styles, some of which may appear in the style list as you issue certain commands - when you insert a table or list, for example. To see the available styles:

7. Click on the *list arrow* attached to *Show:* and choose **All styles**
8. Move up and down the style list in the task pane, just to see what's available

**Note:** not all the styles are shown here - some only appear when they are needed - e.g. Table of Contents, caption and footnote styles. Don't forget that you can always turn off seldom-used styles in a list via **Custom...**

9. To set the list just to the styles being used, repeat step 7 but choose **Formatting in use** - note that *Heading 2* and *3* are missing
10. Repeat step 7 again but choose **Available styles** - *Heading 2* and *3* are back



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This dialog box can be used to set up a paragraph style; here, however, you are going to create a character style. A good example of a character style would be for Greek characters:

2. Type in a *Name*: for the style - here, call it `greek`
3. Change the *Style type*: to **Character** - note that paragraph settings are now greyed out and that the style is based on *Default Paragraph Font*, not *Normal*
4. Under *Formatting* change the *Font*: to **Symbol** (click in the currently empty **[Font]** box and type `sym`) and turn on **[Italic]**
5. Make sure the *Size*: of the font is not set - if it is, drag through any value and **<Delete>** it
6. Click on **[Format]** - here you can set up further *Font* characteristics and a *Language* and *Shortcut Key...* if you want (don't bother making any changes - click again to close the menu)

Note the *Add to template* check box which lets you add your new style to your *normal.dot* template (so it is available for all your documents). By default, styles are just saved in the current document.

7. Click on **[OK]** to close the *New Style* dialog box and return to your document

Now try out your new style:

8. Select some normal text (a single word will do) then click on the **[Style]** *list arrow* and choose **greek** (or use the task pane) - the text will appear in italics in *Symbol* font

You will remember that the new character style was set up without a fixed font size. Doing this enables the style to take on the font size set by the paragraph style. To demonstrate this:

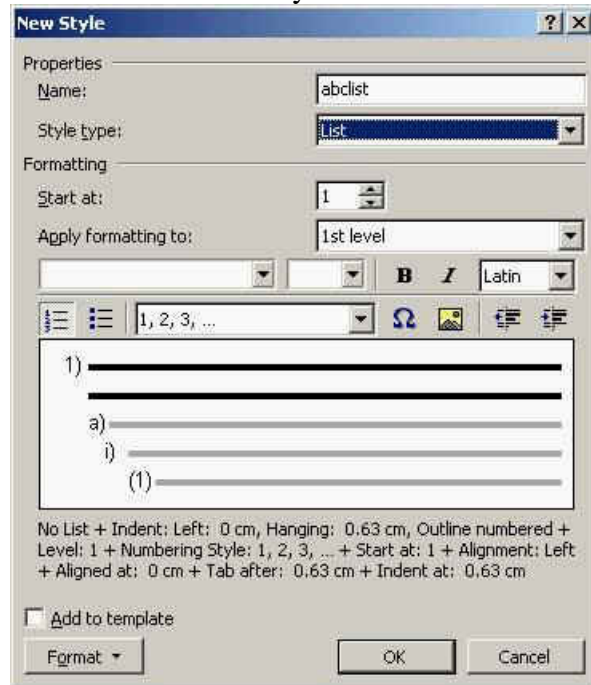
9. Repeat step **8** but on any word in your main heading - the word appears in greek but this time 16 point (the same as the rest of the paragraph)
10. Press **<Ctrl z>** on click on **[Undo]** to return the heading to its original state
11. Press **<Ctrl End>** to move to the end of your work then **<Return>** *twice* for a new paragraph

## Creating a List Style

Whenever you click on the **[Numbering]** or **[Bullets]** button, a *list style* is used. Again, you can create your own list style using the **[New Style]** button:

1. Click on the **[New Style]** button in the *Task Pane*
2. Type in a *Name*: for the style - here call it `abclist`
3. Change the *Style type*: to **List** - the dialog box changes accordingly:

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Note that *Apply formatting to*: is set up for the first level of your list. You can customise each level as you would like it but here, just change the one level:

4. Click on the *list arrow* attached to the **[Number style]** button (currently shown as *1, 2, 3, ...*) and select **A, B, C...** instead
5. Press **<Return>** for **[OK]** to define the style
6. Test out your style by choosing it and typing in a short list - press **<Return>** *twice* to end the list and return to *Normal*

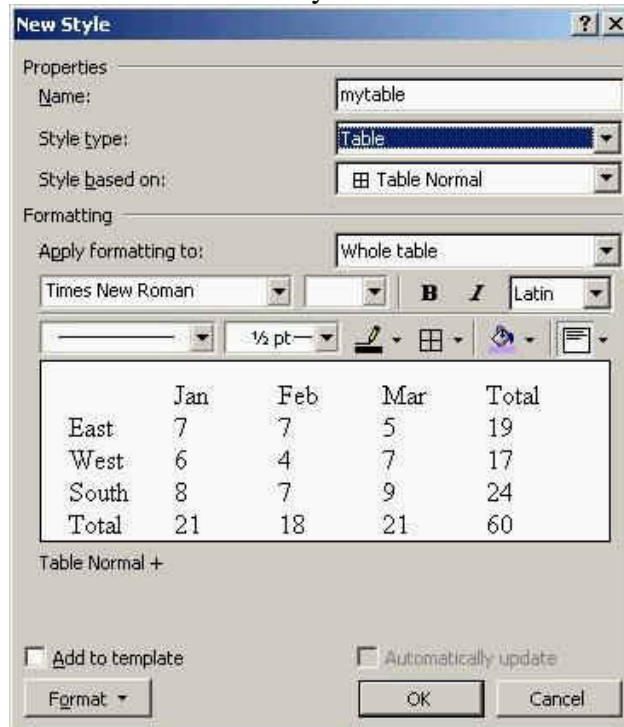
### Creating a Table Style

Table styles are quite complicated and few people make use of them. They can include settings for various recognised table elements such as the left/right column or the top/bottom row. In addition, there are a host of pre-defined table layouts, devised by Microsoft.

As a simple demonstration of a table style, carry out the following exercise:

1. Click on the **[New Style]** button in the *Task Pane*
2. Type in a *Name*: for the style - here call it `mytable`
3. Change the *Style type*: to **Table** - the dialog box changes accordingly:

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4. Click on the *list arrow* attached to the [**Shading Color**] button (the one with the paint can) and select any colour
5. Click on the [**Borders**] button *list arrow* (immediately to the right) and select **Inside Borders**
6. Note that *Apply formatting to:* is set to *Whole table* - click on [**OK**] to define the style
7. Test out your style by inserting a table into your document - click on the [**Insert Table**] button and choose a 2x3 table
8. With the typing position inside the table, select **mytable** from the list of styles - the table should be coloured with the inner borders drawn
9. Press **<Ctrl End>** or use **<down arrow>** to move out of the table

### Modifying an Existing Style

You can modify an existing paragraph style, including those supplied by Word, in one of two ways as described below. For example, you may prefer *Heading 1* to be centred:

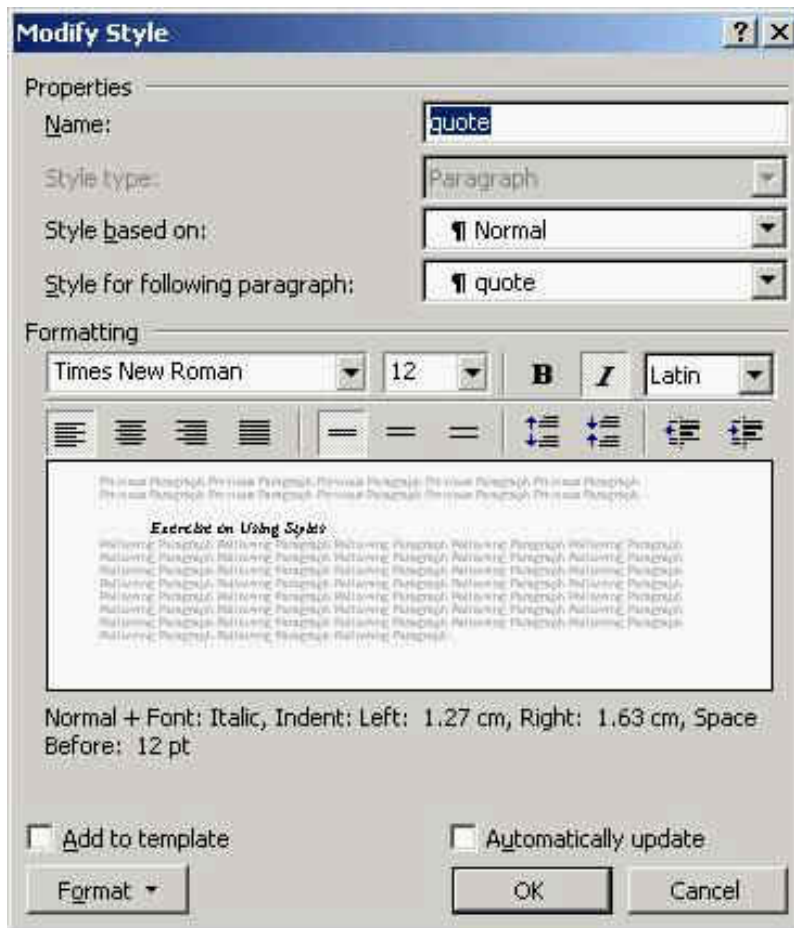
1. Press **<Ctrl Home>** to move to the top of your work
2. Click on the [**Center**] button to centre your main heading
3. In the *Task Pane* click on the *list arrow* which appears on the right of **Heading 1** as you move the mouse over it and choose **Update to Match Selection**

The style should now be redefined (centred).

You can also modify an existing style using the *Style* dialog box. In fact this is the only way to change a character, list or table style. Some paragraph style settings (such as *Widow and Orphan* control and the style for the following paragraph) can also only be set this way.

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- In the *Task Pane* click on the *list arrow* on the right of **quote** and choose **Modify...** - the *Modify Style* dialog box appears:



Note the *Add to template* check box (to add the modified style to the document template). Here, the *Automatically update* check box is also active. If you turn this on then any manual changes you make to a style are automatically added to the style settings (and all other paragraphs using this style will be changed to match). It's probably not a good idea to activate this as it's all too easy to add something by mistake.

- Click on the *list arrow* attached to the box on the right displaying ¶ **quote** under the heading *Style for following paragraph*:
- Select ¶ **Normal** from the list which appears
- Click on **[Format]** and choose **Paragraph...**
- Under the *Spacing* heading, set **After:** to **12 pt**, which will automatically add a blank line after the quote (to match that before)

Note: *Widow/Orphan* control is set up here on the *Line and Page Breaks* tab.

- Press **<Return>** or click on **[OK]** to return to the *Modify Style* box
- Press **<Return>** or click on **[OK]** to save the modified style

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You should find that you now have an extra blank line you don't need below your original quote paragraph, which you can delete.

10. Press **<Ctrl End>** to move to the end of your work and try out the redefined style by typing in a new quote - note how the style now returns to *Normal* when you press **<Return>**

**Note:** You cannot modify the *Default Paragraph Font*, the *No List* or the *Table List* styles. You can, however, change the font used by the *Normal* paragraph style if you prefer a different font to *Times New Roman*. If you do redefine the font in this way then all your other styles based on *Normal* (here *mystyle*, *abclist* and *mytable*) will automatically change to match it.

### Deleting a Style

To delete an existing style:

1. In the *Task Pane*, click on the *list arrow* on the right of the style you no longer require - here select **mystyle**
2. Choose **Delete...** - you are now asked to confirm the deletion



3. Click on **[Yes]** to confirm the deletion (or **[No]** if you decide you want to keep it)

### The Format Painter



Styles can be copied from one piece of text and applied to another using the *Format Painter*. A special button for this is provided on the *Standard Toolbar*, immediately after the *cut/copy/paste* buttons.

1. Drag through some *greek* text to select it (a few characters will do)
2. Click on the **[Format Painter]** button - the mouse cursor becomes a little brush
3. Drag through some non-greek characters

When you let go of the mouse you will find the selected characters become greek - the special character style is applied to them. If you need to do this repeatedly:

4. With some greek text selected, *double click* on the **[Format Painter]**

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5. Drag through some non-greek characters - they will become greek, as before
6. Drag through other areas of text - they also will become greek
7. When you have finished, turn off the **[Format Painter]** by clicking on the button *once*
8. Use **<Ctrl z>** or click on **[Undo]** to reverse the changes, if you don't want them

Paragraph styles can be painted in exactly the same way. To copy the paragraph style, the *whole* paragraph must be selected before the Format Painter is used:

9. Select a *quote* paragraph - the easiest way is to click *three* times within it
10. Click on the **[Format Painter]** button - once to copy the style to a single paragraph or twice to copy the style repeatedly
11. Click on one of the *abclist* paragraphs - that too will become a quote
12. Press **<Ctrl z>** or click on **[Undo]** to return the paragraph to a list

**Note:** if you drag through just part of the paragraph then only the font settings are painted across and the paragraph will retain its original layout.

## Copying Styles Between Files

It is easy to merge the styles from one document into another (new or an existing one). However, if you want to merge styles into a document you are currently working on it then *must* be saved first. In this next exercise, you are going to copy your *quote* style into a new document:

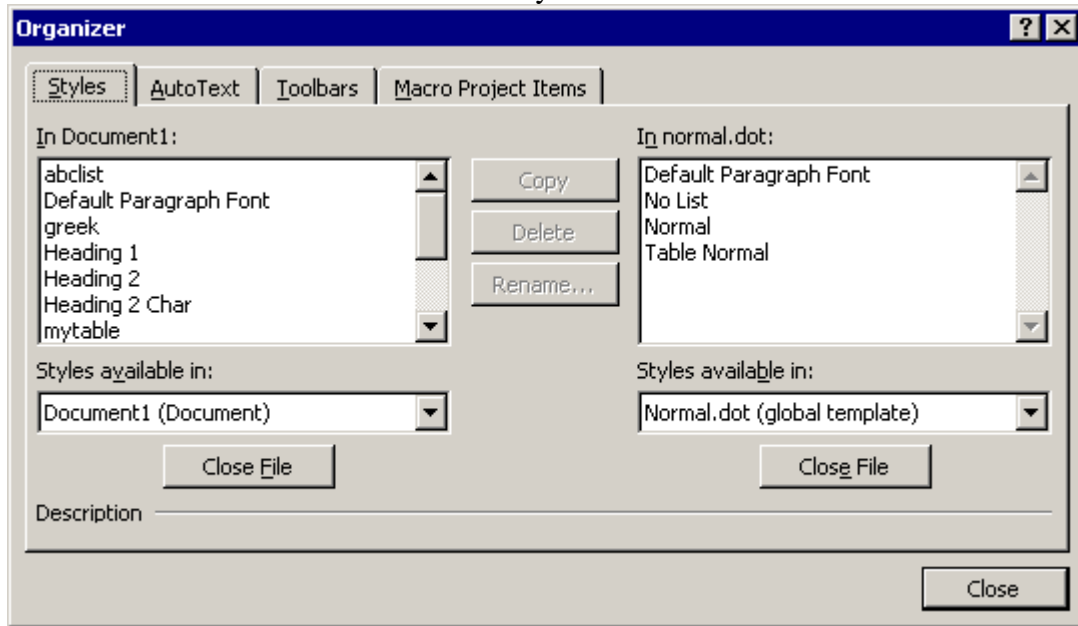
1. Click on the **[New]** button for a new blank document
2. Click on the **[Save]** button and name the file `tempstyle` - press **<Return>** to **[Save]** it
3. Look at the task pane or click on the **[Style]** *list arrow* and note which styles are available

You should find that none of the styles you have created or modified are available to you - you only have the default styles (the ones you created have not been added to *normal.dot*). To copy a style from the document you have been working on:

4. Move to your original document (*Document1*) via the **Window** menu
5. Open the **Tools** menu and choose **Templates and Add-Ins...**
6. Click on **[Organizer...]** at the bottom left of the *Templates and Add-ins* dialog box

The *Organizer* dialog box will open with the current document's styles listed on the left and the styles in *Normal.dot* (the default template) on the right.

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The current configuration allows you to copy Styles from your document to the *normal.dot* template. Other tabs are provided to copy AutoText entries, Toolbars and Macros between templates and documents. Note that AutoText can only be copied between templates. To copy to a template or document other than *Normal.dot*:

7. Click on the **[Close File]** button on the *right hand* side (to close *Normal.dot*)
8. Now click on the same button which has been renamed **[Open File...]**
9. Change the *Look in:* directory to **My Documents** (click on the button at the left)
10. Change *Files of type:* to **Word Documents (\*.doc)** to move the styles between documents
11. Select **tempstyle.doc** and press **<Return>** for **[Open]**
12. Select the style(s) to be copied (here choose **quote**) from the left-hand box then click on the **[Copy >>]** button

Note that you can select more than one style by using **<Shift click>** and **<Ctrl click>** as in other dialog boxes in Windows.

13. Now **[Close]** the *Organizer* dialog box
14. Move back to your *tempstyle.doc* via the **Window** menu
15. Look at the task pane or click on the **[Style]** list arrow and note which styles are now available - you should find *quote* has been added to the list
16. End by closing *tempstyle.doc* - from the **File** menu choose **Close** or click on the **[Close Window]** button. When asked, save the changes to *tempstyle.doc* - click on **[Yes]**

By changing the *To:* and *From:* options in *Organizer* you can copy styles etc between any of your documents or templates. You don't even have to have either of the files open when you do this (both files were kept open in the above exercise so that you could see what was happening).