Format text with styles

Do you find yourself repeatedly applying the same formatting, perhaps changing the color, size, and font, to make text stand out? You can streamline the process by applying one style that contains all of those attributes. Word includes dozens of built-in styles that make it easy to format characters, paragraphs, or multiple pages in just a few clicks. You can also apply styles to document headings so that Word can quickly generate a table of contents.

Before you begin

What you'll learn

After completing this tutorial, you'll be able to:

- Find and preview all available styles.

- Obtain details about any style by using the Styles tab in the Toolbox.

- Apply different styles to text.

- Modify a built-in style.

- Use the color-coded Styles Guides to quickly see which styles are applied to text.

- Automatically create and update a table of contents based on applied heading styles.

Requirements

- Word for Mac 2011

- Basic Word skills, including how to open a document, cut and paste, and format text.

    💡 **Tip** If you are new to Word, first take the tutorial "Word basics".

Practice file

Tutorial lessons are designed to be viewed in order. Use the practice file **Styles.docx** for hands-on experience while taking the tutorial.

Estimated time to complete: ⏱ 25 minutes

1. Preview styles

Before you apply a style, you can see all of the available styles and preview how they will appear when applied.
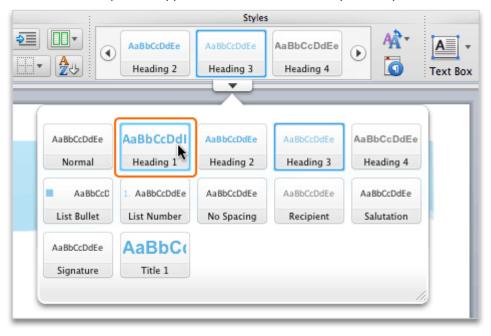
Let's look at two places where you can preview the available styles.

① On the **Home** tab, under **Styles**, point to any style, and then click the arrow that appears.

💡 **Tip** If you don't see the **Styles** group on the **Home** tab, increase the width of your document window.

② Notice that a preview appears for the most commonly used styles.

③ Under **Styles**, click **Manage the styles that are used in the document**.

④ Notice that the **Styles** tab appears in the **Toolbox**.

Hints

- All documents have standard built-in styles (for example, Normal, Title, Heading 1). The default style for text is Normal.
- The template that a document is based on (for example, Normal.dotx) determines which styles appear on the ribbon and on the Styles tab in the Toolbox.

Before you move on

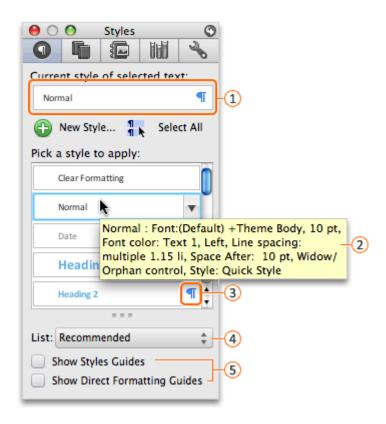Make sure that you can do the following:

- Find and preview styles on the ribbon and on the Styles tab.

2. Explore the Styles tab in the Toolbox

The Styles tab shows you useful information about any style, such as what style is applied to selected text, the type of style, and details about the style formatting.

Let's examine some information available on the Styles tab.

💡 **Tip** If you don't see the **Styles** tab, on the **Home** tab, under **Styles**, click **Manage the styles that are used in the document** .

① **Current style**: The name and a preview of the style that is applied to the text selected in the document.

② **Styles ScreenTip**: Details about the formatting associated with a style. To see details, rest the pointer on the name of the style.

③ **Style type**: The type of style applied in your document. For example, if you apply a paragraph style, the whole paragraph uses that style. The four types of Word styles are: Paragraph ¶, Character a, List ☰, and Table ⊞.

④ **List pop-up menu**: A filter to specify which styles you want to appear under **Pick a style to apply**.

⑤ **Styles Guides options**: When selected, visual indicators of applied styles and direct formatting appear in the document margin.

Hints

- To see all available styles, on the **List** pop-up menu, click **All Styles**.

Before you move on

Make sure that you can do the following:

- Find information about styles on the Styles tab in the Toolbox.

3. Apply a style

When you apply a style, part of your document takes on the formatting that is defined by the style. For example, if you apply a Heading 1 style, the text takes on specific formatting (for example, Calibri, 16-point, blue, bold font).

Let's apply styles to several headings in the practice file. The headings will be included in the table of contents that you will create in a later lesson.

① Open the practice file, which is located at the beginning of this tutorial.

② Click anywhere in the word **Overview**.

🗒 **Note** The practice file for this tutorial is set up so that when you apply the Heading 1 style, the content moves to the second page of your document to make room for a table of contents that you will add in a later lesson.

③ On the **Home** tab, under **Styles**, click **Heading 1**.

④ Click anywhere in the words **A New Campaign**.

> Adventure Works currently occupies the ground fl[...]
> not zoned for occupancy and is currently used for [...]
> to sell the entire building, though stating that mon[...]
> and its patriarch was very fond of this city and this[...]
> someone who would choose to reflect his desires [...]
>
> A New Campaign
>
> We believe that Adventure Works is uniquely posit[...]
> climbing wall, activity rooms, and a retail outlet. D[...]
> offered to members by reservation. In the evening[...]

⑤ On the **Styles** tab, under **Pick a style to apply**, click **Heading 2**.

Styles

Current style of selected text:

Normal ¶

⊕ New Style...   Select All

Pick a style to apply:

Date	¶
Heading 1	¶
Heading 2	▼
Heading 3	¶
Heading 4	¶

⑥ Repeat step 5 for the words **Short-Term Impacts**.

(7) Notice that each heading is formatted with the style that you selected.

Hints

- To clear formatting or a style from document text, click anywhere in the text that contains the formatting or style. Then, on the **Styles** tab, under **Pick a style to apply**, click **Clear Formatting**.

- By default, Word applies a paragraph style (for example, Heading 1) to the entire paragraph. To apply a paragraph style to part of a paragraph, select only the words that you want the style to apply to.

Before you move on

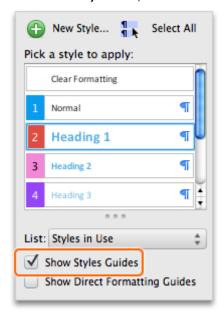Make sure that you can do the following:

- Use the ribbon and the Styles tab to apply styles.
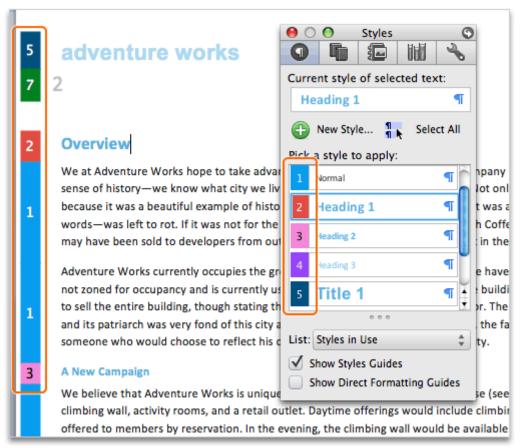
4. Identify applied styles

Styles Guides color-code styles to make it easy to scan a document and identify all of the applied styles. This tool can help you identify formatting errors and distinguish between styles and direct formatting.

Let's use the Styles Guides to identify all styles that are applied to the document.

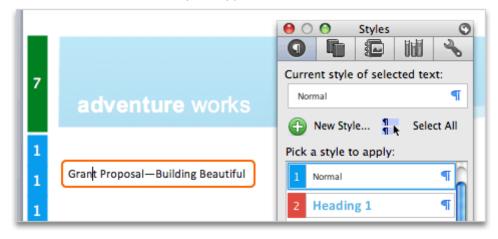① On the **Styles** tab, select the **Show Styles Guides** check box.

② Notice that the color-coded numbers on the **Styles** tab correspond to the color-coding that appears in the left margin of the document.
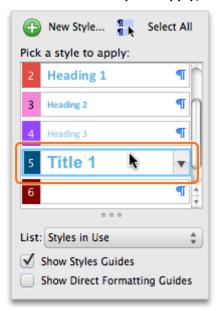

Note Word doesn't color-code styles that are applied to text boxes, frames, floating objects, or floating images.

③ In the document, click anywhere in the words **Grant Proposal** — **Building Beautiful**. The color-code 1 indicates that the **Normal** style is applied.
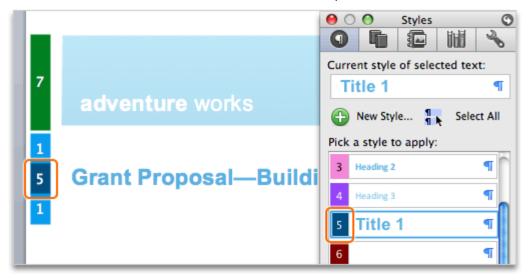

Note Until you apply a different style, Normal is the default paragraph style.

④ Under **Pick a style to apply,** click **Title 1**.

💡 **Tip** If the Title 1 style doesn't appear on the Styles tab, on the **List** pop-up menu, click **Recommended**.

⑤ Notice that the new color-code indicates that the style is now a Title 1.

📒 **Note** The numbering and color-coding for Styles Guides depends on the option that you select on the **List** pop-up menu.

Hints

- To identify text that was formatted without using styles (for example, a bold, 30-point font was applied instead of a style), on the **Styles** tab, select the **Show Direct Formatting Guides** check box.

- The colors and numbers attributed to each style are automatically determined by Word and may differ between documents and may change whenever you reopen a document.

- To hide the Styles Guides color-coding, clear the **Show Styles Guides** check box.

Before you move on

Make sure that you can do the following:

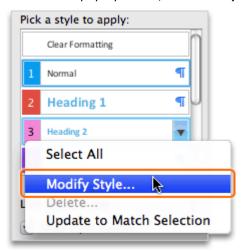- Identify applied styles by showing the Styles Guides.

5. Modify a style

Word has many built-in styles (for example Normal, Title, and Heading 1). If any of these styles don't suit your needs, you can modify the style so that it looks exactly how you want it to.

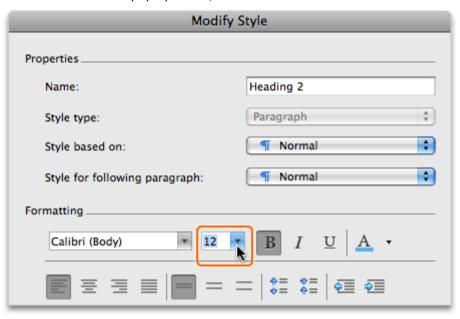Let's change the color and size of the built-in Heading 2 style.

① On the **Styles** tab, point to **Heading 2**, and then click the arrow that appears to the right of the style name.
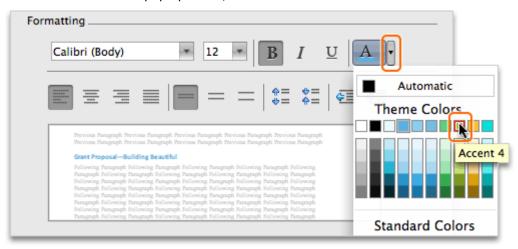
② On the pop-up menu, click **Modify Style**.

Pick a style to apply:

Clear Formatting

1 Normal ¶

2 **Heading 1** ¶

3 Heading 2 ▼

Select All

Modify Style...

Delete...

Update to Match Selection
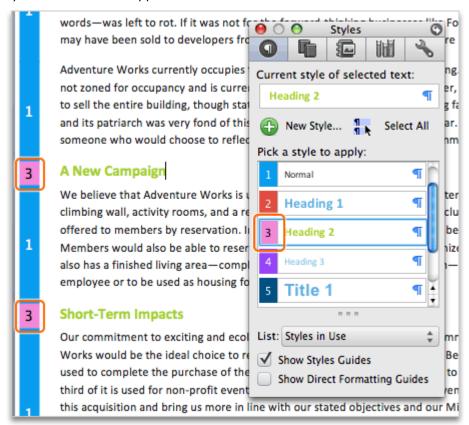
③ On the **Font Size** pop-up menu, click **12**.

Modify Style

Properties

Name: Heading 2

Style type: Paragraph

Style based on: ¶ Normal

Style for following paragraph: ¶ Normal

Formatting

Calibri (Body)　12　**B** *I* U A ▾

④ On the **Font Color** pop-up menu, click **Accent 4**.

💡 **Tip** To make the modified style available in all documents, select the **Add to template** check box.

⑤ Click **OK**.

⑥ Notice that the **Heading 2** preview updates on the **Styles** tab, and that all instances of the Heading 2 style in the document appear in the new size and color.

Hints

- You can modify any built-in Word style (for example, Normal, Title, and Heading 1). You cannot delete built-in styles.

- To create a new style, on the **Styles** tab, click **New Style**.

- If you select the **Automatically update** check box when you modify a style, each time you change the formatting of any text that uses that style in your document, Word automatically updates all instances of text using that style.

Before you move on

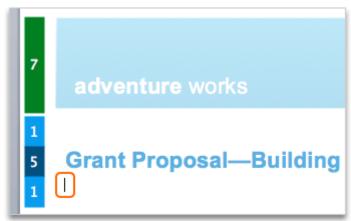Make sure that you can do the following:

- Modify a built-in style and view the updated style in your document.

- Find the modified built-in style on the Styles tab.
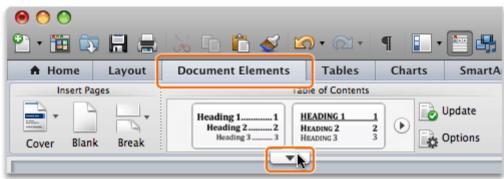
6. Insert a table of contents

Styles allow you to easily apply formatting to your document. You can also use styles to quickly and automatically create a table of contents.

Let's insert a table of contents that uses the heading styles that you applied in an earlier lesson.
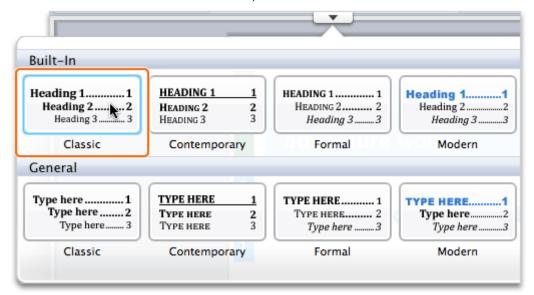
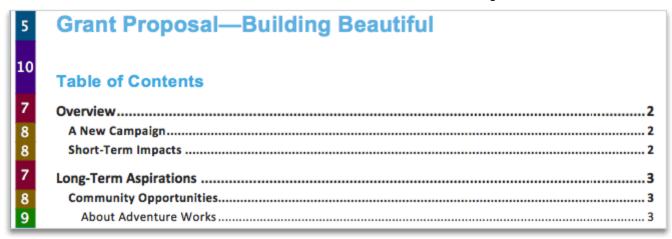① Click in the space below Grant Proposal — Building Beautiful.

② On the **Document Elements** tab, under **Table of Contents**, point to any table of contents style, and then click the arrow that appears.

③ Under **Automatic Table of Contents**, click **Classic**.

④ Notice that Word inserts a table of contents that includes entries for all headings in the document.

📝 **Note** For this practice file, additional headings appear in the table of contents because some heading styles were already applied.

Hints

- By default, Word includes only Heading 1, Heading 2, and Heading 3 styles in a table of contents.

- To modify the levels and appearance of a table of contents, on the **Document Elements** tab, under **Table of Contents**, click **Options**.

Before you move on

Make sure that you can do the following:
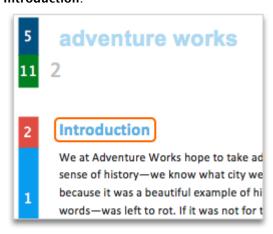
- Insert a table of contents.

- Confirm that the table of contents includes entries for all document headings.
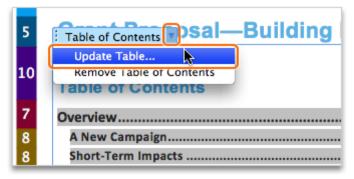
7. Update the table of contents

You can easily update the table of contents to make sure that it includes any new headings, updated page numbering, or changes to existing headings.

Let's change the name of a heading and update the table of contents.

① In the document (not in the table of contents), select the **Overview** heading, and then type **Introduction**.
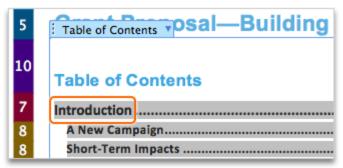

② Click in the table of contents, and then on the **Table of Contents** pop-up menu, click **Update Table**.

③ In the **Update Table of Contents** dialog box, click **Update entire table**, and then click **OK**.

④ Notice that the table of contents updates to include the revised heading.

Hints

- To hide the Table of Contents pop-up menu, click anywhere in the document text.

- To delete a table of contents, click in the table of contents, and then on the **Table of Contents** pop-up menu, click **Remove Table of Contents**.

Before you move on

Make sure that you can do the following:

- Update a table of contents.

Quick Reference Card

To	Do this
Apply a style	Select the text (or click in the paragraph) that you want to apply the style to. Then, on the **Home** tab, under **Styles**, click a style.
Open the Styles tab in the Toolbox	On the **Home** tab, under **Styles**, click .
See details about the formatting that is associated with a style	On the **Styles** tab, under **Pick a style to apply**, rest the pointer on the name of the style. A ScreenTip appears that lists all formatting information for the style.
View all available styles	On the **Styles** tab, on the **List** pop-up menu, click **All Styles**.
Show a color-coded guide for styles	On the **Styles** tab, select the **Show Styles Guides** check box. The guide appears in the left margin of the document.
Show text that was formatted without using styles	On the **Styles** tab, select the **Show Direct Formatting Guides** check box.
Clear formatting or a style from document text	Click anywhere in the text that contains the formatting or style. Then, on the **Styles** tab, under **Pick a style to apply**, click **Clear Formatting**.
Modify a built-in style	On the **Styles** tab, under **Pick a style to apply**, point to the style that you want to modify. Click the arrow that appears to the right of the style name, and then click **Modify Style**.
Make sure that a modified style is available in other documents	When you modify the style, in the **Modify Style** dialog box, select the **Add to template** check box.
Insert a table of contents	First apply a Heading 1, Heading 2, or Heading 3 style to each heading that you want to appear in the table of contents. Then, on the **Document Elements** tab, under **Table of Contents**, select the table of contents style that you want.
Update a table of contents	Click in the table of contents, and then on the **Table of Contents** pop-up menu, click **Update Table**.

More Hints

- By using styles, you can apply several types of formatting (for example, font, size, and color) in one click instead of applying them one by one. Styles also make it simple to insert a table of contents based on heading styles.

- There are four types of styles: paragraph, character, list, and table.

- All documents have standard built-in styles (for example, Normal, Title, Heading 1). The default style for text is Normal.

- If you don't see the **Styles** group on the **Home** tab, try increasing the width of the document window.

- The numbering and color-coding for Styles Guides depends on the option that you select on the **List** pop-up menu.

- The option that you select on the **List** pop-up menu (for example, All Styles) determines which styles appear on the **Styles** tab.

- Styles Guides appear as color-coded numbers in the left margin of the document. Styles Guides can help you identify formatting errors and distinguish between styles and direct formatting.

- By default, Word includes only Heading 1, Heading 2, and Heading 3 styles in a table of contents. Make sure that you apply one of these styles to the headings that you want to appear in a table of contents.

- For new or revised document headings to appear in the table of contents, you must update the table of contents.