**BLACKPOOL AND
THE FYLDE COLLEGE**

An Associate College of Lancaster University

MS WORD

Style

What is a style?

A style is a set of formatting characteristics that you can apply to text in your document to quickly change its appearance. When you apply a style, you apply a whole group of formats in one simple task. For example, you may want to format the title of a report to make it stand out. Instead of taking three separate steps to format your title as 16 pt, Arial, and center-aligned, you can achieve the same result in one step by applying the Title style.
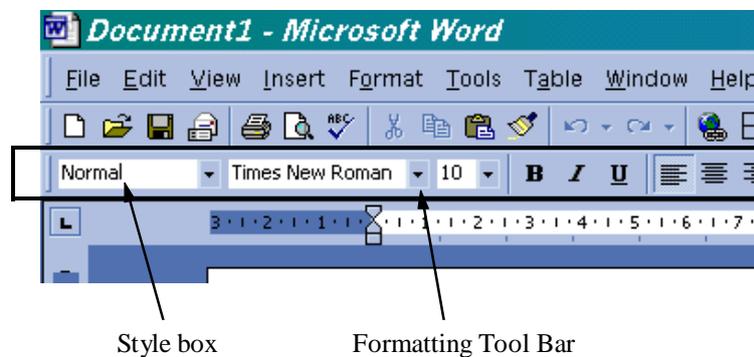
When you start Microsoft Word, the new blank document is based on the Normal template, and text that you type uses the Normal style. This means that when you start typing, Word uses the font, font size, line spacing, text alignment, and other formats currently defined for the Normal style. The Normal style is the base style for the Normal template, meaning that it's a building block for other styles in the template.

There are a number of other styles besides Normal available in the Normal template. A few basic ones are shown in the **Style** list on the **Formatting** toolbar. You can preview and select others in the **Style** dialog box (**Format** menu, **Style** command).

Style is used in Word to pre-format text under a style name. The use of styles allows us to:-

⇒   change the format of labelled text throughout a document.
⇒   give structure to a document
⇒   allow navigation throughout the document
⇒   allow contraction of all or sections of a document
⇒   create contents pages easily

The Style box can be found on the formatting tool bar (see picture)

Style box   Formatting Tool Bar

Applying a Style

Text is set to a particular style by selecting the text and then clicking on the style drop down and clicking on the required style. (Exactly the same as changing a font but using the style box.)

Modifying Styles

To quickly change all the text that is formatted with a particular style, you can redefine the style. For example, if your main headings are 14 pt Arial, flush left, and bold, and you later decide you want your headings to be 16 pt, Arial Narrow, and centred, you don't have to reformat every main heading in your document. Instead, just change the properties of that style.

1   On the **Format** menu, click **Style**.

2   In the **Styles** box, select the style you want to modify, and then click **Modify**.

3   Click **Format**, and then click the attribute — such as **Font** or **Numbering** — you want to change.

4   Click **OK** after you've changed each attribute, and then repeat for any additional attributes you want to change

Create a New Style

To create a new style, select **style** on the **format** menu and then select **NEW**. Give the style a name and click on format. Proceed as for modifying an existing style.. (Note that if your new style is based upon an existing style, changing the existing will also change your new style.) The use of a shortcut key can speed up the application of the style.

Outline View

Outline view shows the document's structure. The indentations and symbols in outline view do not affect the way your document looks in normal view and do not print.

To see the document in outline view,

- **Click on View on the menu bar**
- **Select outline from the view menu.**

Outline view makes it easy to quickly restructure a document. You can reorder headings and text by moving them up or down in outline view, or you can "promote" or "demote" body text or a heading to a higher or lower level.

To promote, demote, or move text in an outline, drag the or symbols to the left, right, up, or down. Or you can click the buttons on the **Outlining** toolbar.

What is the Document Map?

The Document Map is a separate pane that displays a list of headings in the document. Use the Document Map to quickly navigate through the document and keep track of your location in it. When you click a heading in the Document Map, Word jumps to the corresponding heading in the document, displays it at the top of the window, and highlights the heading in the Document Map.

The Document Map is different from a table of contents frames page for a Web page. Use the Document Map to navigate through a document you view on the screen in Word.

You can show or hide the Document Map at any time.

- **Click on View on the menu bar**
- **Select Document Map from the View menu**

Or

- **Click the Document button on the standard tool bar**

To display all headings at a specific level or below, right-click a heading in the Document Map, and then click a number on the shortcut menu. For example, click **Show Heading 3** to display heading levels 1 through 3.

To collapse the subordinate headings under an individual heading, click the minus sign (-) next to the heading.

To display the subordinate headings under an individual heading, click the plus sign (+) next to the heading.

Create a table of contents

If you have a Word document that contains built-in heading styles, you can automatically create a table of contents.

In your document, apply built-in or custom heading styles (Heading 1 through Heading 9) to the headings you want to include in your table of contents.

- **Click on Insert on the Menu bar**
- **Select Index and Tables from the insert menu**
- **Click on the Table of contents tab**
- **Select the format of table required**
- **Click OK**

Note that the page numbers in the table of contents act as hyperlinks to that point in the document

What is an index?

An index lists the terms and topics discussed in a printed document, along with the pages they appear on. You can create an index entry:

- For an individual word, phrase, or symbol.

- For a topic that spans a range of pages.

- That refers to another entry, such as "Transportation. *See* Bicycles."

If you create numerous index entries for a specific topic area, you might want to create multilevel index entries. For example, create the main index entry "Transportation," and then group the subentries "Bicycle" and "Automobile" under it.

To create an index, you must first mark the index entries in your document.

To mark an entry, just select the text, assign it an index entry name by pressing *Shift+Alt+X*, and then watch Word insert a special XE (Index Entry) field:

You can manually mark each index entry, or you can automatically mark each occurrence of the index entry.

Once the index entries have been marked, the index can be inserted.

- **Position the cursor at the point in the document where you want the index to appear (usually the end of the document).**
- **Click on Insert on the menu bar**
- **Select Index and Tables from the insert menu**
- **Click on the Index tab**
- **Select the required format**
- **Click OK**

Note that Contents tables and indexes can be updated by pressing the F9 key.