

Lesson 7

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Using Styles

Rajendra Bandi, CIS, FGCU



Learn how to:

- ◆ Apply styles to text and paragraphs
- ◆ Create a combination of formats as a character style
- ◆ Store a combination of formats as a paragraph style
- ◆ Apply styles using AutoFormat
- ◆ Use the Style Gallery to apply attractive formatting to an entire document
- ◆ Change the definition of a style

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Formatting Using Character Styles

- ◆ Styles are useful in saving time and ensuring that formatting is consistent throughout the document
- ◆ Different Styles can be found in the style list on formatting toolbar (at the extreme left) or you can use Format | Style command.
- ◆ Creating a new style
 - ✓ easiest way is to take the style from text that is already formatted the way you want
- ◆ Once you've created a character style, you can apply it to any text you want formatted that specific way

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Formatting Using Paragraph Styles

- ◆ Paragraph style is a collection of both paragraph and character formatting and is applied to an entire paragraph
- ◆ Additional formatting specified in a paragraph style
 - ✓ alignment, paragraph spacing etc.

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Creating a New Paragraph Style

- ◆ Format and select paragraph
- ◆ Then use Format | Style | New
 - ✓ Choose Paragraph in Style Type
 - ✓ Choos a name for the style and enter in the Name box
 - ✓ Click OK and then click Apply

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Using the Style Gallery

- ◆ Use the Style Gallery to enhance the appearance of the entire document
 - ✓ by borrowing from different document styles (Templates)
 - ✓ use Format | Style command
 - ✓ Choose from the list of styles shown
 - ✓ Click OK to apply the style

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