Lesson 7

Lesson 7

Using Styles

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
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.

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.
Creating a New Paragraph Style

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

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