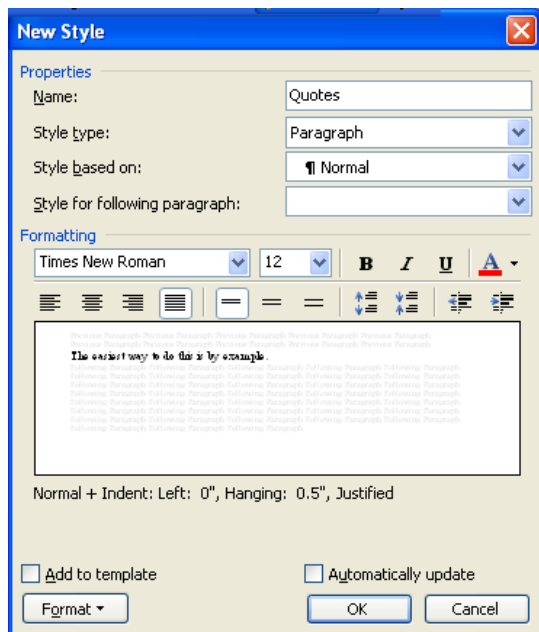


CREATING A PARAGRAPH STYLE

The easiest way to do this is by example.

1. Format some text and select it.
2. Click the **New Style** button in the **Styles and Formatting** pane.



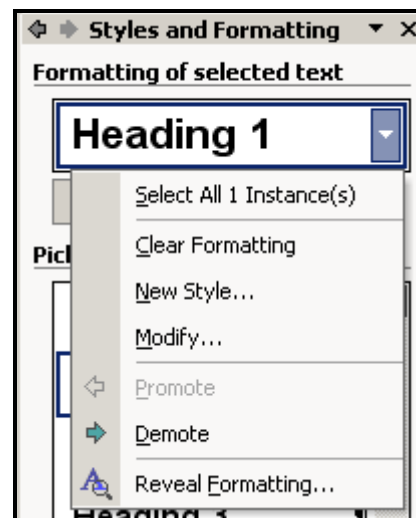
3. Type a new style name
4. Choose **OK**
5. Adds the new style to the list

You now have this new style available on the menu, for use elsewhere in the document.

MODIFYING A STYLE

Modifying a style is changing the way it looks, i.e. changing the font from Times New Roman to Arial etc. To modify a Style:

Switch on the Styles and Formatting Task Pane and apply the Style you want to change to some text.



The Style name will appear at the top of the Styles and Formatting Task Pane, point at the name and a down arrow will appear.

Click this arrow to see the Styles menu and then choose Modify. Make any changes you want to in the Modify box and then choose OK.



Using Word Styles

A Quick Guide

For more Word guidance visit : knowledge.senansolutions.com

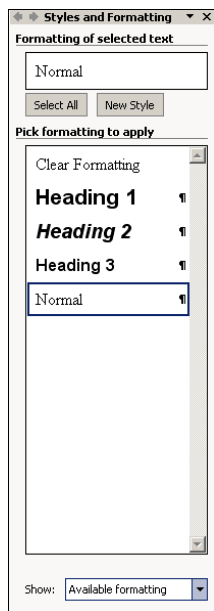
INTRODUCING STYLES

In Word 2003 it is really easy to re-use, clear and manage formatting. As a default setting, Word is set to keep track of formatting. You can switch this setting on and off in Tools, Options, Edit and Keep track of formatting.

To help understand how this feature works, switch on the Styles and Formatting Task Pane by either clicking the Styles and Formatting button at the very beginning of the Formatting Toolbar, as illustrated below, or choosing Styles and Formatting from the Format menu.



The Styles and Formatting Task Pane shows what you will see if you have a new document that has not yet been formatted.



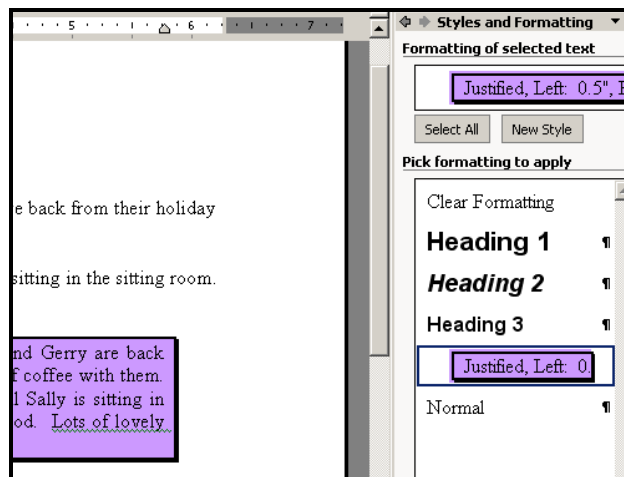
At the top of the box it shows the formatting of the selected text which is currently showing as Normal. All text is automatically set to Normal before it is formatted.

INTRODUCING STYLES CONTINUED...

In the **Pick formatting to apply** box we can see Clear Formatting, Heading1, Heading 2 and Heading 3. Heading 1, through to 3 are styles. A style is a pre-defined group of formats that can be applied to text. Word comes with many styles already in each document.

TO RE-USE FORMATTING

Format some text in your document and then switch on the Styles and Formatting Task Pane.



As soon as you have created the format it will appear in the Task Pane.

To apply the format to other paragraphs just select (highlight) the paragraphs and then click the format in the task pane. (If you are formatting just one paragraph you do not have to select it, you can just click in it).

To clear the format from a paragraph either click **Clear Formatting** or choose **Normal**. Both of these options should put the text back to how it was before it was formatted.

TO RE-USE FORMATTING CONTINUED...

If you have multiple occurrences of a format in a document and you want to change them all at the same time, click in some text that has the formats you want to change and then click the **Select All** button at the top of the toolbar. Word will select all text that is formatted in the same way. Now change the format and Word will change all of the selected text.

Word 2003 is the first version of Word where you can have multiple selections of text at the same time. If you want to manually select multiple areas in your document hold down the Ctrl key whilst you select the second and subsequent areas.

CLEARING FORMATTING

To clear formatting, select the text you want to clear the formatting from and then click the Clear Formatting option in the Styles and Formatting Task Pane.