

Styles in Word – The Basics



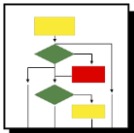
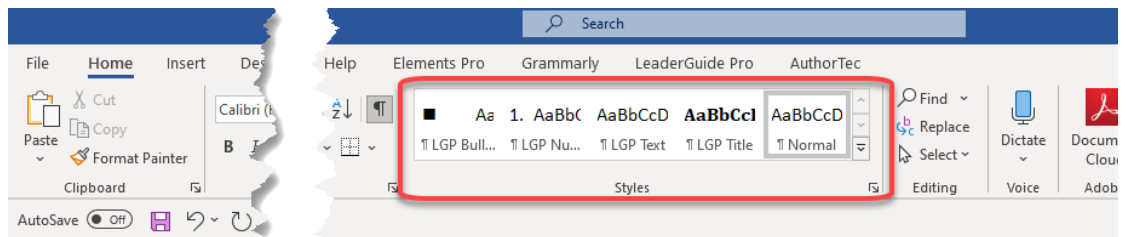
Overview

Styles allow formatting to be quickly applied in a document. Styles help create a consistent look and feel.



Location

Styles are located on the Home tab of Word's ribbon



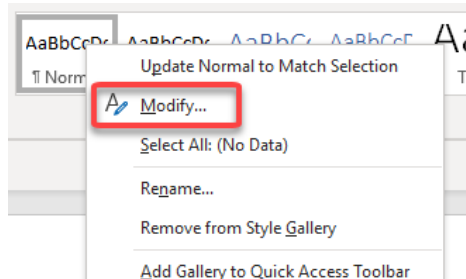
How to Use

- Highlight the text that you want to apply a specific style.
- Hover over a style from the Styles section and you will see a preview of what the text will look like with that style.
- Select a Style.
- The highlighted will update to the formatting determined by the chosen style



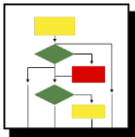
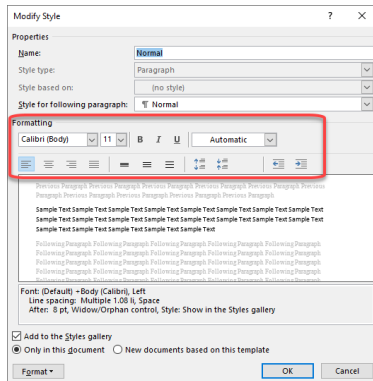
How to Manually Modify a Style

1. Right click on a style and select **Modify**



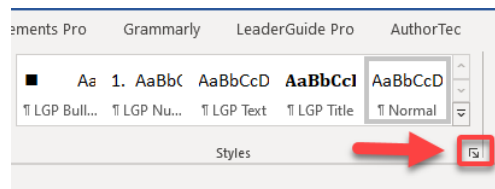
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2. In the Formatting Section of the box, make changes to font, size, color, etc.

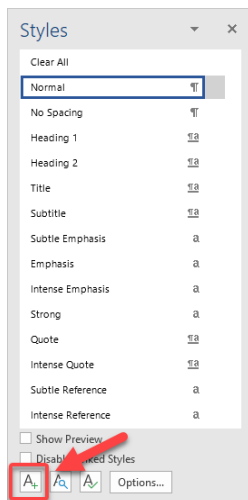


How to Create a Style

1. Click on the **diagonal arrow** in the bottom left of the Styles section to open the Style Box

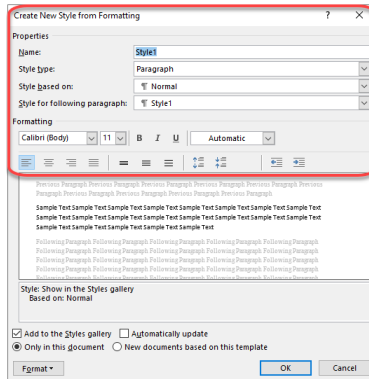


2. Click on the **A+** icon to create a new style



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3. In the **Create New Style Box**, give your new style a name and make formatting choices, then Click **OK**



4. Your new style is added to the **Styles Gallery** on the Home Tab.