

# How to change the Heading style on Word

On Word there are available Heading styles to use. And users can completely change those types of formats.

In the process of editing the layout as well as completing the Word content, we will need to use the provided Heading. Heading styles are pre-formatted with fonts, font sizes, colors, typefaces, etc. Users just need to click on any available Heding style to use.

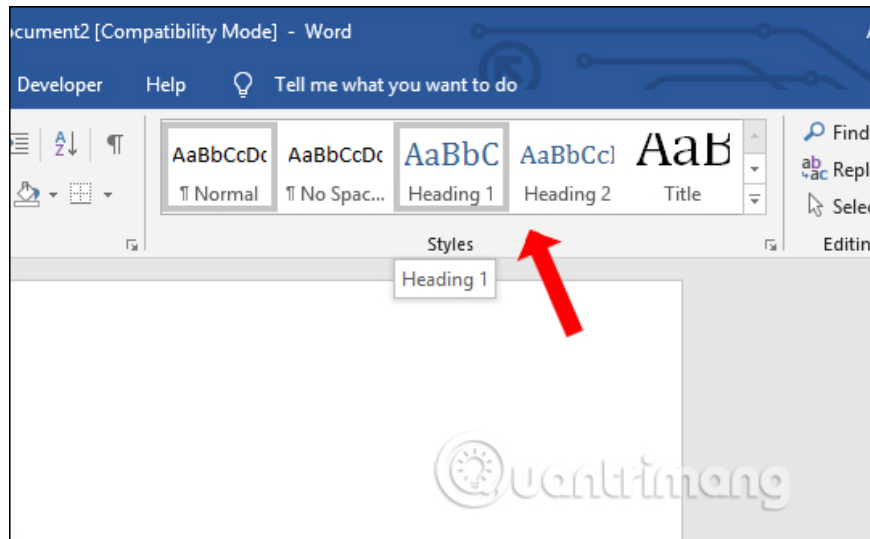
And besides creating our own Heading style, we can also change the default Heading styles available. You will rely on the pre-designed layout of that Heading type, then change according to your needs. The following article will show you how to change the default Heading style on Word.

1. Tutorial for Word 2016 (Part 27): How to use Style
2. Trick to remove Formatting text format in Word
3. Create a list of tables in Word automatically

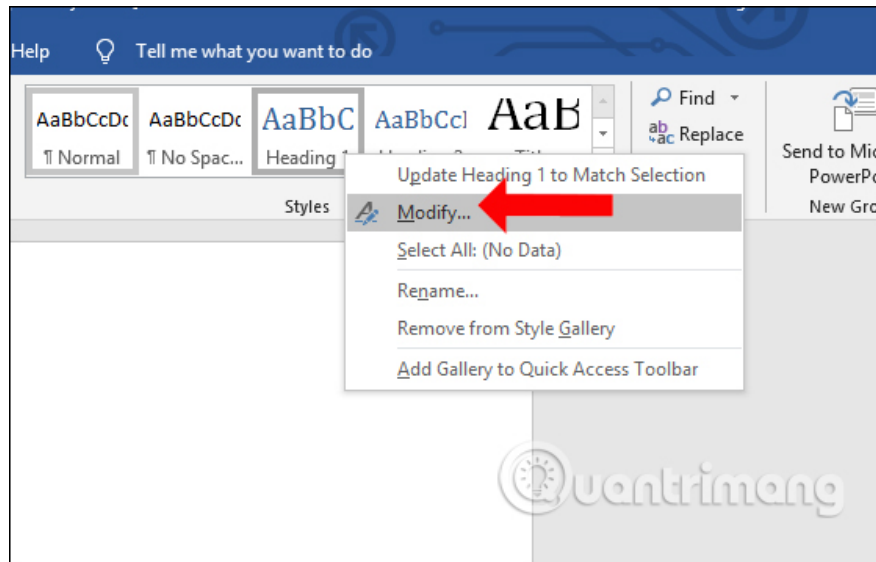
## Instructions for changing Heading style on Word

### Step 1:

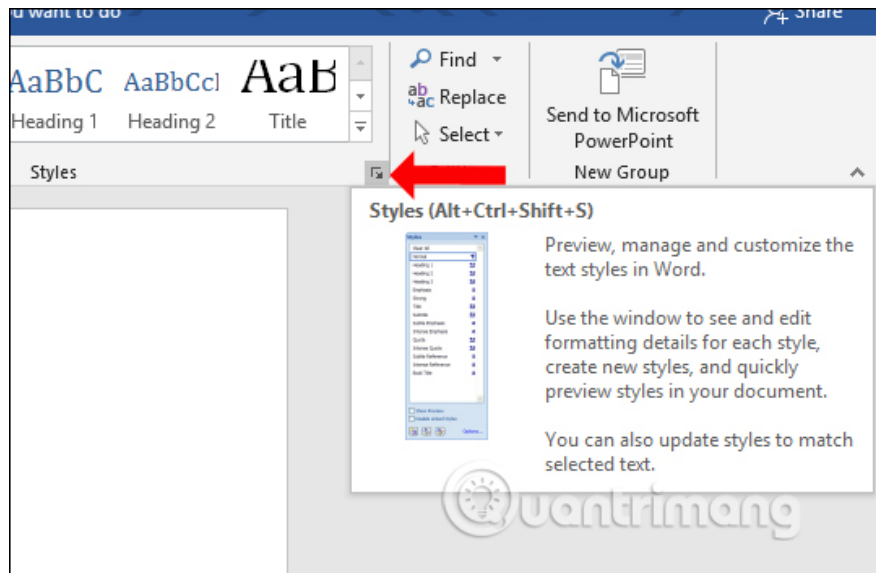
At the interface on Word in **the Styles section** you will see two types of display Heading available.



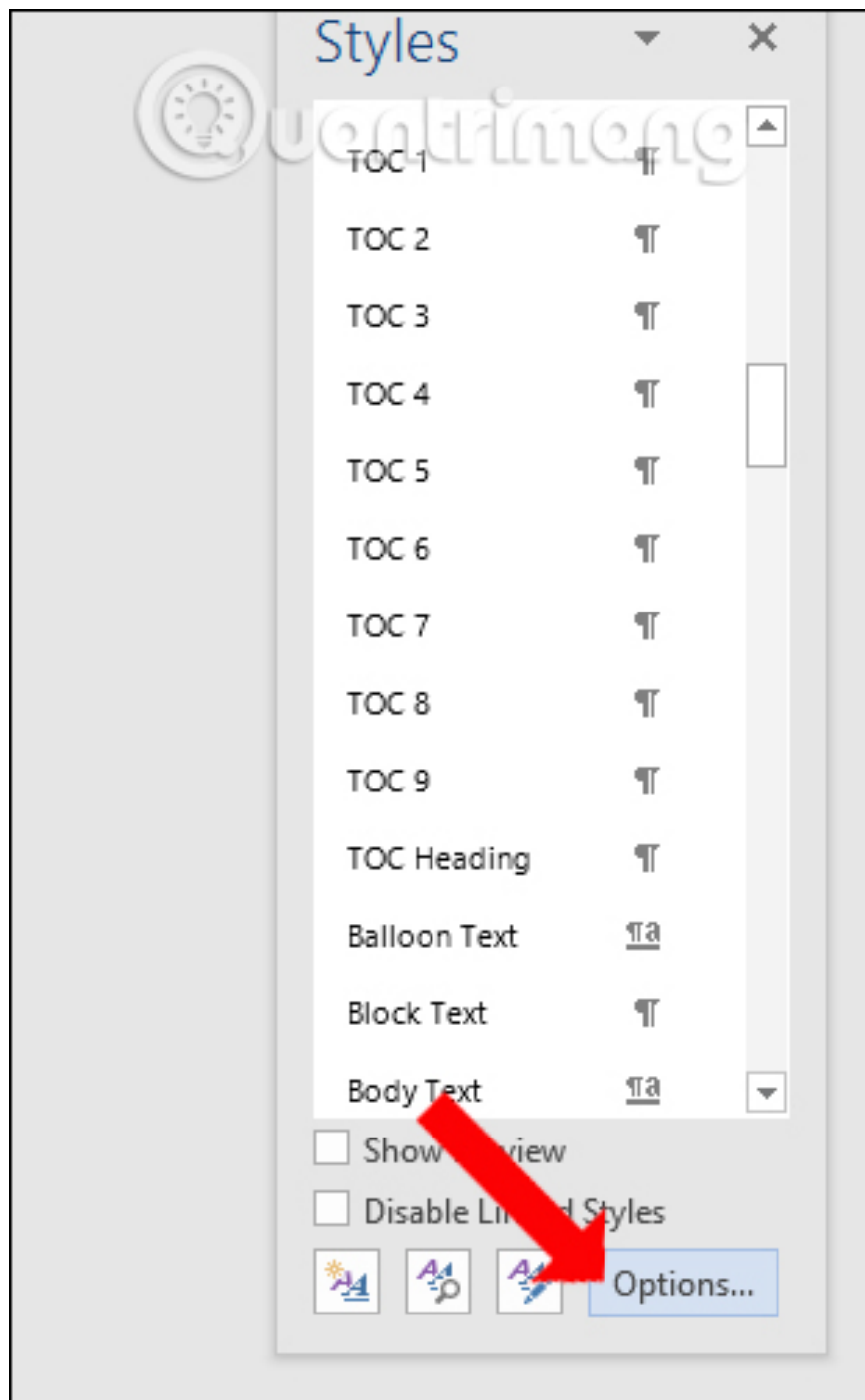
Right-click on the Heading type 1 or 2 and select **Modify** . to change the Heading format.



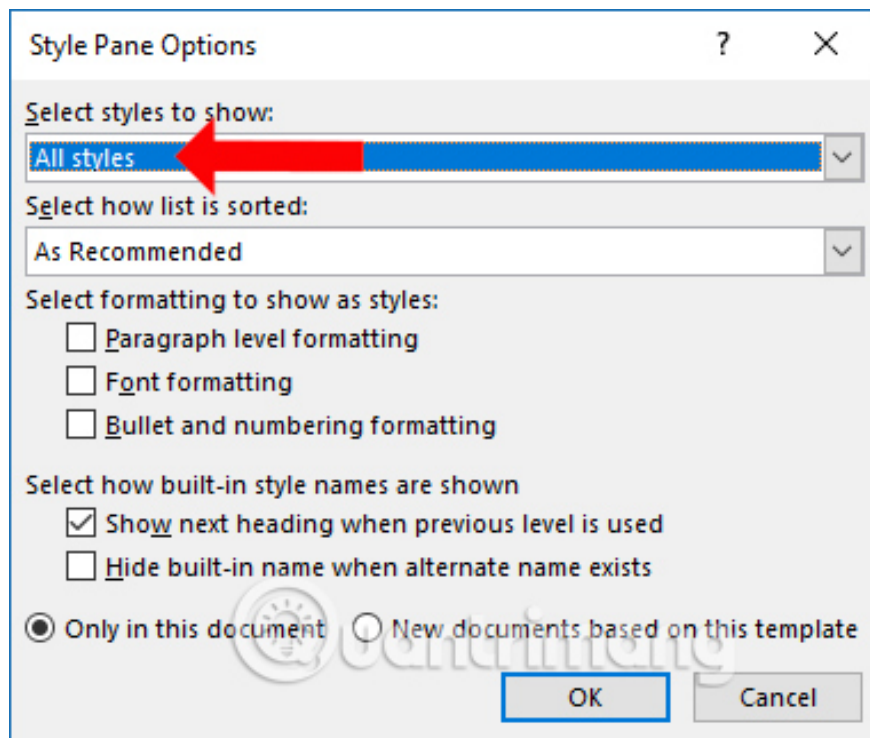
In case the user wants **to expand the other types of Heading** available on Word, in Style group click on the arrow icon as shown below.



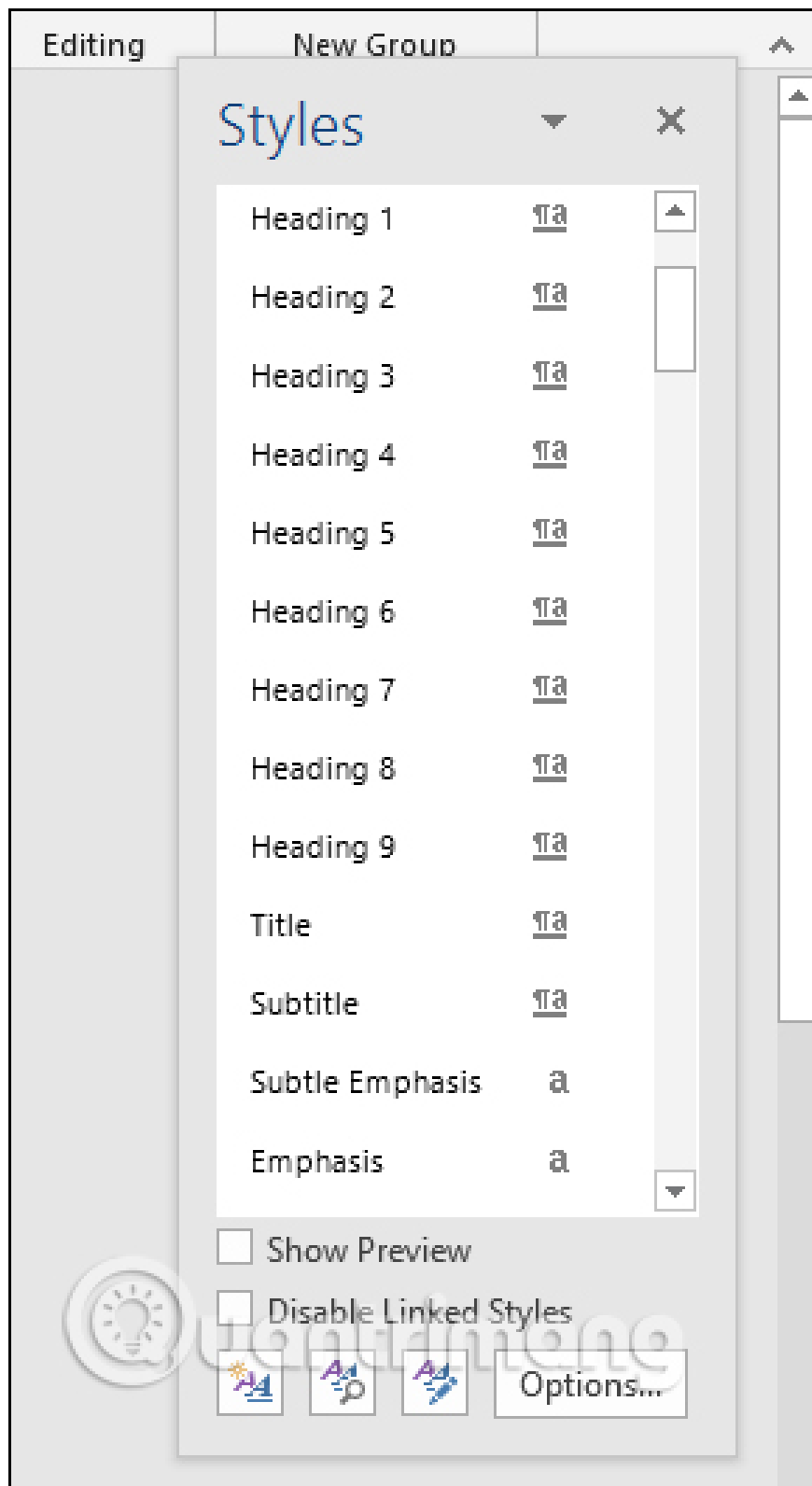
Display the Styles list column, click the Options button below to change the display.



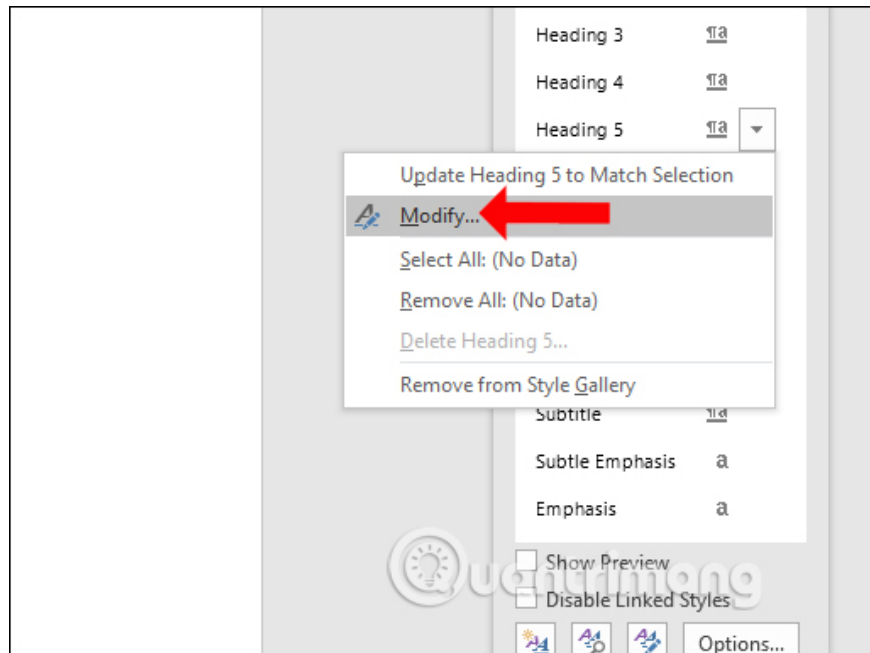
In the Style Pane Options interface under Select styles to show, click on the arrow and select All Styles in the drop down list. Click **OK** .



Back to the Styles list interface we will see **9 different Heading** styles on Word.

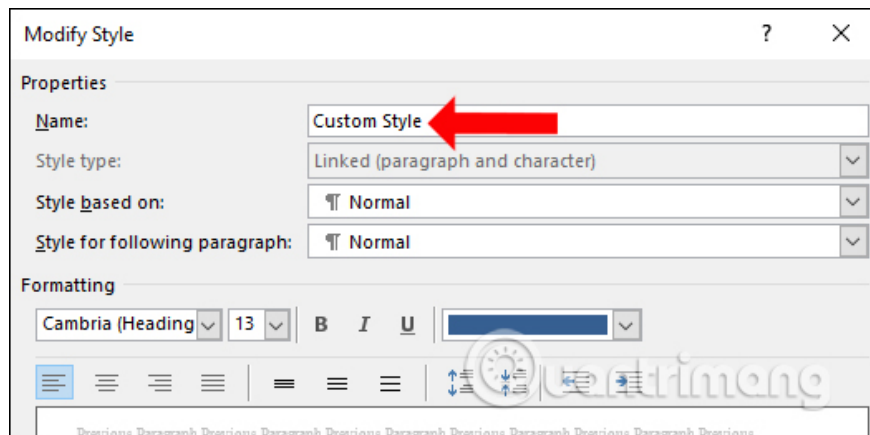


Hover over the type of Heading you want to edit and also press Modify .



## Step 2:

Display the Modify Style interface to change the Heading format. First in **Name** you can change the name for this Heading.



Next to the **Formatting** section you can change the font, size, font color, apply formatting styles to text such as bold, italic and italic. The section below will align the position for the content of Heding.

White content will display the entire preview layout of Heading. Below is the detailed content of the Heading format. Finally, click **Ok** to save the changes.



