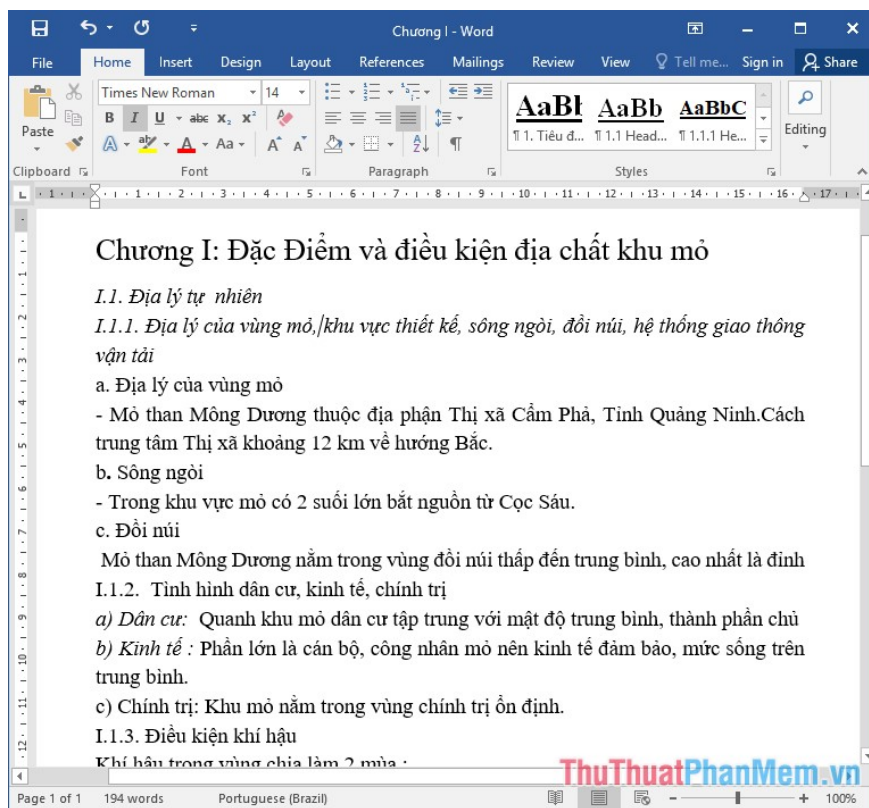


How to create and use styles in Word 2016

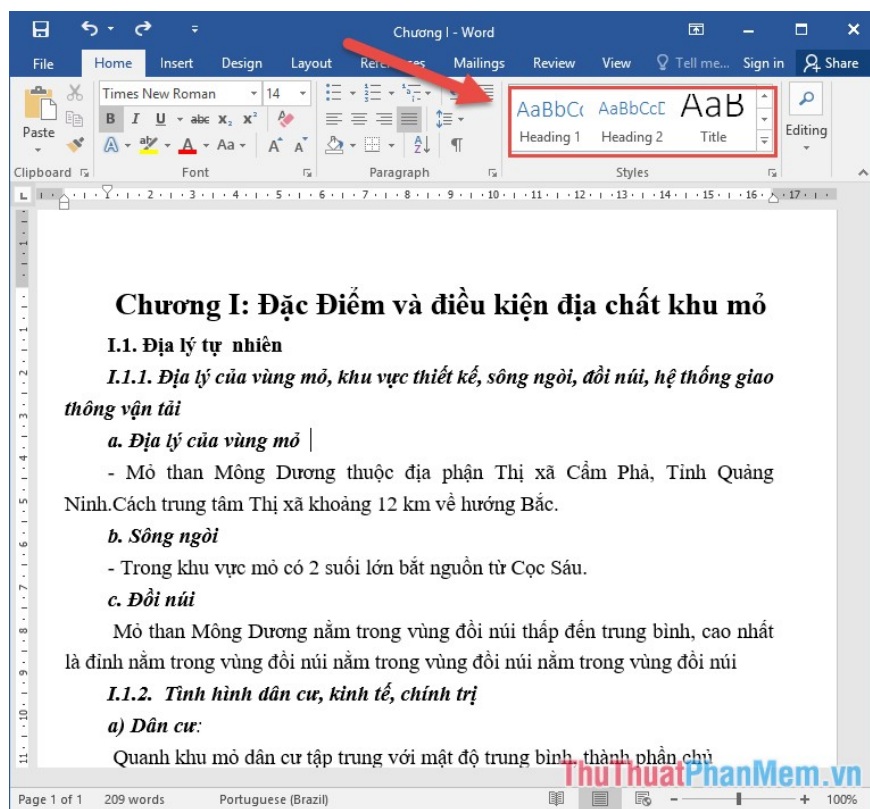
Style in Word helps you format the text uniformly, speed up the formatting of the text, and with the use of Style, you can create an automatic table of contents quickly. The following article shows how to create and use styles in Word 201

Style in Word helps you format the text uniformly, speed up the formatting of the text, and with the use of Style, you can create an automatic table of contents quickly. The following article shows how to create and use styles in Word 2016.

For example, this is a rudimentary text that has just been created and needs to use Style:

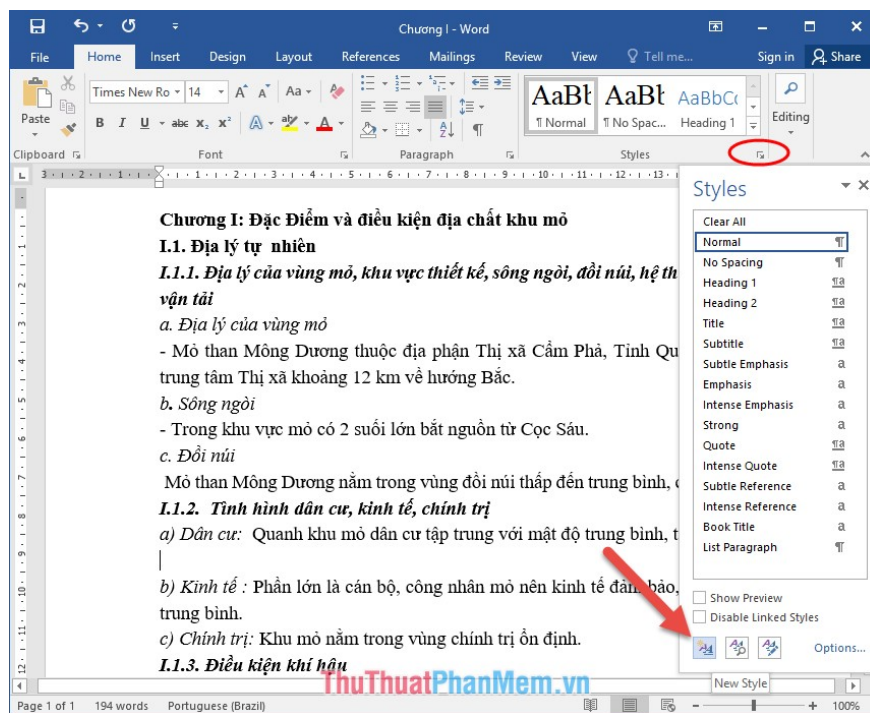


You can use the styles available in Word by clicking the styles in the Home section:

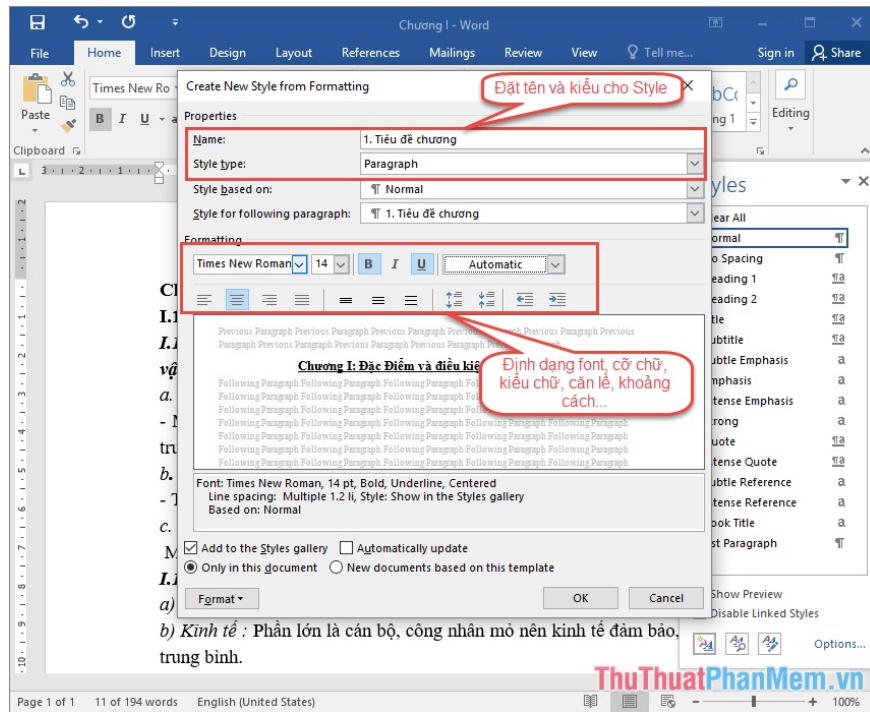


In addition, you can create your own style for your text by the following:

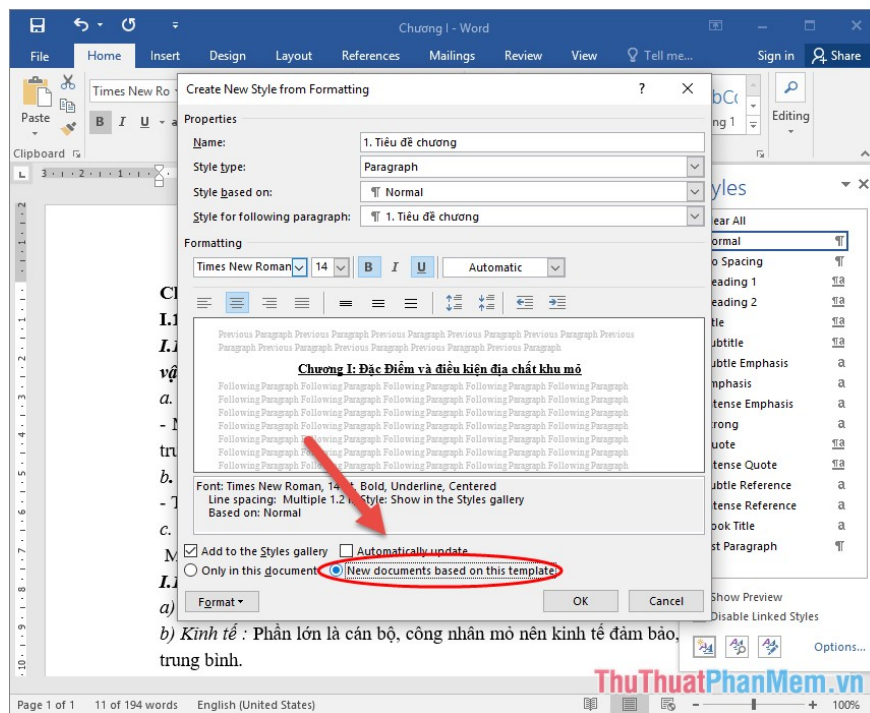
Step 1: In the **Home** tab, click the arrow in **Style** -> select the **New Style** icon :



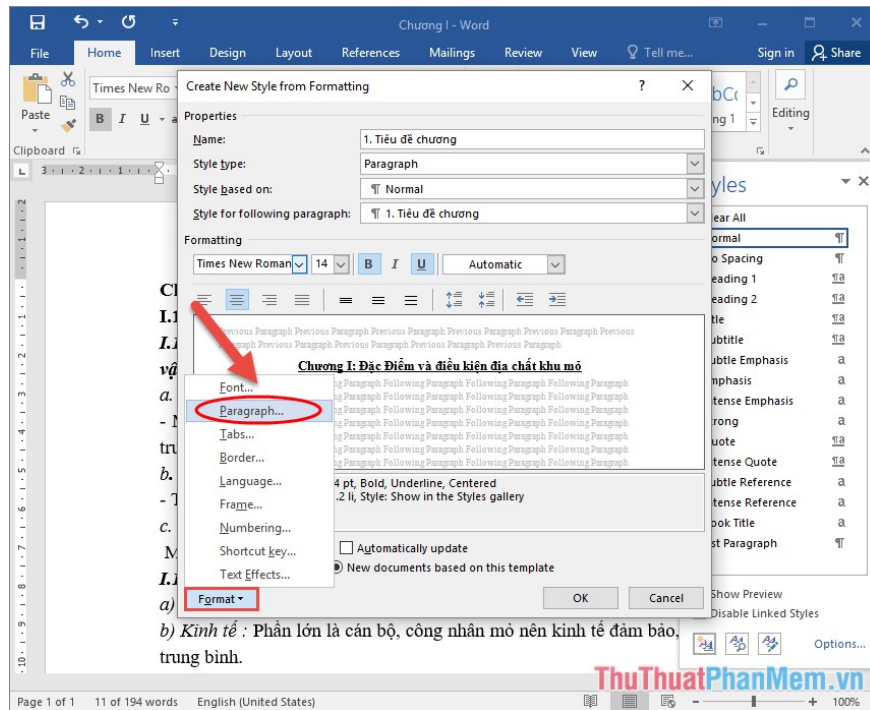
Step 2: A dialog box appears giving the name, style for the font and font format, size, font style, alignment, etc.



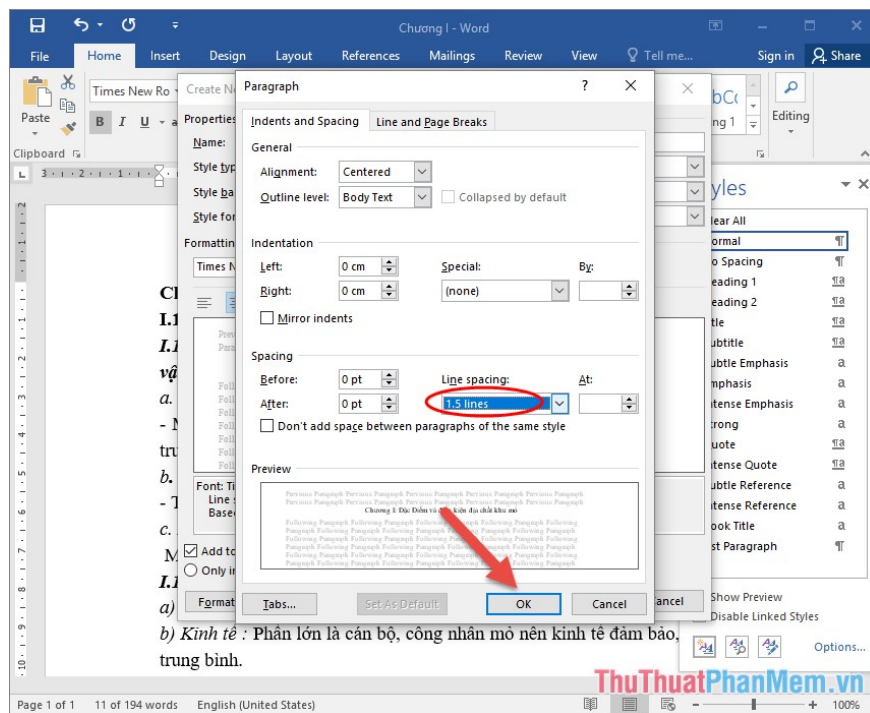
Step 3: Integrate select **New documents based on this template** to apply the **style** to all the following documents:



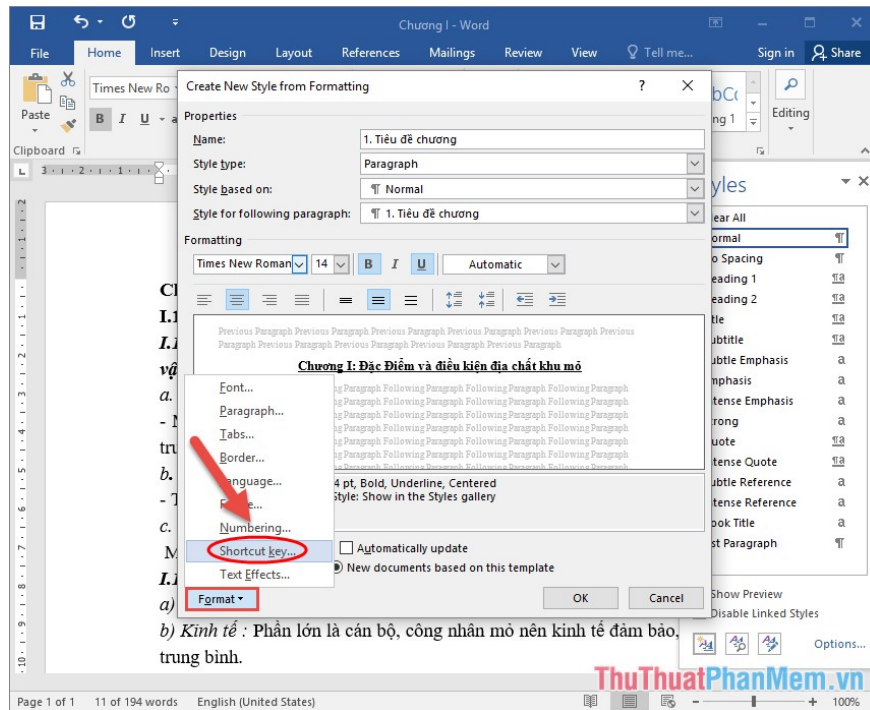
Step 4: Use some advanced options for **Style** by clicking **Format** . For example, to use additional spacing formatting between selected **paragraphs**:



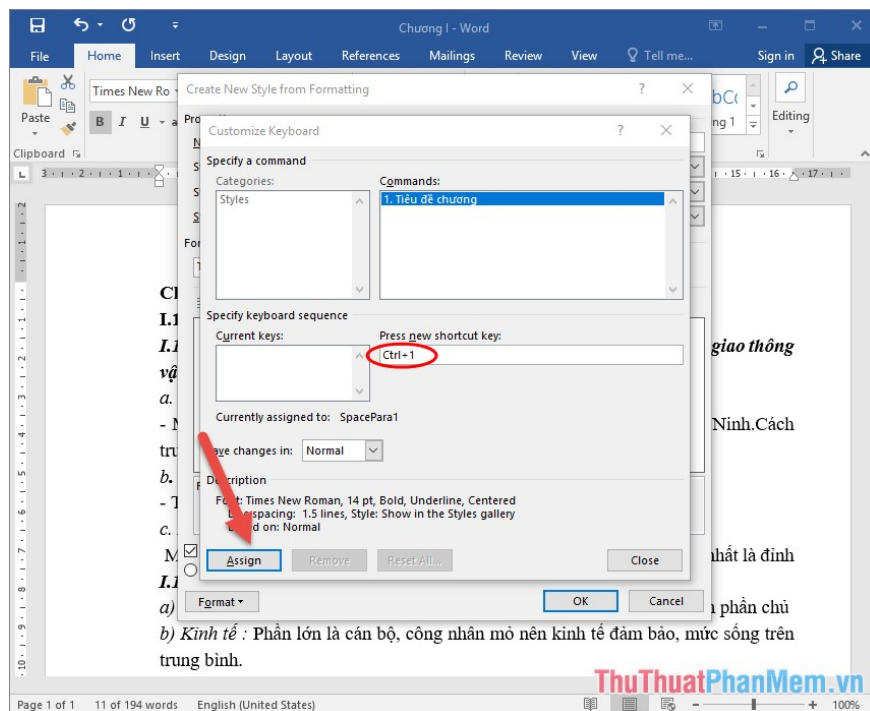
The dialog box appears in the **Line Spacing** section, enter the distance you need to create between the styles. For example, here enter **Multiple** with the value of 1,3 -> click **OK**:



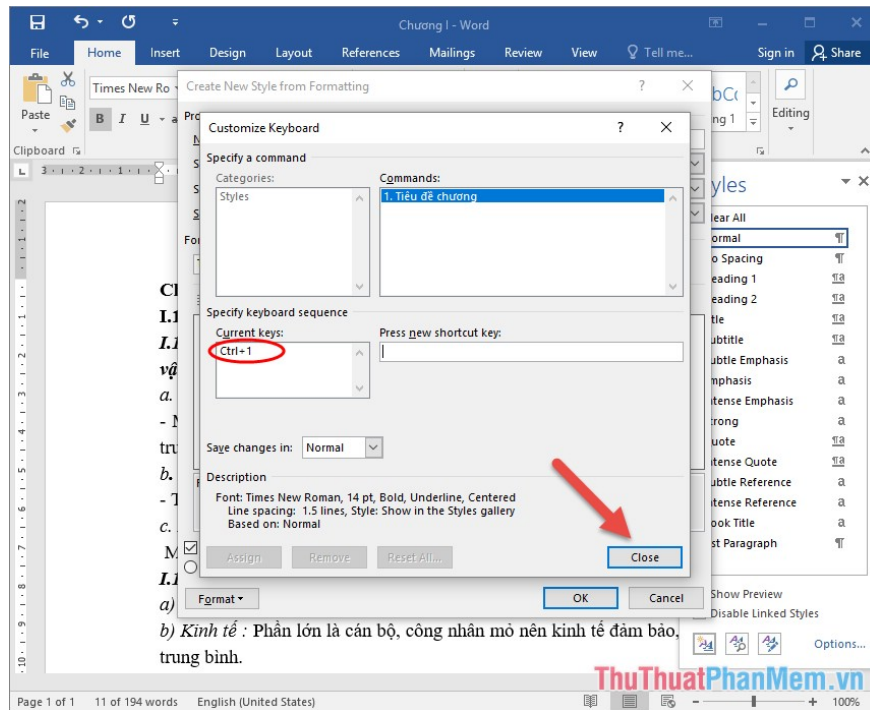
For example, you want to set the shortcut for the newly created **Style** and click the **Shortcut key** .



A dialog box appears to enter a shortcut for the **Style**, for example, type **Ctrl + 1** to use **Style** -> click **Assign** to confirm:

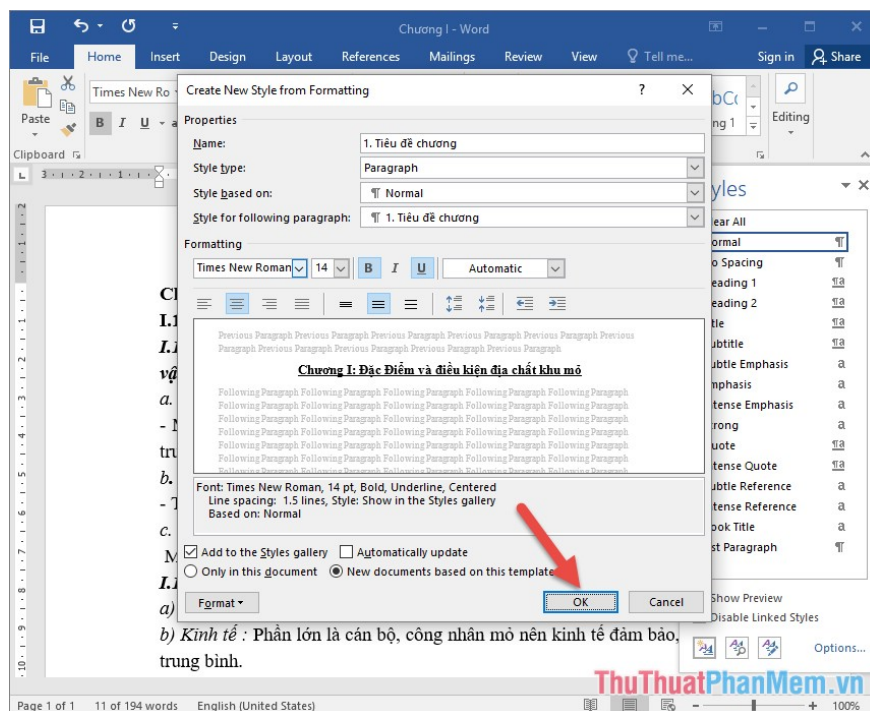


Results you created shortcut key combination for **Style** your

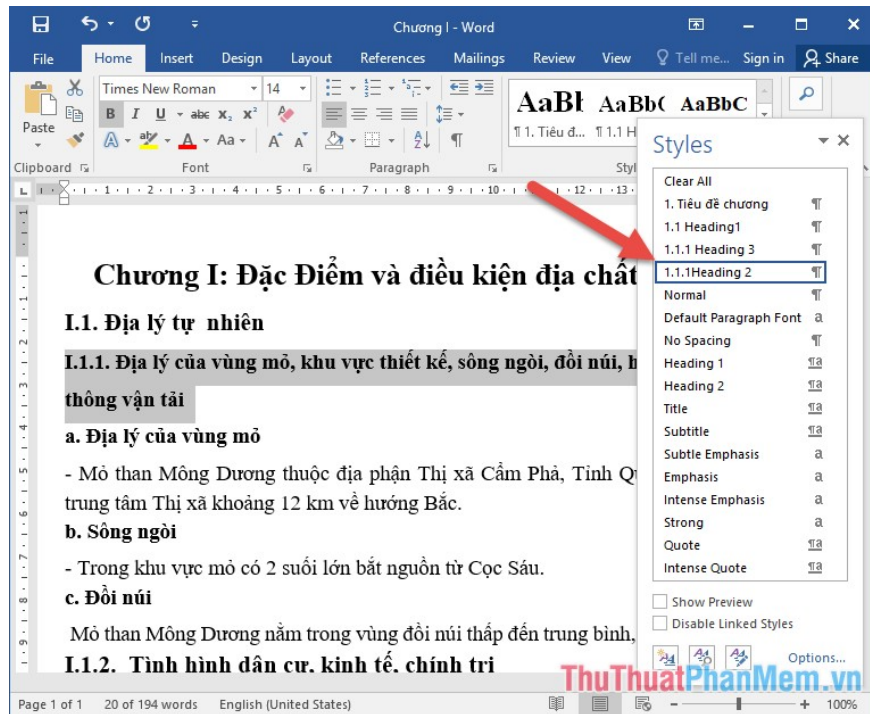


You can also use other advanced formats available in the **Format** tab .

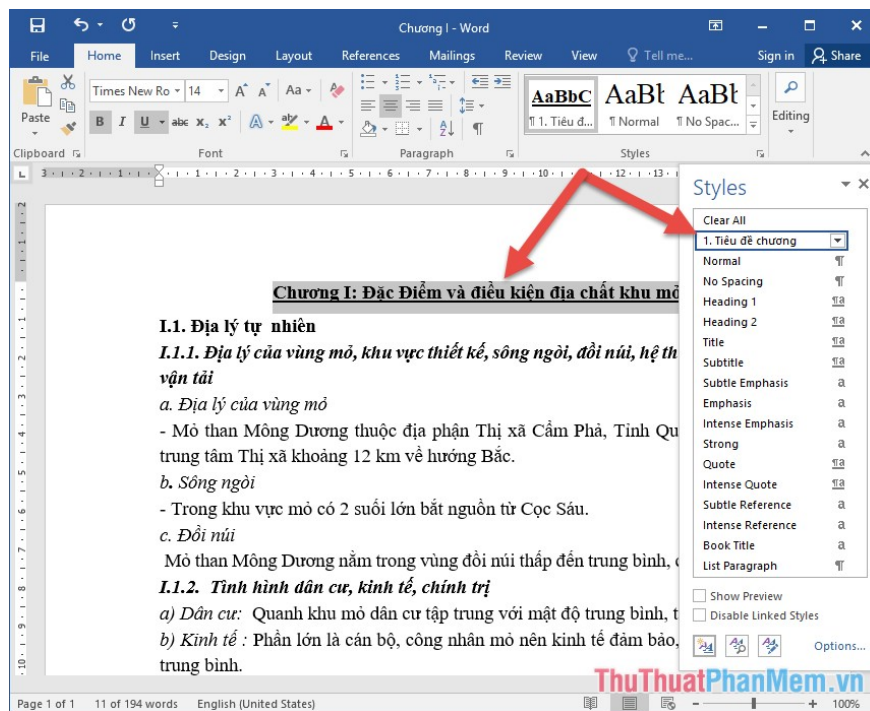
Step 5: Finally, click **OK** to complete the **Style** creation process , for example, here create **Style 1. Chapter title** :



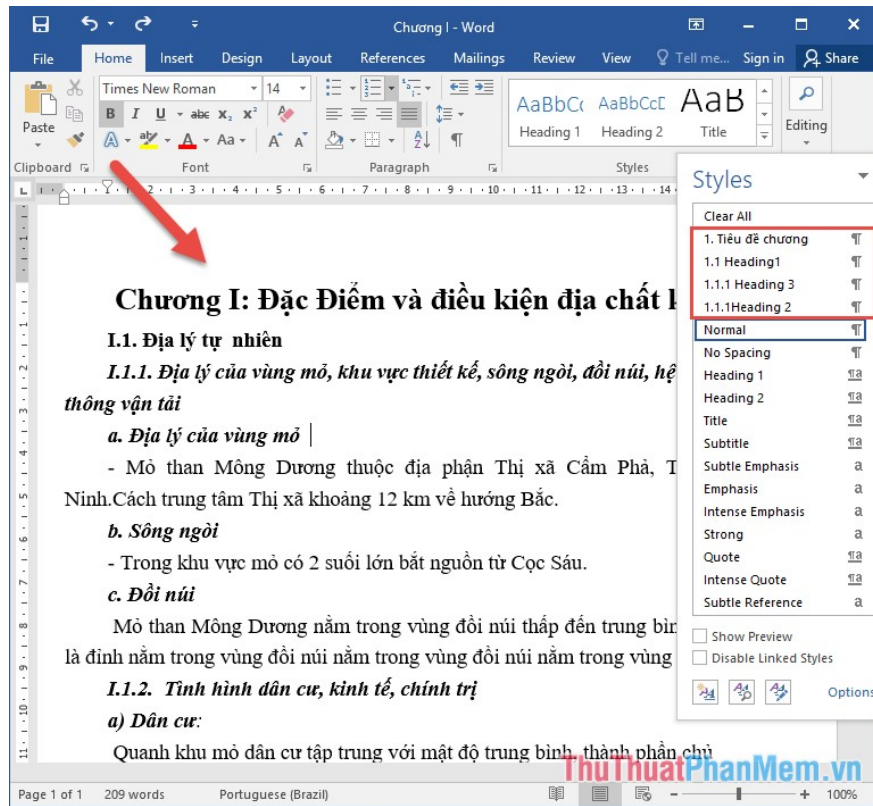
Similarly you can create other styles at different levels:



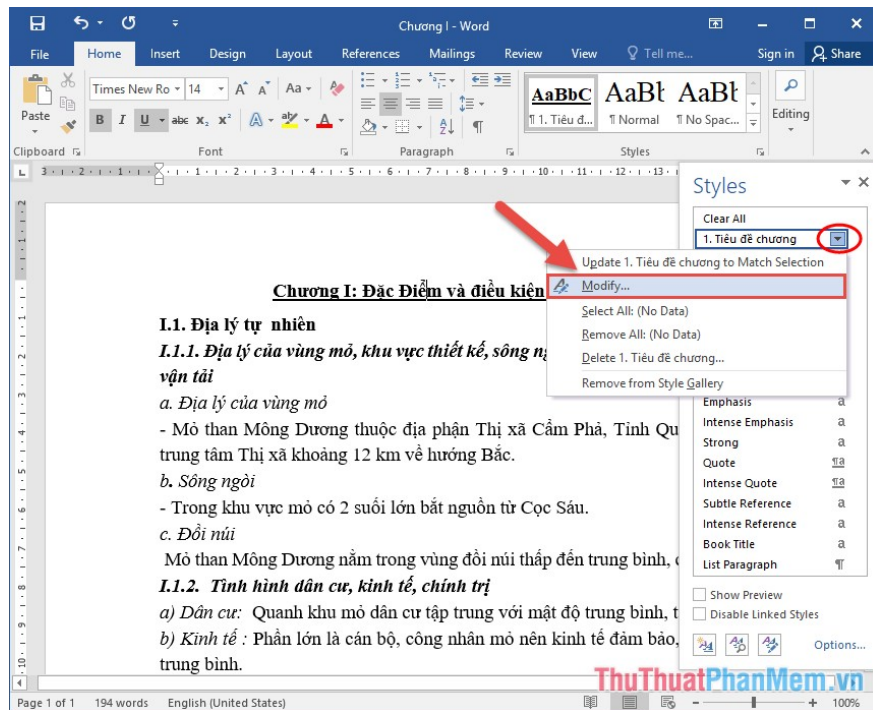
All **styles** you have just created are displayed at the top of the list, using **Style is** very simple, you just need to select the content to create **Style** -> on the **Home** tab -> **Style** -> click the **Style** you want to apply:



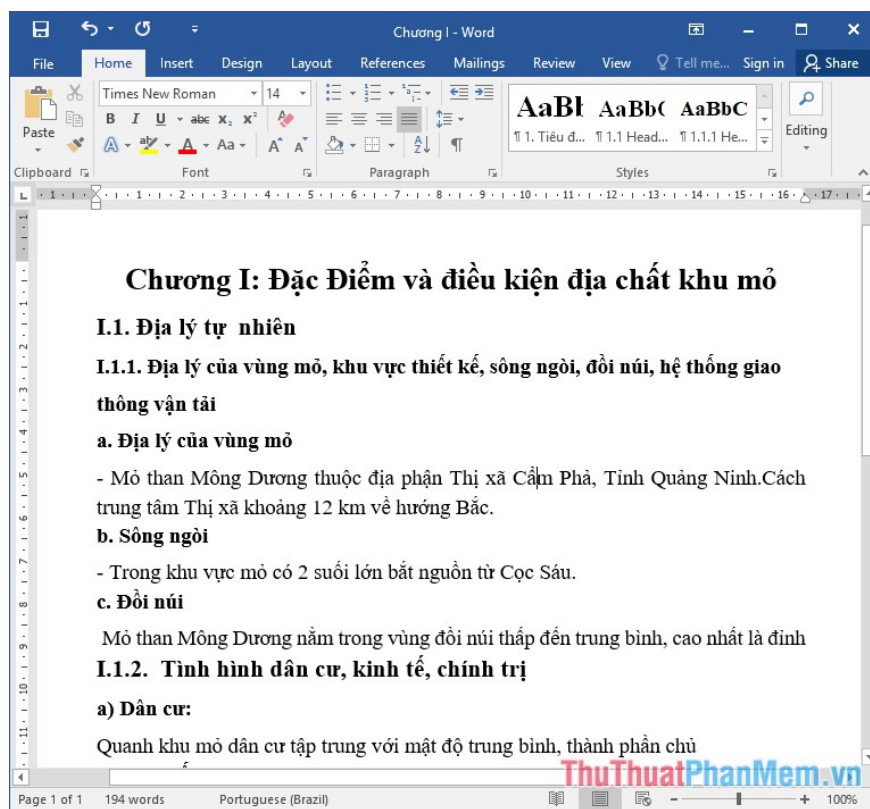
Similarly you choose for other objects in the text. Results of applying the **style** to your text:



After creating if you do not like it, you can edit the **Style** by right-clicking the **Style** you want to edit -> select **Modify** .



Above is a guide on how to create and use Style in Word 2016, you should use Style to make the text consistent and indexed easily. Good luck!



You finished reading the article "**How to create and use styles in Word 2016**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.