

MS Word - Lesson 7: Styles

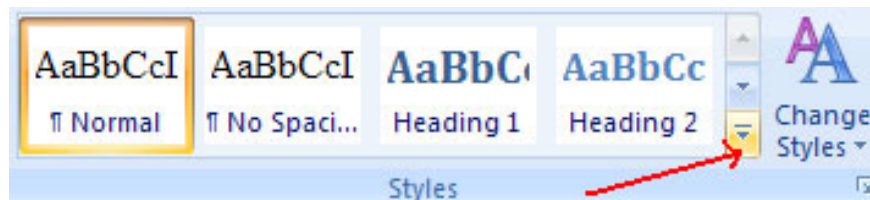
Using Styles in Word will allow you to quickly format a document with a consistent and professional look. Styles can be saved for use in many documents.

TipsMake.com - Using Styles in Word will allow you to quickly format a document with a consistent and professional look. Styles can be saved for use in many documents.

Apply the Styles

There are many styles available in Word that you can use. To see the available styles, click the Styles dialog box on the **Styles** group in the **Home** tab. To apply a Style:

- Select the text you want to apply.
- Click on the Styles dialog box.



- Choose the **Styles** you want



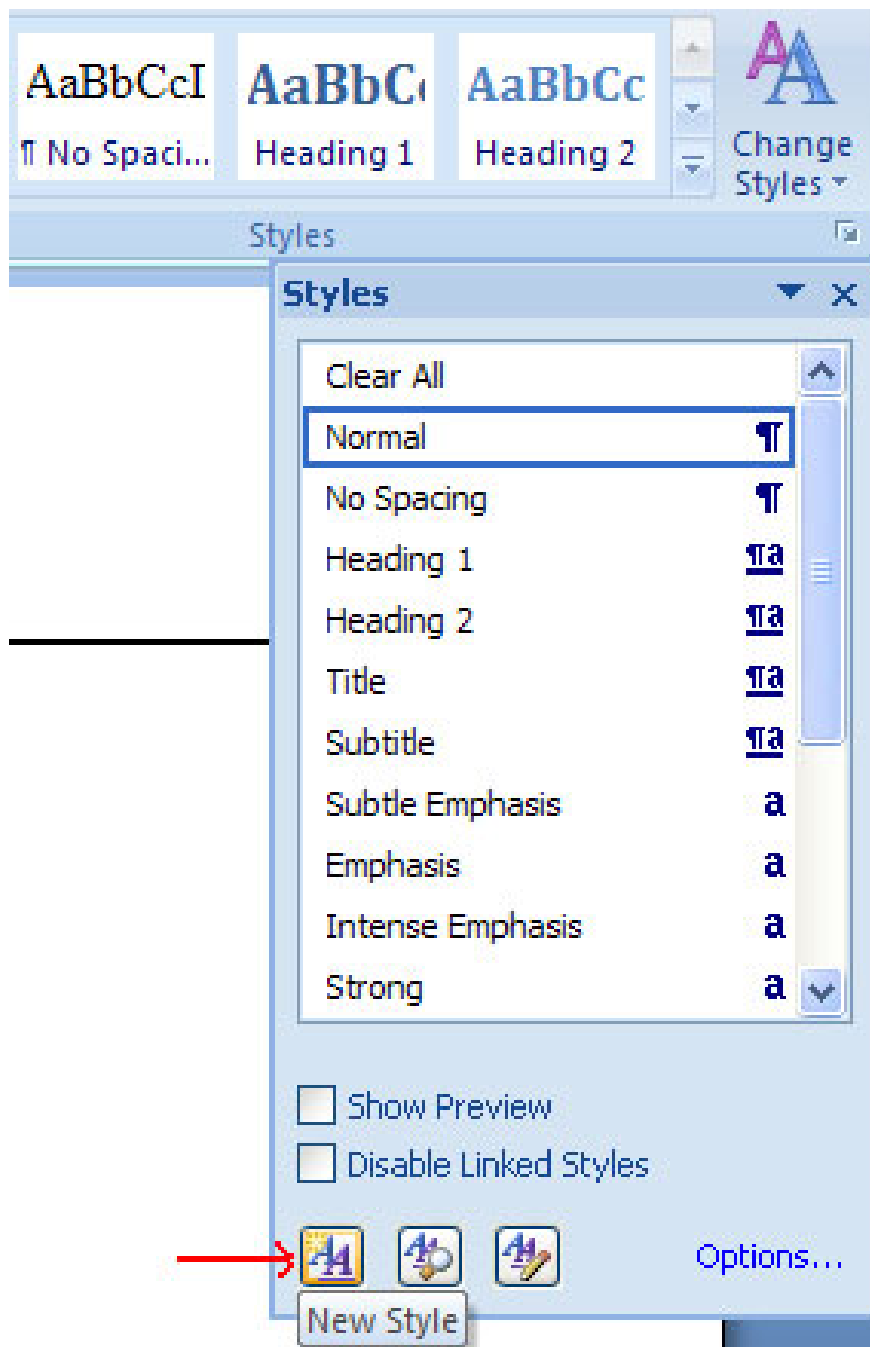
Create new Styles

You can create new Styles for formatting that you use regularly. There are two ways to create new Styles: **New Styles** or **New Quick Styles** .

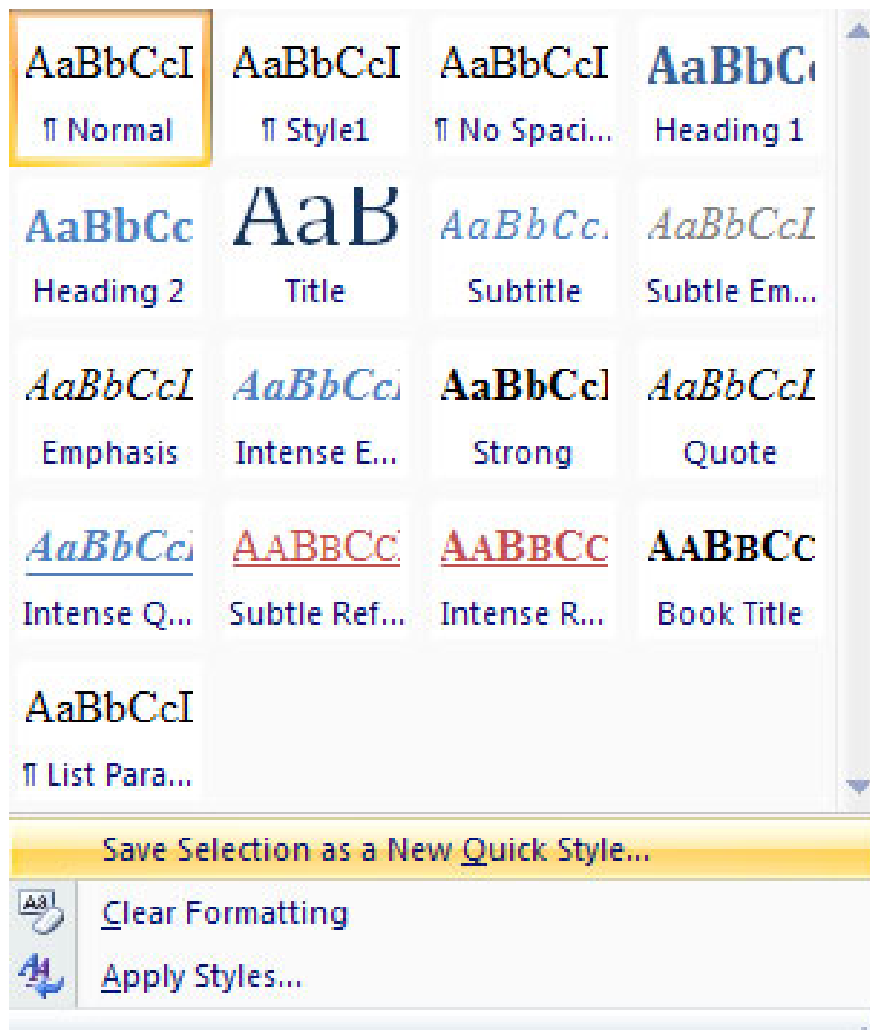
New styles

To create a New style:

- Click on the Styles dialog box
- Select the **New Style** button



- Complete the New Style dialog box.
- At the bottom of the dialog box, you can choose to add it from the **Quick Styles List** or just apply it in this document.



Style Inspector

To define the Style of a specific part in a document:

- Place the cursor anywhere in the text you want to explain Style.
- Choose the Styles Drop Down menu.
- Click the **Style Inspector** button .

AaBbCc

Heading 1

AaBbCc

Heading 2



Change Styles ▾

Styles

Styles

Clear All	
Normal	¶
No Spacing	¶
Heading 1	¶a
Heading 2	¶a
Title	¶a
Subtitle	¶a
Subtle Emphasis	a
Emphasis	a
Intense Emphasis	a
Strong	a

Show Preview

Disable Linked Styles



Options...

Style Inspector

Next article: MS Word - Lesson 8: Insert table

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