HOW TO: Use Styles

Using the Formatting Window

Turn on the ¶ symbol in the menu bar. This allows you to see the formatting instructions that Word is using in the document. These symbols and dots will not print.

Style Window

From the menu bar, select: Format → Styles and Formatting.

It will open a window to the right of the screen:

In this window, under “Show”, at the bottom of the page, select “All Styles”

Highlight the text you want to style and select the style you want to apply.

Modify a Style

If you want to adjust a predefined style, right-click on that style in the list in the formatting window and select “Modify”

This opens a “Modify Style” window where you can adjust font, spacing, alignment, tabs, size etc. Making adjustments in this screen changes the definition of the style. Every time you use that style, it will look the way you’ve defined it to look.

When you select the “Format” button, you are given a menu of features you can adjust.
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Styling a Document
Ideally, all text in your document should be styled. A fully styled document is easier to update if you need to change formatting. A fully styled document also makes it possible to use some of Microsoft’s automated features for creating tables of contents, lists and figures. Typical, standard styles for a thesis or dissertation would include:

- **Body Text** – defining your paragraph style
- **Heading 1, Heading 2, Heading 3 etc.** – defining your subheading styles
- **Index** – defining your bibliographic listing style
- **Numbered and bullet list styles** – defining numbered and bulleted lists
- **Block Quote style** – defining offset quotations
- **Footnote style** – defining footnote styles
- **Header/Footer styles** – defining the styles for the text in your headers and footers

Some styles you may want to create for your document using the “New Style” option in the Style Window include:

- **Title Style** – to define Heading 1-type text that you don’t want selected by MS Word’s automated Table of Contents function (see “How To: Generate Tables of Contents, Lists of Tables and Lists of Figures”)

- **Figure Title and Table Title Styles** – styles that you can use for titling tables and figures. These styles can then be selected for using MS Word’s automated functions (see “How To: Generate Tables of Contents, Lists of Tables and Lists of Figures”).

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