

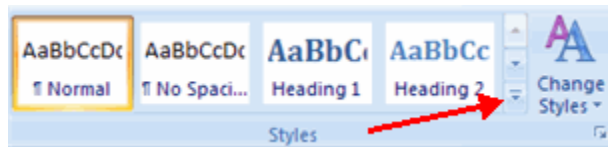
Word 2007- Styles

The use of 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 Styles

There are many styles that are already in Word ready for you to use. To view the available styles click the **Styles** dialog box on the Styles Group in the Home Tab. To apply a style:

- Select the text
- Click the **Styles** Dialog Box
- Click the **Style** you choose



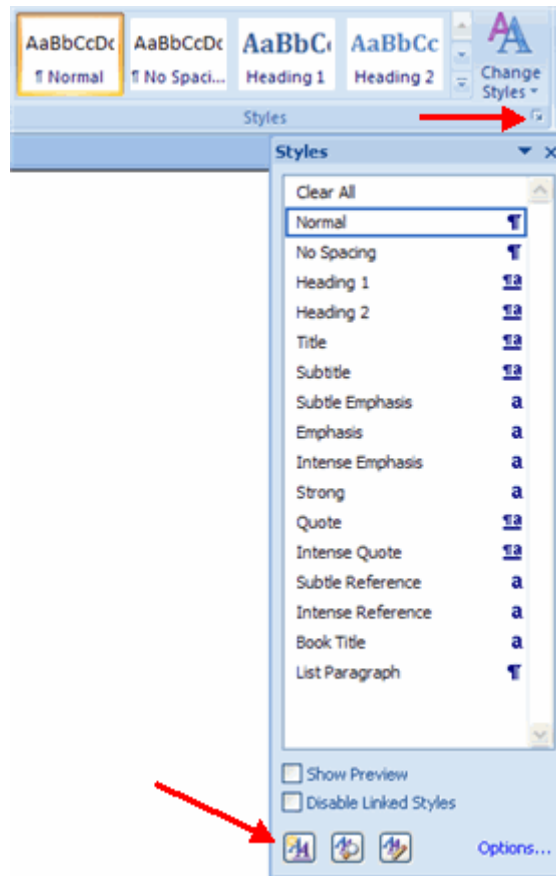
Creating New Styles

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

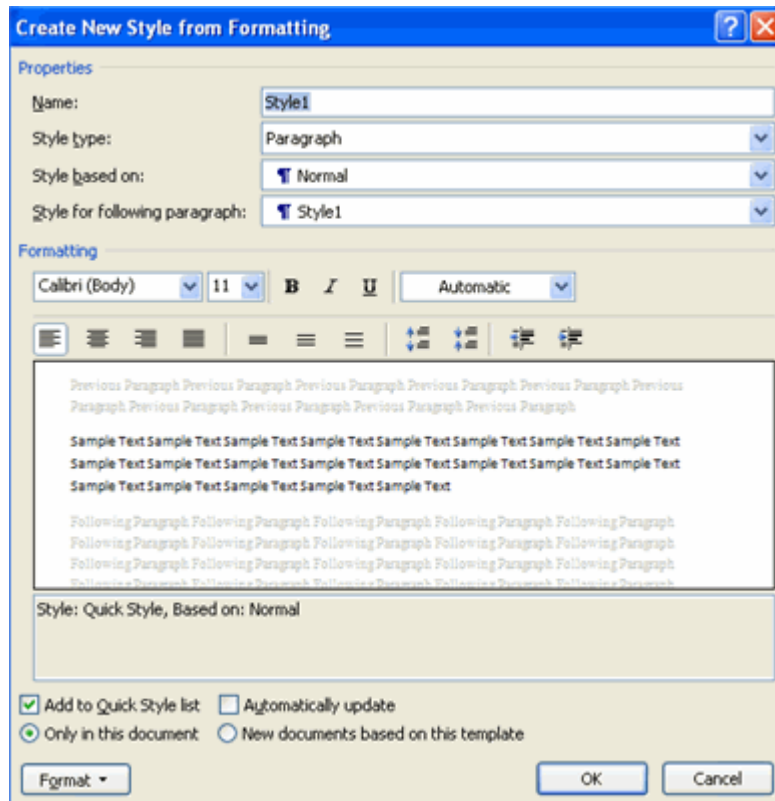
New Styles

To create a new style:

- Click the **Styles** Dialog Box
- Click the **New Style** Button



- Complete the **New Style** dialog box.
- At the bottom of that dialog box, you can choose to add this to the **Quick Style List** or to make it available only in this document.



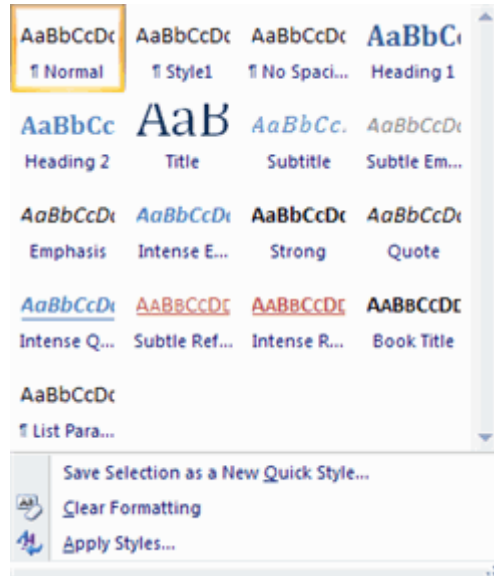
New Quick Style

To create a style easily:

- Insert your cursor anywhere in the chosen style
- Click the **Styles** dialog box



- Click **Save Selection** as New Quick Style



Style Inspector

To determine the style of a particular section of a document:

- Insert cursor anywhere in the text that you want to explain the style
- Click the **Styles Drop Down** Menu
- Click the **Style Inspector** Button

