

Applying Styles

Styles are a collection of formatting specifications that have been assigned a name and saved. A style can be applied to text, tables, and lists in a document to quickly change their appearance. When a style is applied, a whole group of formats is applied in one simple task. Styles are also used to create a Table of Contents in a document.

For example, instead of taking three separate steps to format a document title as 16 pt, Book Antiqua, and center-aligned, it is possible to achieve the same result in one step by applying a style.

The table below describes the different types of styles that can be created and applied in Word:

<i>Style</i>	<i>Description</i>
Paragraph	This type of style is applied to an entire paragraph. These styles control all aspects of a paragraph's appearance, such as text alignment, tab stops, line spacing, and borders, and can include character formatting. Every paragraph in a document has a style. The default is Normal.
Character	This style affects a selected portion of text. It can include any formatting that applies to a single character such as font type, font size, bold, underline, and so on. In other words it can apply to any formatting that can be applied by using the Font dialog box.
Table	This type of style provides a consistent look to borders, shading, alignment and fonts in tables. Any Table AutoFormat can be modified using this feature.
List	This type of style applies similar alignment, numbering or bullet characters, and fonts to lists of information. Any of the options available in the Bullets and Numbers dialog box can be modified using this feature.

It is possible to create, view, and reapply styles from the **Styles and Formatting Task Pane**. Direct formatting that is applied is also stored in this pane, so that it can be quickly reapplied to selected items in Word.