

MODIFYING A STYLE

To modify a style, the formatting associated with the style is changed. This is possible whether it is a user defined style or one predefined by Word. When a style is modified, all text assigned to that style will be modified. To modify a style:

- ❖ If the **Styles and Formatting Task Pane** is not open, do one of the following:
 - Select **Format, Style** from the **Menu Bar**.
 - Click the **Styles and Formatting** button on the toolbar (see illustration at right).
- ❖ The **Styles and Formatting Task Pane** will display on the right side of the window.
- ❖ Click somewhere within a paragraph that has the style that is to be changed applied.
- ❖ Click the **Select All** button in the **Styles and Formatting Task Pane**.
 - When this option is selected, all the headings based on the selected heading style will be selected.
- ❖ Do one of the following:
 - Move the Mouse Pointer over the style until a drop-down arrow appears and then click the arrow.
 - Right-click the style that is to be modified.
- ❖ Click **Modify Style** in the list that appears.
- ❖ The **Modify Style** dialog box will appear (see illustration at right).
- ❖ Make changes to the style by clicking the options under **Formatting** in the **Modify Style** dialog box.
- ❖ Click the **Format** button.
 - A list of options will appear.
 - See the link for **Creating a New Paragraph Style** for a list of the options that are available here.
- ❖ Once all the changes have been made, click **OK** to close the **Modify Style** dialog box.
- ❖ The changes that were made should apply to all the paragraphs based on the modified style.

