

## APPLYING STYLES

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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>
<b>Paragraph</b>	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.
<b>Character</b>	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.
<b>Table</b>	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.
<b>List</b>	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 **Contextual Toolbars** for tables. Paragraph and character styles can be changed by clicking the **Change Styles** button on the **Home Tab** in the **Styles** group. The **List Styles** can be changed by clicking the list arrow for each type of list and then selecting the proper option to change the style.