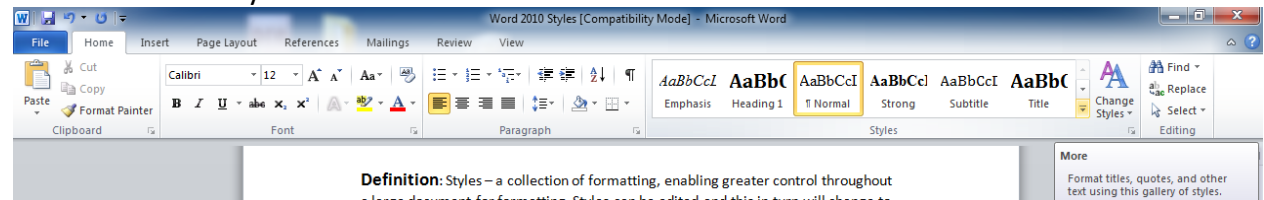


Word - Styles

Definition: Styles – a collection of formatting, enabling greater control throughout a large document for formatting. Styles can be edited and this in turn will change to appearance of any part of the document using such style.

Accessing Styles:

Home Ribbon > Styles tab



Actions to perform:

1. Select text to apply a style
2. Click on the style listed in the Styles tab – the drop down at the end of the styles listing and just before the 'Change Styles' button will provide additional styles

The style is applied to the paragraph (ensure breaks are placed after text using a particular style if you do not want all the text after selection to use the style)



Tips:

Styles are great for implementing formatting of headings.

Heading 1 is used for a main heading

Heading 2 is a sub heading of Heading 1

Heading 3 is a sub heading of Heading 2

Remember the style can be edited – use the drop down button named 'Change Styles'

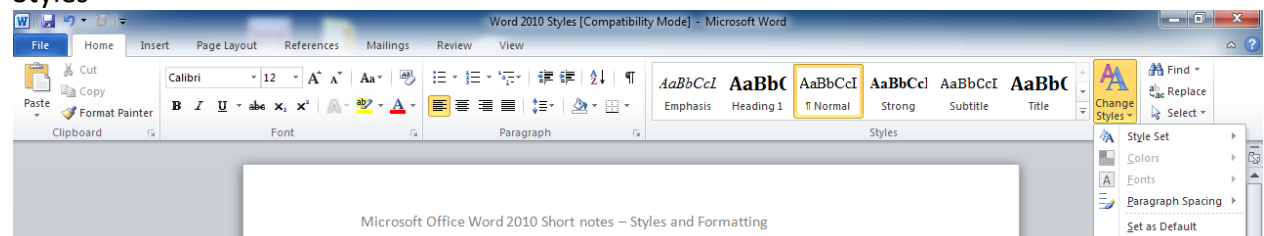


Table of Contents is much easier to use if styles for Heading 1 (level 1) and 2 / 3 have been used. See table of contents notes.