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Microsoft Word Styles



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Microsoft Styles Tutorial

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Introduction to Styles *What is a Style?*

A Style is a saved set of formatting choices that you can apply to multiple sections of text at one time.

Microsoft Styles is a tool that automates document formatting. The use of Microsoft Styles boosts efficiency and productivity. Using Microsoft Styles guarantees consistency within the text of documents and assists with seamless collaboration.

Styles enables users to instantly generate time consuming components of documents such as TOCs (Table of Contents) and Lists of Figures.

Most importantly, using Styles makes a Technical Writer's job easy and fun!

Themes

Themes determine the overall look and feel of our documents and allow branding to be enforced within all documents across an organization.

Choosing a document Theme and Styles list is the fist step of the document creation process.

Themes and Style sets are located in the **Design** tab.

To Apply a Style:

Option A: Using the Apply Styles Dialogue box

- 1. To apply the style to a specific portion of the text, highlight the text that you would like the Style applied to. To apply a style to a paragraph of text, place your cursor within the paragraph that you would like to apply the style to.
- 2. Use the short-key Control + Shift+ S. The Apply Styles dialogue box will appear.

Apply St	tyles	•	×
Style Name:			
List Paragraph	ı		-
Reapply	Modify	<u>A</u>	
AutoComp	lete style na	mes	

3. Select the name of Style that you would like to apply from the **Style Name** drop down. The style will be applied to the selected text.



Option B: By Selecting the text and applying a Style from the Styles Gallery dock

- 1. To apply the style to a specific portion of the text, highlight the text that you would like the Style applied to. To apply a style to a paragraph of text, place your cursor within the paragraph that you would like to apply the style to.
- 2. Select the name of Style that you would like to apply from the Styles Gallery (located within the Home tab). The Style will be applied to the selected text.



Option C: By Opening the Styles Pane

- 1. To apply the style to a specific portion of the text, highlight the text that you would like the Style applied to. To apply a style to a paragraph of text, place your cursor within the paragraph that you would like to apply the style to.
- 2. Open the Styles pane by:
- a) Using the shortkey Alt+Ctrl+Shift+S



b) Selecting the downwards facing arrow located on the bottom right-hand corner of the Styles Gallery.



3. Select the Style that you want to use by clicking on the name of the Style.

Note: The Styles pane contains more Styles than the Styles Gallery. The Styles Gallery displays the Styles that are relevant to the present context of your document. Whereas all of the Styles are available in the Styles Pane.

Apply the same style to multiple sections:

- 1. Select the fist section of text that you would like the Style to be applied to.
- 2. Then, press and hold down the Control key while selecting all additional sections of text that you would like to apply the same style to.
- 3. Finally, select the name of the Style that you would like applied to the highlighted sections of text.

Types of styles

- **Character Styles**: involve the use of the formatting options found in the font group on the ribbon. To apply a character style, you must select the section of text that you would like the Style applied to.
- Paragraph Styles: are applied to a selected paragraph by simply placing your cursor in a paragraph and selecting a style. Paragraph styles include alignment as well as character styles (like bold, italics, font size, and font type).
- Linked Styles: linked styles can act like a character style or a paragraph style. If you apply a
 linked Style to a highlighted section of text, the linked style will act like a character style and
 alter character formatting. If you do not have text selected, and you apply a linked Style by
 placing your cursor inside of the section of text that you would like to style, the linked style will
 act like a paragraph style and apply paragraph formatting to the entire paragraph.
- List Styles: used for lists.
- Table Styles: used for tables.

Note on using Linked Styles: If you select some text and choose a linked style, for example "Intense Quote", then only the selected text is formatted with the new style. If you undo that, and then simply click in the paragraph and then select the same style ("Intense Quote"), then the whole paragraph will be altered with **character formatting** such as font size and colour **and paragraph formatting** such as alignment.

Dialogue launcher:

The dialogue launcher is a great way to get infomration about each style. It is located in the lower righthand corner of the Styles group. The little arrow opens the Styles task pane. You can move the task pane around the page so that it doesn't interfere with the text that you need to see.



Inspect a Style Using the Dialogue launcher:

1. Select the downwards facing arrow located on the bottom right-hand corner of the Styles Gallery.

AaBbCcDເ	1. AaBbC	AaBbCcDc	AaBbC(AaBbCc	AaBbCcC	< > >
1 Normal	1 Style2	No Spacing	Heading 1	Heading 2	Heading 3	
Styles				L]		

The dialogue launcher will open.

Styles	•	×
Normal	T	
Default Paragraph Font	a	
No Spacing	¶	
Heading 1	<u>¶a</u>	
Show Preview		
Disable Linked Style	S	
A_+ A_{\sim} A_{\sim} O_F	otions	

2. Select the name of the Style that you'd like to inspect.

Styles	•	×
Normal	۳	
Default Paragraph Font	a	
No Spacing	۳	
Heading 1	<u>¶a</u>	
Show Preview		
Disable Linked Style	s	
A ₊ A ₂ A ₂ Op	tions	



3. Select the Style inspector icon.



The Style Inspector will appear.

Style Inspector	×
Paragraph formatting	
Normal	۶
Plus: <none></none>	
Text level formatting	
BOOK TITLE	۶
Plus: Not Bold, Not Small caps, Not Expanded by / Condensed by	&
A Ma Clear All	



Compare Styles with the Reveal Formatting Launcher

You can use the Reveal Formatting launcher to see details about a format and to compare sections to find out if the formatting is the same.

- 1. Open the reveal formatting launcher:
 - a) Select a section of text, then hold the Shift key down and press F1. OR
 - b) Open the Style Inspector and then select the Reveal Formatting icon.

Style Inspector	×
Paragraph formatting	
Normal	%
Plus: <none></none>	>
Text level formatting	
BOOK TITLE	?
Plus: Not Bold, Not Small caps, Not Expanded by / Condensed by	%
Clear All	

- 2. Select the text that you would like to reveal the formatting for.
- 3. Select the **Compare to another section** check box.

Reveal Formatting	-	×
Selected text		
Sample Text		
Compare to another selection		

- 8
- 4. Select the section of text that you would like to compare the formatting for.

The formatting differences will be displayed

Reveal Formatting	*	×
Selected text		
egac		
Sample Text		
✓ Compare to another selection		
Formatting differences		
Font FONT Bold -> Not Bold Italic -> Not Italic Font color: Accent 1 -> Font color: Auto		
Paragraph INDENTATION Left: 0 cm -> 0.63 cm		

Legacy Formatting Advisor (The Style Area) [Note: Access to this feature has been

disabled by an administrator]

It only works in Draft or Outline views. It's a *legacy* tool from Word 2003. To use the Legacy Style Area tool:

- 1. Select File
- 2. Select Options
- 3. Select Advanced
- 4. Scroll down to the **Display** section.
- 5. Find "Style area pane width in Draft and Outline views".
- 6. Adjust the width of the Style Area pane by entering a 1 in the "Style area pane width in Draft and Outline views" field.

Course 1	neu sgaung. mien selecieu
General	Use draft font in Draft and Outline views
Display	Name: Courier New *
Proofing	Sige: 10 -
Save	Use fonts that are stored on the grinter
Language	Eont Substitution
Advanced	Expand all headings when opening a document ③
Customize Ribbon	Display
Quick Access Toolbar	Show this number of Becent Documents: 25 0
Add-ins	Quickly access this number of Recent Documents: 4
Trust Center	Show this number of unpinned Recent Eolders: 20 C
	Show measurements in units of: Inches *
	Style area pane width in Draft and Outline views: 0° Y
	Show parts for HTML features

7. The Style Area pane will be visible in Draft and Outline views. (Go to the **View** Tab to access Draft and Outline views)



(Note: This advanced setting may not be accessible due to permissions set by the administrator)

Clear Formatting

To clear the formatting in a document:

- 1. Select the **Home** tab.
- 2. Select the Clear All Formatting icon.



Tip: Left click the icon to select the option to add the icon to your Quick Access Tool bar.

Create a Style

1. Expand the Styles Gallery.



2. Select Create a Style.



11

3. Enter a name for your new Style.

Create New Style from	Formatti	ng	?	×
<u>N</u> ame:				
Test Style				
Paragraph style preview	<i>r</i> :			
Style3				
	ОК	<u>M</u> odify	Ca	incel

4. Select Modify.

Create New Style from Formatting	?	×
Name:		
Style1		
Paragraph style preview:		
Style1		
OK <u>M</u> odify	Can	cel

5. Set the desired formatting for your new Style.

	erties									
Name:			Style	ityle3						
Style type:			Link	Linked (paragraph and character)						
Style	e <u>b</u> ased on:		T	List Para	agraph					
Styl	e for followin	g paragraph:	T	Style3						_
	atting			-						
orma	atting		_				_			
Cal	libri (Body)	✓ 11 ✓	В	ΙU	: L	Automatic	\sim			
_			_	_	↑ =	ψ=				
_					•	τ=				
	Previous Paragra	ph Previous Paragr	aph Pre	vious Para;	graph Prev	rious Paragraph Pr	evious Parag	raph Previo	11.9	
	Paragraph Previo	us Paragraph Previ	ous Para	agraph Prev	vious Para	graph Previous Pa	ragraph			
I	1. Sample	Text Sample Text	Sample	a Text Sam	iple Text:	Sample Text Sam	ple Text Sam	iple Text Sa	ample	
	Text Sa	mple Text Sample	Text Sa	imple Text	t Sample '	Fext Sample Text	Sample Text	:Sample Te	ext	
	Sample	Text Sample Text	Sample	a Text Sam	iple Text:	Sample Text Sam	ple Text			
	Following Parag	raph Following Par	agraph l	Following	Paragraph	Following Parag	aph Followi	ng Paragrap	h	
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	Following Parag	raph Following Par	agraph 1	Zollowing	Davagrapi	Following Parag	apii Followii mb Followii	ug Palagiap	n h	

Modify A Style

- 1) Navigate to the Styles Gallery and right-click on the name of the Style that you'd like to modify.
- 2) Select Modify.

Update to Match Selection.

- 1) Place your cursor within the formatted text that you would like to base a Style off of.
- 2) Navigate to the Styles panel and right-click on the name of the Style that you'd like to update to match the selected text.
- 3) Select Update to Match Selection.

Table Style

There are styles available for tables that are not visible until the user clicks inside of the table or selects a table.

Table 1: Test Table

Column 1	Column 2
Row 1	
Row 2	

To set a Table Style:

- 1) Place your cursor within the Table that you would like to apply a style to and left click to select the table.
- 2) Navigate to the **Design** tab.
- 3) The table Styles Gallery will appear.

Design	Layout	References	Mailings	Review	View	Help	Design Lay
							^ ↓ ↓ ↓ Shading
			Table St	tyles			

4) Filter the Table Styles using the check boxes located on the left-hand side of the Tables Style Gallery.



5) Select the desired Table style from the Styles Gallery.

Use Styles with Replace

1. Open **Replace** by selecting Replace (found on the Home tab of the control ribbon.)



The Replace panel will open.

Find and Replace		×
Fin <u>d</u> Replace <u>G</u> o To		
Fi <u>n</u> d what:		
Replace with:		~
<< Less Replace All Find Next	Cancel	
Search: All		
Match prefix		
Find whole words only Match suffix		
Use wildcards Sounds like (English) Ignore punctuation characters Find all word forms (English) Ignore white-space characters		
Find Format Special No Formatting		

2. Select Format. A drop-down menu will appear.



3. Select **Style** from the drop-down menu.



4. Select the name of the Style that you want to replace. Then select **OK**.

Find Style	?	×
Eind what style:		
(no style)		~
* Normal		
Ta Style1 Char		
Ta Style1		
^a Default Paragraph Font	t	
¶ No Spacing		~
Description Left Line spacing: Multiple After: 8 pt, Wide v/Or Show in the Styles valler	: 1.08 li, Space phan control, S Y	tyle:
ОК	Car	ncel



- 5. Place your cursor in the **Replace with** field.
- 6. Open the **Format** drop-down for a second time and select the name of the style that you would like the existing style to be replaced with.
- 7. Select OK.
 - Replace will display the format changes that you have selected beneath of the "Find what" and "Replace with" fields.

Find and Re	eplace	
Fin <u>d</u>	Re <u>p</u> lace	<u>G</u> o To
Fi <u>n</u> d what: Format:	Style: No	ormal 🗲
Replace w <u>i</u> Format:	th: Style: <mark>Bo</mark>	dy Text

Confirm your selections, then select **Replace** or **Replace all** to replace all instances of the defined replace request within the document in one go.

Fi <u>n</u> d what:			
Format:	Style: Normal		
Poplace with	1		
Replace with:	1		
Format:	Style: Body Text	+	
<< <u>L</u> ess		<u>R</u> eplace	Replace <u>A</u> ll

Style Inheritance

When creating Styles, we are presented with the option to base the Style on an existing style (depicted below). When you base a Style on an existing Style, the new Style becomes a child of the existing parent style and inherits attributes from the parent Style unless otherwise specified.

Create New Style from Formattin	ng	? ×
Properties		
<u>N</u> ame:	Example	
Style <u>t</u> ype:	Linked (paragraph and character)	\sim
Style <u>b</u> ased on:	<u> ୩</u> ឧ Heading 3	~
Style for following paragraph:	¶ Example	\sim
Formatting		
Calibri Light (Heac 🗸 12 🗸	B I <u>U</u> 🗸	
Previous Paragraph Previous Paragra Paragraph Previous Paragraph Previo	ph Previous Paragraph Previous Paragraph Previous Paragraph Previous ous Paragraph Previous Paragraph Previous Paragraph	
Style Inheritance		
Following Paragraph Following Para Following Paragraph Following Para	agapa Following Paragapa Following Paragapa Following Paragapa agapa Following Paragapa Following Paragapa Following Paragapa	
Following Paragraph Following Para Following Paragraph Following Para	agraph Following Paragraph Following Paragraph Following Paragraph agraph Following Paragraph Following Paragraph Following Paragraph	
Following Paragraph Following Para Following Paragraph Following Para	agraph Following Paragraph Following Paragraph Following Paragraph agraph Following Paragraph Following Paragraph Following Paragraph	
Following Paragraph Following Para	agraph Following Paragraph Following Paragraph Following Paragraph	
Style: Show in the Styles gallery Based on: Heading 3	/	
Add to the Styles gallery	Automatically update	
Only in this <u>d</u> ocument O Ne	ew documents based on this template	
F <u>o</u> rmat ▼	ОК	Cancel

With inheritance, anything that is not specified/differentiated from the style that our style is based on will bleed through (to the "child" Style) when we change the original parent style.

To prevent Style inheritance, select the **(no style)** option from the **Style based on** drop down. Usually, there are elements of child styles that we want to keep consistent throughout a document. This is why Heading Styles are often based on the Normal style or a Custom parent Style for a document.

Create New Style from Formatting ?				
Properties				
<u>N</u> ame:	Style2			
Style <u>t</u> ype:	Linked (paragraph and character)		\sim	
Style <u>b</u> ased on:	(no style)		~	
Style for following paragraph:	¶ Style2		\sim	

Auto-Update

The **Automatically Update** feature allows users to set a Style to automatically updates all sections assigned to a style when the Style is changed. This feature can be very helpful when used intentionally because it automatically proliferates formatting updates across a Style throughout an entire document. Conversely, the feature can also be counterproductive when it is enabled unbeknownst to the document's author.

How to Deselect Auto-Update

1. Right click on the **Style** that you would like to update.



A drop-down menu will appear.

c	AaB	oCcDc	AaBbC(AaBbC	сE	АаВ	~ *		0
	11 No		Update No Spacing to M	Matc	h Selection			l
		A	<u>M</u> odify			ſ	2	_
	Registe		<u>S</u> elect All: (No Data)					
	_		Re <u>n</u> ame					
			Remove from Style <u>G</u> all	ery				
			Add Gallery to Quick Ad	ccess	Toolbar			



2. Select Modify.

The Modify Style settings panel will open.

3. Deselect the **Automatically update** checkbox (located at the bottom of the Modify Style settings panel that you just opened).

Add to the Styles gallery Automatically update Only in this document New documents based on this template		
Format •	ОК	Cancel

You have successfully deselected the Automatically Update option.

Add to the <u>Styles gallery</u> Automatically update Only in this <u>d</u> ocument New documents based on this template		
Format *	ОК	Cancel

How to Save a Style Set

- 1. Select the **Design** tab.
- 2. Expand the **Themes** pane by selecting the downwards facing arrow located in the bottom right hand corner.

Aa	Title	TITLE	Title	Title	TITLE	~
Themes	Procking 1 De frie traat kal, Ne galerian in kale kens dat av de oppert in samtlante aktiviter som direkt of pro-stanssomi. Process oor free galeria in traati kalen, traatien, traden, kilo, sommage,	Heading 1 Is its more stating places instead from that are dropped to conflict which constitute of one dropped. Nacional these plateteristics	Heading 1 In the neuros, Repúblics include three Pol an United for cardinals with Neu- rorad last of per devices. No prove Neurophysics, International Sector, Mathematica Neurophysics, International Sector, Mathematica Sector and Sector and American Sectors, Sectors, Sector and Sector and Sector Sectors, Sectors, Sector and Sector and Sector Sectors, Sectors, Sector and Sector and Sector Sectors, Sectors, Sectors, Sector and Sector and Sector Sectors, Sector and Sectors, Sectors, Sector, Secto	Figurding 1 In Automation, the planteriologic term factors designed to associate with the second land of our discount. Names	HEADING 1 for the best list, the patients in both these has an analysis of paralitation with the second tasks of paralitations for our are three adversion in and	~

3. Select the option to Save as a New Style Set.

Aa Themes	This Document Title				
×	Housday 1 to the world Mr. The galaxies in Acti- tions that an exclusion is a surplicate with the owned likely of your disconnect. Pro-con-set these galaxies phone to				
Navi	Built-In				
	TITLE Title	Title			
Test tes	Heading 1 Before new isk, the galaxies include from the are designed in constraints of the example of provi desambing the second test of provi desambing tests in the second test of provi tests in the second test of provi tests in the second test of provi tests in the second test of the second test of the second test of the second test of the second test of the second test of the second test of the second test of the second test of the second test of the second test of the second test of the second test of the second test of the second test of the second test of the second test of the second test of the s	nin initialization men en ne min fra annue nin Natara antidate ant			
Search					
Headin	<u>Reset to the Default Style Set</u>				
▲ Mic	Save as a New <u>S</u> tyle Set				

4. Name your Style and save it. It will be added to your Styles sets saved under the Design tab.

Modify Paragraph Spacing for a Document

- 1. Go to the **Design** tab.
- 2. Select the Paragraph Spacing drop-down.

🚽 Paragraph Spacing 🗸	r
Effects ~	
⊘ Set as Default	

3. Choose your desired spacing from the paragraph spacing drop down.

Ruler, Gridlines & the Navigation Pane

To view the ruler, gridlines or the Navigation pane:

- 1. Go to View
- 2. Select the applicable checkbox.

ences	Mailings	Review	View F
☑ R □ G □ N	uler ridlines avigation Pane	Zoom	☐ Or 100%
	Show		Zoom

Quick Access Tool Bar

To add a tool to the Quick Access Tool Bar:

- 1. Right click the icon for the tool.
- 2. Select the option to Add to Quick Access Tool Bar.

View Empty Paragraphs

- 1. Go to the **Home** tab.
- 2. Select the pilcrow icon.



Pilcrows help us to see the cause of spacing issues. Here is an example from one of our model docs. Our Typology Assessment tables can be long and often reside on multiple pages. Empty rows can be caused by spacing issues that are easily identified and resolved by turning on the Pilcrow tool.

Appendices

How to prevent document title distortion in appendices object attachments:

- CamelCase: Words are written without spaces, and the first letter of each word is capitalized. This is also called Upper Camel Case or Pascal Casing.
- SNAKE_CASE: Punctuation is removed, and spaces are replaced by a single underscore. This can be done with either upper or lowercase text. The case used must contain either all upper case or all lower case text.