

## Have you got Style?

Hi everybody and welcome to this week's blog.

You may not be aware of this but when you use Microsoft Word, each paragraph is based on a Style. Bog standard body text in a fresh document is based on the Normal style in the Normal template. There are many pre-set styles such as Heading1, Heading 2, List Style ...

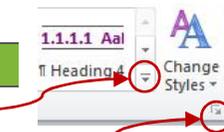
Of the many benefits of using styles, the most persuasive argument for using styles for me is the ability to quickly make formatting reusable and consistent and to be able to quickly set up a personal/corporate colour theme for headings in all my documents. However, there are some unexpected wins when using some of the pre-set styles eg if you have used Heading 1 to Heading 3 (or more) throughout a long document you can very quickly create a *Contents Page* complete with page numbers! (I'll do a blog on this in the future)

Anyway let's get down to it - please find below some info on Word Styles that you can maybe "adopt and adapt".

See you next time.  
"Les is more!"

### 1.1 What can I switch on to help me with Styles?

1. Click Home tab, Styles Gallery dropdown to show quick choices
2. Click Home tab, Styles Launcher to show Styles List on RHS of window
3. Click the File tab, Options, Advanced and under Display, Set the width of the Style area pane width in Draft and Outline views to 2.5 cm (or to taste)
  - Switch to Draft view (**Ctrl+Alt+N**) where new LH margin indicates used styles ...
  - Switch back to Print Layout view (**Ctrl+Alt+P**) when done



### 1.2 Managing Styles

#### Applying Styles

1. Select the text then click style in the Styles Gallery or Styles List
2. **Note:** ¶ = Whole Paragraph style    a = Selected Text style
3. Pick up a few keyboard tricks from the *Shortcuts List* Section at end of blog to quickly apply some of the pre-set Styles ...



#### Building New Styles from Scratch

1. Click Home tab, Styles Launcher to show Styles List (**Ctrl+Shift+Alt+S**)
2. Click New Style (bottom LH button - shown)
3. Complete the New Style Dialog as appropriate – must name it but avoid pre-set names
4. Click *Format &* choose attributes as needed ...
5. Click OK twice to return to document

#### Building New Styles by Example

1. RH click text providing the new style, click Styles, Save Selection as a New Quick Style ...
2. Type a new name in the dialog, and click OK

#### Modifying Styles

1. Click Home tab, Styles Launcher to show Styles List (**Ctrl+Shift+Alt+S**)
2. RH click the style in use in the list, click Modify, make changes to style then click OK

#### Redefining Styles by Example

1. Reformat a paragraph with the target style (stay in it)
2. RH click text, click Styles, Update ... to Match Selection

#### Deleting Styles

1. Click Home tab, Styles Launcher to show Styles List (**Ctrl+Shift+Alt+S**)
2. RH click the style in use in the list, click Delete ..., make changes to style then click OK

#### Tidying Styles

Sometimes you want to remove manually applied formatting from text to get back to square one. There are a couple of situations with matching shortcuts that you will come across:

1. How to RESET the style formatting back to its definition in Style Gallery - use **Ctrl+Q**
2. How to remove MANUALLY applied formatting - use **Ctrl+Spacebar**

## Shortcuts List

<b>Ctrl+Q</b>	Reset paragraph formatting back to its definition in Style Gallery
<b>Ctrl+Spacebar</b>	Remove manual character formatting
<b>Ctrl+Shift+Alt+S</b>	Show Styles List
<b>Ctrl+Alt+1</b>	Apply Heading1 Style
<b>Ctrl+Alt+2</b>	Apply Heading2 Style
<b>Ctrl+Alt+3</b>	Apply Heading3 Style
<b>Ctrl+Alt+N</b>	Switch to Draft view ( <i>formerly Normal view</i> )
<b>Ctrl+Alt+P</b>	Switch to Print Layout view
<b>Ctrl+Shift+N</b>	Apply Normal Style
<b>Ctrl+Shift+L</b>	Apply List Style