WHY?

✦ EFFICIENCY
✦ UNIFORM "LOOK" OF DOCUMENT
✦ ELIMINATES UNWANTED AUTOFORMATTING
✦ TAGS SECTIONS OF THE DOCUMENT FOR EASE, ALLOWING EASY NAVIGATION AND CREATION OF TABLE OF CONTENTS

WHERE?

STYLES CAN BE ACCESSED ON THE STYLES SECTION OF THE HOME TAB. SEE ARROW BELOW.

HOW?

APPLYING STYLES - GENERALLY

Word is always applying a style. The default is Normal.

To change Styles:
(1) Click once in the paragraph where you want to apply the Style;

(2) Go to the Home tab and select the Style you want from the Styles feature (use the drop down arrow for more styles);

(3) Click the Style you want and it will be applied to the text.

APPLYING STYLES TO CREATE SECTIONS OF A DOCUMENT

(1) Determine how many headings/subheadings you will need;

(2) Modify the style of each heading as you desire:
   (i) Right click on the style name that you want to modify within the Styles feature;
   (ii) Click the Modify option;
   (iii) The Modify Style dialog will appear. Make basic formatting changes in the Formatting section and complicated changes by using the Format button on the bottom left corner.

(3) Select each heading or subheading and apply the appropriate style by clicking the corresponding Style button (for example, Heading 1, Heading 2, or Heading 3).

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