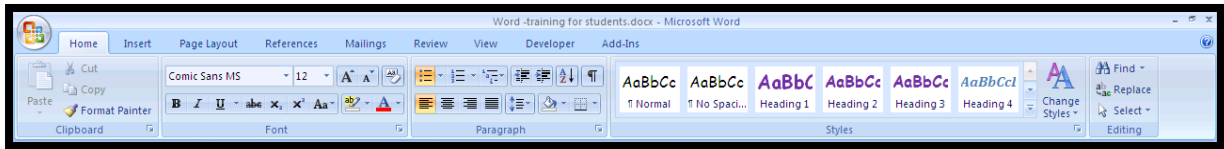




# Need to Know IT

## Styles

The 'Style' icons are displayed on the 'Home' ribbon.



Most documents contain different types of text such as a title or a heading. Many people use formatting such as 'Bold' or 'Italics' to make headings stand out from the main body of the text. Whilst this may result in a document in which headings are visually defined, it does not create a document with a structure that is recognised by Word.

The 'Styles' function in Word is used to define the status of different parts of a document. This creates a structured document in which headings and normal text are clearly defined. The benefits of a structured document are:

- It is possible to create tables of content, document maps and hyperlinks within the document,
- The document can be converted to another format,
- The document is accessible to screen reader software.
- Modifications made to a heading style will be applied to all headings of the same type in the document.

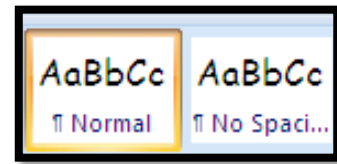


The 'Style' icons are displayed on the 'Home' ribbon. The most frequently used styles are displayed and additional styles can be viewed by clicking the drop down arrow on the right hand side of the style options. The font, colour and type displayed for each font is determined by whichever theme is active for the document. This will usually be the 'Office' theme unless this has been changed.

NB: When creating headings using styles, ensure that there is a logical hierarchy in the headings, and that heading 2 is a sub heading of heading 1.

## Using Styles

Text is automatically classified by Word as being 'Normal' text. When typing 'Normal' text, the 'Normal' style box in the 'Styles' section of the 'Home' ribbon is highlighted by a yellow box.

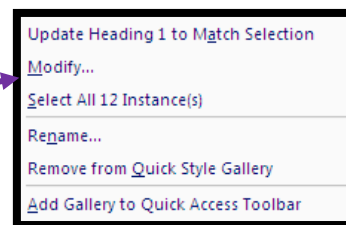


To apply a style to text, simply select the text and then click the required style from the 'Style' options. If the style type is not displayed in the main window, click the drop down arrow to display all the style types.

## Changing the Format of a Style

The font colour, size and type can all be changed to suit individual preference.

Right mouse click the required heading or other text type. This will open the context sensitive menu.



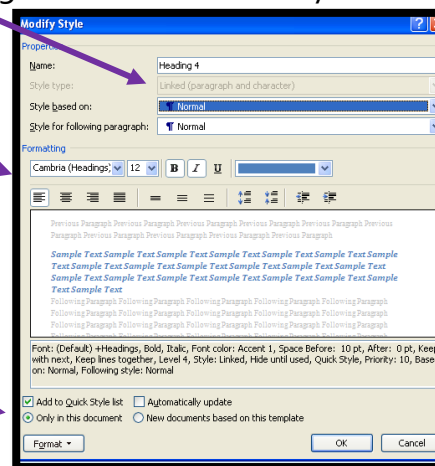
Select 'Modify'.

This will open the 'Modify Style' dialogue box.

This can be used to change the name of the style.

The formatting section is used to change the font type, size and colour of the style.

The style change can be applied to the current document or to all documents based on the current template.



NB: When a style is modified, the changes will be applied to all text in the document that uses that style.