CHEAT SHEET
Styles- Microsoft word 2010

When you want to format text in Microsoft Word, you can do it manually, by selecting font, size, colour, alignment and other attributes, but you'll often find it easier to apply formatting with styles. A style is a mixture of formatting that you can apply over and over, this will save you time and your documents will have a consistent look. You can use and modify Word's built-in styles, and you can also create your own.

There are many advantages to using styles within word

- **Consistency**. It will insure that all the headers, subheads, paragraphs and body text have the correct formatting.

- **Speed**. It's faster to apply a style than to apply all the formatting separately.

STEP 1 – Open a new word document

Let's begin by entering some dummy text so you can see how changing the style set affects the document formatting.

Here is how to enter random text into a document:

- Type the following code: =rand( )

- Press Enter.

By entering this code this will insert three paragraphs of dummy text into your document.
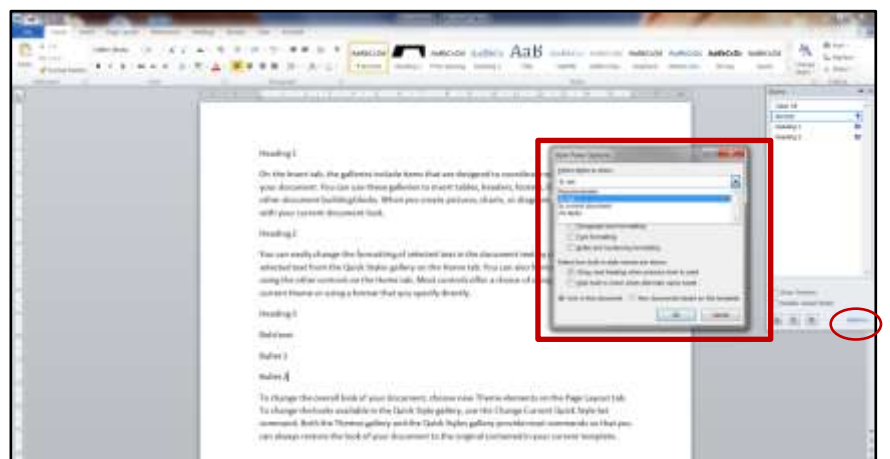
Step 2: Changes to the preset style set

Step 2 Image 1

Follow these steps to change the style set in your document:

- On the Home tab, go to styles. (Image 1)

- Click the icon in the lower right hand corner to open the styles window

As you can see there are already present style in here where you can change to suit your company's branding.

Step 3 Image 2

Step 3 Clearing old styles

- Scroll down to the bottom of the style panel and select options (Image 2)

- Go to "select styles to show"

- Select "in use"

- Select ok

As you will see most styles will have been removed.

Step 4: Changing & adding styles

First of all let's add some formatting for Heading 1

- Go to the home page and select a font and change the font size to a desirable size, bold, italic etc...**(Image 3)**

Step 5 Chance the paragraph style

- Now go to page layout and scroll to paragraph **(Image 4)**

- And change the spacing, between the paragraphs before and/or after.

Step 6 Setting and saving a style

- Highlight your heading

- Go to heading 1 and to the right, click on the arrow that will appear **(Image 5)**

- Select "update heading 1 to match section
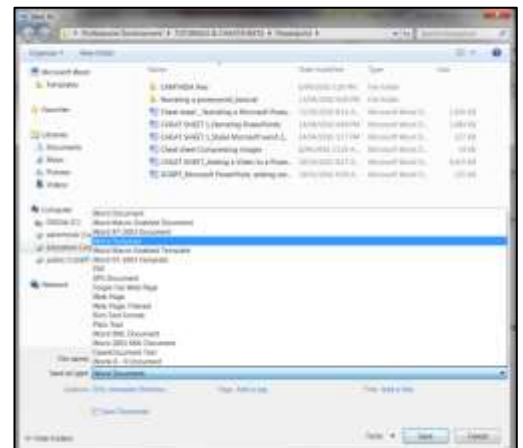
Step 7 Formatting body text

- Highlight the body text and format this as you did with heading 1

- Highlight the text

- Go over to the styles and down to the button and select "new style icon" **(Image 5)**

- Name your style e.g. " body text"

- And select OK

Step 8 Save As A Template

Once you have made all your styles you can save this as a template to use over and over again.

On the file menu **(Image 6)**

- Select save as

- Word template