

Styles in Word 2007 and 2010

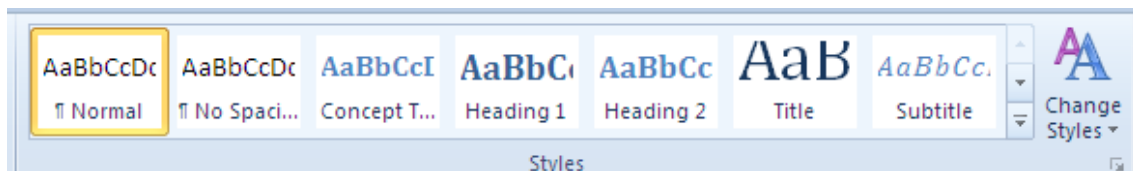
Hints and Tips

A style is a collection of formats that are gathered together so that you can update how something looks easily. What is so cool about them is that not only do they affect the look of your text – they do two more important things:

1. Whenever you update a heading style by changing how it looks all instances of that style change too.
2. You can create a table of contents directly from your Heading Styles
3. You can use Heading Styles to navigate a document
4. You can use Heading Styles to organise a document using Outline View.

In this tip we will concentrate on applying Heading Styles to text.

The Styles Group on the Home Tab



To apply a style -click into the text you wish to change and then hover over the style of your choice. When you hover the text will change to adopt the style so that you can see what it will look like. To apply the style properly - simply click on the style.



Heading text

This text is in Heading 1 style you can tell from the box as it is highlighted.



This text is Title Style

The title

The screen shots here are for Word 2010 and you will find the same options in Word 2007.

We will deal with more Style features in future tips.

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