What is a Style?
- A set of formatting characteristics (i.e. font name, size, color, paragraph alignment and spacing, borders and shading)
- Permits consistent formatting of:
  - Text (character style)
  - Paragraphs (paragraph style)
  - Bullets and numbering (list styles)
  - Tables (table styles)
- Allows quick global modifications to all styled-text
- Used for creating table of contents and document maps

Apply a Paragraph Style
1. Click anywhere in the target paragraph. Select consecutive paragraphs to apply same style at once.
2. On the Home tab, in the Styles group, click the desired paragraph style.

Apply a Character Style
1. Click anywhere in the target word. Select consecutive words to apply the same style at once.
2. On the Home tab, in the Styles group, click the desired character style.

Linked Styles
Behaves as either character or paragraph style depending on selection. For example:
- Click in or select a paragraph and apply linked style will affect whole paragraph.
- Select word and apply linked style will only format text of word, without applying paragraph formatting.

Apply List Styles
1. On the Home tab, in the Paragraph group, select the desired list button:
   - Click Bullets to turn on default bullet.
   - Click arrow to right of Bullets to select from a list of bullets.
   - Click Numbering to turn on default numbering.
   - Click arrow to right of Numbering to select from a list of numbering styles.
   - Click Multilevel List to select or create a multilevel.
2. If desired, click Decrease Indent or Increase Indent.
3. Begin typing, pressing [Enter] for a new list entry.
4. Click highlighted list button to turn off.

Create a Custom Style
1. Position insertion point in paragraph with desired format.
2. On the Home tab, in the Styles group, click the More button.
3. Click Save Section as a New Quick Style…
   A section dialog will appear.
4. Type a Name for the style and then click OK.

See/Select More Styles
1. On the Home tab, click the Styles Dialog Box Launcher.
   The Styles task pane will open.
2. Point to Style Set, and then point to style set name.
   The document will reflect the new style pointed at.
3. Click on the style set name to apply.

See/Select More Styles
1. On the Home tab, in the Styles group, click Change Styles.
2. Point to Style Set, and then point to style set name.
   The document will reflect the new style pointed at.
3. Click on the style set name to apply.

Linked Styles
Behaves as either character or paragraph style depending on selection. For example:
- Convert text to a list by selecting text and clicking the desired list button.
- Remove list by selecting text and clicking the highlighted list button.
Formatting

Insert a Manual Page Break
1. Position insertion point.
2. Click Breaks, on the Page Layout tab, in the Page Setup group.
Shortcut: Position insertion point and press [Ctrl]+[Enter].

Remove a Manual Page Break
1. Select Show/Hide on the Home tab, in the Paragraph group.
2. Select the manual page break.
3. Press [Delete].

Change Margins
1. Click Margins, on the Page Layout tab, in the Page Setup group.
2. Click desired margin setting (or click Custom Margins).

Create Headers/Footer
1. Click Header (or Footer), on the Insert tab, in the Header & Footer group.
2. Do one of the following:
   • Select one of the presets
   • Click Edit Header (or Edit Footer), type the desired text.
3. Click Close Header/Footer button on the Header/Footer Design tab.

Create Section Headers/Footers
1. Double-click on the header/footer in the section to be formatted.
2. If necessary, click the Header & Footer Tools/Design tab.
3. In the Navigation group, toggle Link to Previous to break or maintain formatting from previous section.
4. In the Options group check desired selection(s).
5. Click Close Header and Footer when done.

Text Flow Options
1. Click in the target word or paragraph.
2. On the Home tab, click the Paragraph Dialog Box Launcher.
   The Paragraph dialog will open.
3. Click Line and Page Breaks tab.
4. Select desired options.
5. Click OK.

Document Map
Document Map provides easy navigation by headings or pages, as well as a bird’s-eye view of the document structure.
1. On the View tab, in the Show/Hide group, click the Document Map check box.
   A listing of all applied Heading styles will appear.
2. Click a heading in the document map to jump to the corresponding part of the document.

Apply Themes
Themes apply a font scheme, a color scheme, and a set of graphic effects to the entire (2007) document. The font color schemes are carried over into the Quick Style sets.
1. Click Themes on the Page Layout tab, in the Themes group.
2. Point (to preview) and click (to apply) the desired theme.
**Section Breaks**

Why Section Breaks?
Creating a new section allows applying a different format from the rest of the document (i.e. margins, page layout, page orientation, column formats, page numbering, or headers/footers)

Inserting a Section Break
1. Position the insertion point.
2. On the Page Layout tab, in the Page Setup group, click **Breaks**.
3. Click the desired section break.

Removing a Section Break
1. Select **Show/Hide**, on the Home tab, in the Paragraph group.
2. Select the section break.
3. Press **Delete**.

**NOTE:** When you delete a section break, you also delete the section formatting for the text *before* the break. That text becomes part of the following section, and it assumes the formatting of that section.

**Types of Section Breaks**
- **Next Page** – starts new section on the next page
- **Continuous** – starts new section on the same page
- **Even Page** or **Odd Page** – starts the new section on the next even-numbered or odd-numbered page.

**Table of Contents**

Create Table of Contents
1. Apply a style to each heading in the document.
2. Click where to insert the table of contents (i.e. the beginning of a document).
3. Click **Table of Contents** on the References tab (Table of Contents group)
4. Select desired TOC style.

Update Table of Contents
1. On the References tab (Table of Contents group), click **Update Table**.
2. Click **Update page numbers only** or **Update entire table**.

Delete Table of Contents
1. Click **Table of Contents** on the References tab (Table of Contents group).
2. Click **Remove Table of Contents**.

Change Table of Contents
1. Select the existing table of contents.
2. Click **Table of Contents** on the References tab (Table of Contents group), then click **Insert Table of Contents**.
3. Do any of the following:
   - Change displayed heading levels by entering the number that you want in the box next to **Show levels**.
   - Change the overall look by clicking a different format in the **Formats** list.
   - Change the way heading levels are displayed by clicking **Modify**. In the **Style** dialog box, click the level that you want to change, and then click **Modify**. In the **Modify Style** dialog box, you can change the font, the size, and the amount of indentation.

Create Table of Content from Custom Styles
1. Click where to insert the table of contents.
2. Click **Table of Contents** on the References tab (Table of Contents group), then click **Insert Table of Contents**.
3. Click **Options**.
4. Under **Available styles**, find the style you applied to the headings in your document.
5. Under **TOC level** (next to the style name), type a number from 1 to 9 to indicate the level that you want the heading style to represent.
   - **NOTE:** To use only custom styles, delete the TOC level numbers for the built-in styles, such as **Heading 1**.
6. Repeat steps 4 and 5 for each heading style to include.
7. Click **OK**.
8. Choose a table of contents to fit the document type: Printed document or Online document.
9. Click a design in the **Formats** box.
10. Select any other table of contents options.