Assign Style to Text

To assign a style to a single paragraph, the insertion point may be placed anywhere in the paragraph. To assign a style to multiple paragraphs, it is necessary to select the paragraphs. To assign a character style, select the text the style is to be applied to. To assign a table style, select the table the style is to be applied to. To assign a bullet, number, or list style, select the list the style is to be applied to.

**Paragraph or Character Styles**

☆ Click anywhere within the area where the style is to be applied. If the style is a character style, you will have to select the text.

☆ Click the **Home Tab**.

☆ Click the **Style** within the **Styles Group** for the type of style being applied (see illustration below).

☆ To view additional styles, click the **More** button within the **Styles** group.

☆ To change the layout of a style, click the **Change Styles** button within the **Styles** group.

☆ A list of available styles will appear.

☆ To apply this style to other portions of the document, double-click the **Format Painter** on the **Home Tab** in the **Clipboard Group** (see illustration at right).

☆ Move to the other headings in the document and click on each one.

☆ For information on how to use the **Format Painter** button, see the link for this option on the **Word Training Web** page.

☆ After clicking on each of the headings above, click the **Format Painter** button to turn this option off.

☆ Preview the document to see how the formatting appears in the document.

**Table Styles**

☆ Select the table that the **Style** is to be applied to.

☆ The **Table Tools Contextual Tab** will appear.

☆ Click the **Design Tab** under **Table Tools**.

☆ In the **Table Styles Group** move the mouse over each style to see a **Live Preview** of the style (see illustration below).

☆ Click the **Style** that is to be applied to the table.

☆ To view more styles, click the **Down Arrow** on the right side of the **Styles Group**.

☆ To view a gallery of styles, click the **More** button on the right side of the **Styles Group**.
To change the **Shading** for the selected style, click the **Shading** button in the **Table Styles** group.

**List Styles**
List Styles, Bullets or Numbers are automatically applied when a particular type of item is selected.

These styles can be changed to suit individual styles.

The different type of lists are:

- **Bullets** – Bullets should be used when a list of items does not have to be in any particular order. To apply bullets to a list of items, click the **Bullets** button in the **Paragraph Group** of the **Home Tab**.

- **Numbering** – Numbering is applied to a list when items have to be completed in a particular order. To apply numbering to a list, click the **Numbering** button in the **Paragraph** group under the **Home Tab**.

- **Multilevel List** – In the **Paragraph Group** under the **Home Tab**, click the **Multilevel List** button to apply an outline style to the list of items.

To define a new **List Style**, click the **List Arrow** for the **Multilevel List**.

Click **Define New List Style**.

The **Define New List Style** dialog box will appear (see illustration below).
To change the formatting, click the List Arrow for Apply formatting to.
Choose the list level that is to be changed.
Define the parameters, such as bullet type, font, bold, and so forth.
Click the OK button to apply the changes to the list.

Modify a Paragraph or Character Style
Click the Modify link.
The Modify Styles dialog box will display (see illustration below).

Make changes to any of the options, such as Font Color, Font Style, Font Size, and Font Effects.
Click the Format button to make changes to Paragraph Spacing, Borders, Font, and other options.
Once all the changes have been made, click the OK button.