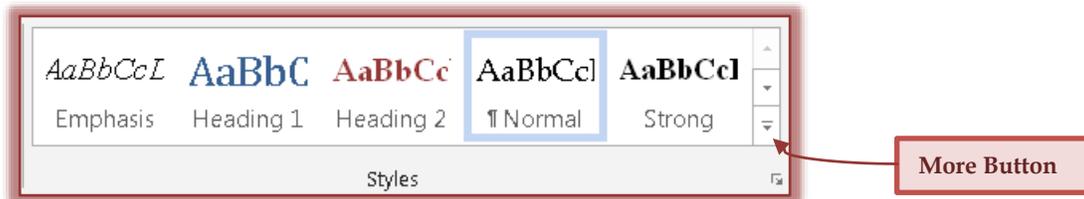


Assign Style to Text

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).

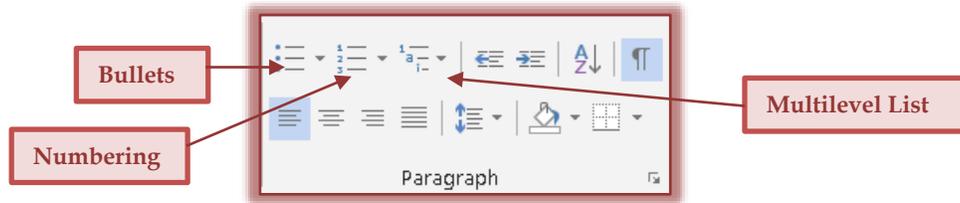


- ✚ Click the **Style** that is to be applied to the table.
- ✚ To view more styles, click the **Down Arrow** on the right side of the **Styles Group**.
- ✚ To view a gallery of styles, click the **More** button on the right side of the **Styles Group**.

✦ 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.

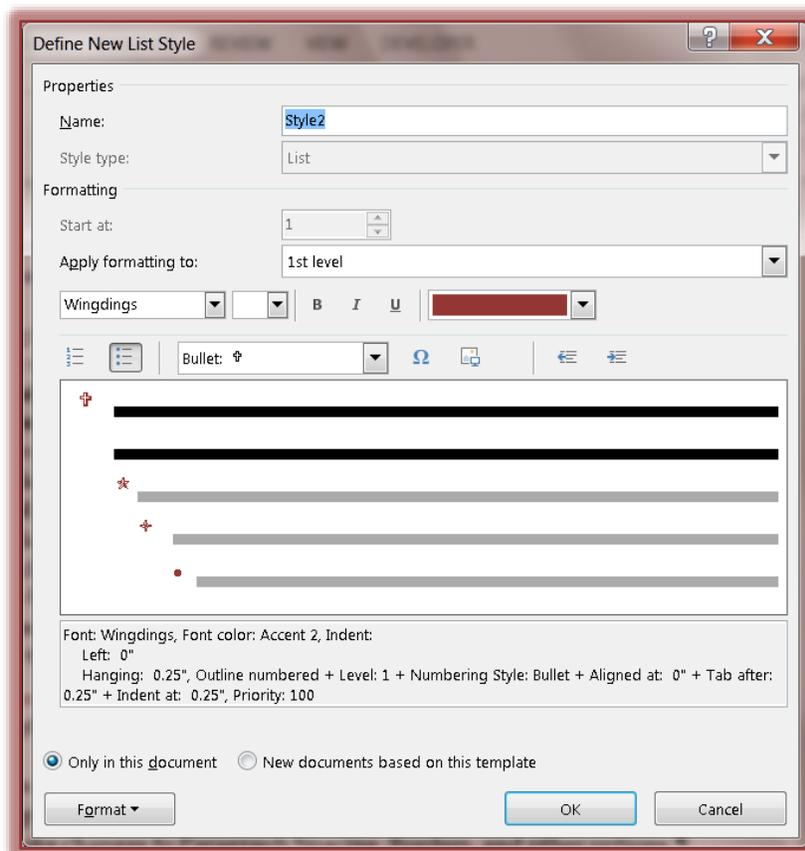
✦ The different type of lists are:

- ★ **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**.

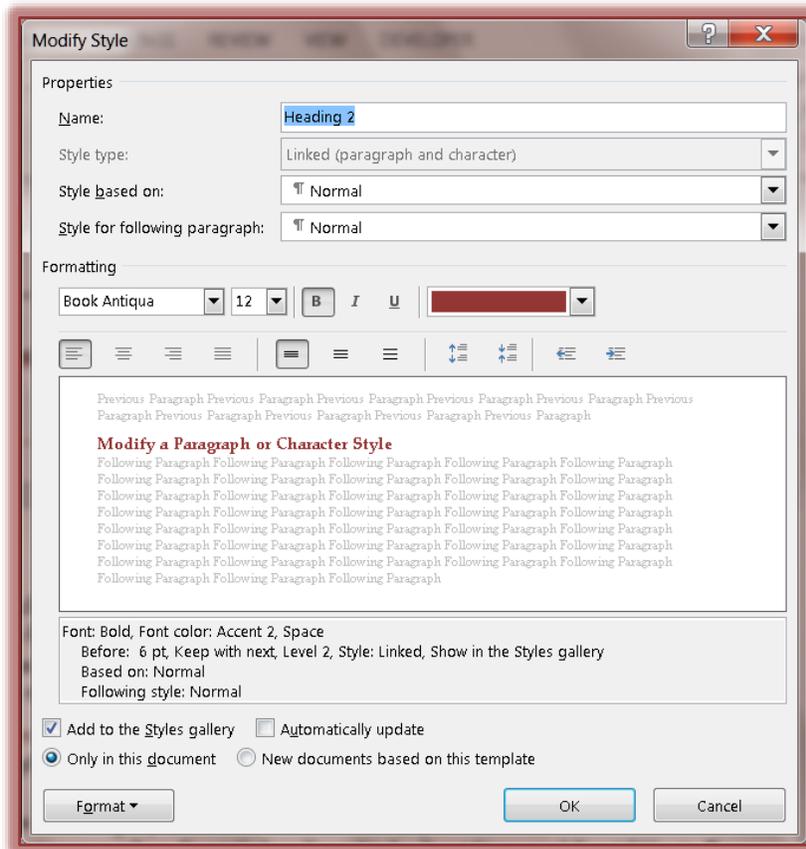
✦ The **Define New List Style** dialog box will appear (see illustration below).



- ✦ 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

- ✦ Right-click the style in the **Styles Group**.
- ✦ 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.