Create a New Style

There are several styles supplied by Word. However, it may become necessary to create a new one. There is not a limit to the number of new styles that may be created. Creating a style is essential to getting the most out of this Word feature. A new style can be created by using the Create New Style dialog box.

✦ Click the **Home Tab**.
✦ In the **Styles Group**, click the **Styles Dialog Box Launcher** button.

A list of styles will appear.
✦ Click the **New Style** button in the bottom left corner of this list.

The **New Style** dialog box will appear (see the illustration below).
In the **Name** box, type a name for the style such as **Secondary Heading**.

Click the **Style type** list arrow. The options under here are:

- **Character** - Creates a style that is applied to individual characters.
- **Paragraph** – Creates a style that can be applied to whole paragraphs at one time.
- **Table** - Creates a style that can be applied to a whole table.
- **List** - Creates a style that can be applied to a numbered or bulleted list.

To base this style on a previously created one, click the **Style based on** list arrow and select the style.

Usually the style is based on the **Normal** style.

**Normal** is the default **Style** for all new documents created in **Word**.

To decide which style to use for the next paragraph in the document, click the list arrow for **Style for following paragraph**.

When the **Enter** key is pressed the specified style will be applied to the next paragraph.

To change the **Font** for this style, click the first drop down list arrow under **Formatting** and then click the font type.

Change the **Font Size** by clicking the second drop down list arrow under **Formatting** and then click the **Font Size**.

Click one of the buttons, **B** **Bold**, (I) **Italics**, or **U** **Underline**, to apply that formatting to the style.

Click the **Font Color** list arrow to change the color for the font.

At the bottom of the dialog box, select any of the options. These are:

- **Add to Quick Style List** – This selection will add the Style to the gallery of styles in the **Styles Group**.
- **Automatically Update** – When this option is selected, all text based on this Style will update automatically.
- **Only in this Document** – Select this option when the Style is being created for the current document only.
- **New Documents Based on this Template** – When the Style is to be used in all the documents based on the template used to create the current document, choose this option.

To make other formatting changes to the style, click the **Format** button.

Each time one of the options in the list is chosen, the dialog box for that option will display.

The options are:

- **Font** – To make additional changes to the font associated with a style, click this option.
- **Paragraph** – To make paragraph style changes, such as centering or spacing before and after a paragraph, click this option.
- **Tabs** – To set tabs for the style, click this option.
- **Border** – To apply a border to the top, bottom, right, or left side of the text in the style, click this option.
- **Language** – Click this option to change the language that is associated with this style.
- **Frame** – When this option is chosen, a textbox will appear around the selected text. In the dialog box, an option is provided that allows the text to be wrapped around the outside of the textbox.
- **Numbering** – When working with lists or bullets, this option will allow you to decide what format to use for the items. This option also allows you to apply a list style to selected text.
**Shortcut Key** – This option is used to specify a keyboard shortcut for applying the style.

**Text Effects** – To add special features, such as a shadow, outline, reflection, or glow to text, select this option.

Once all the options have been specified, click **OK** to exit the dialog box and save the changes.

Click in the paragraph or select the text and then click the **Style** to apply it to the text.