

MICROSOFT WORD

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Styles

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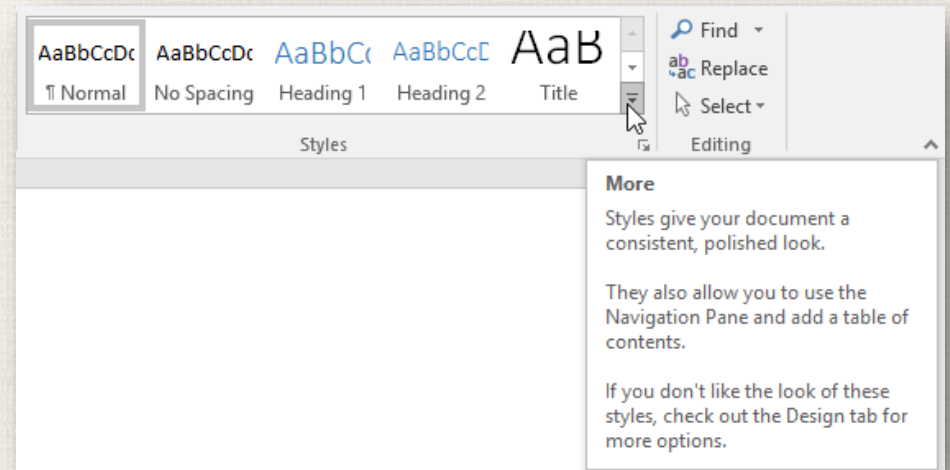
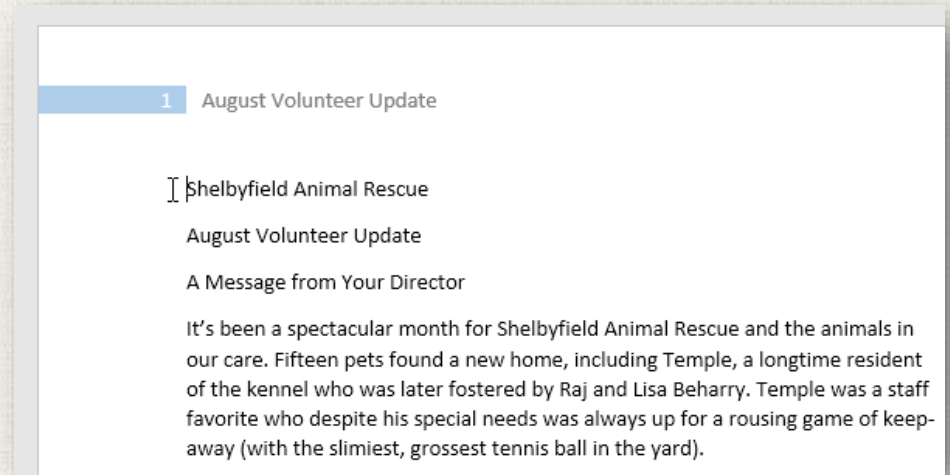
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Introduction

- ▶ A **style** is a predefined combination of font style, color, and size that can be applied to any text in your document. Styles can help your documents achieve a more professional look and feel. You can also use styles to quickly change several things in your document at the same time.

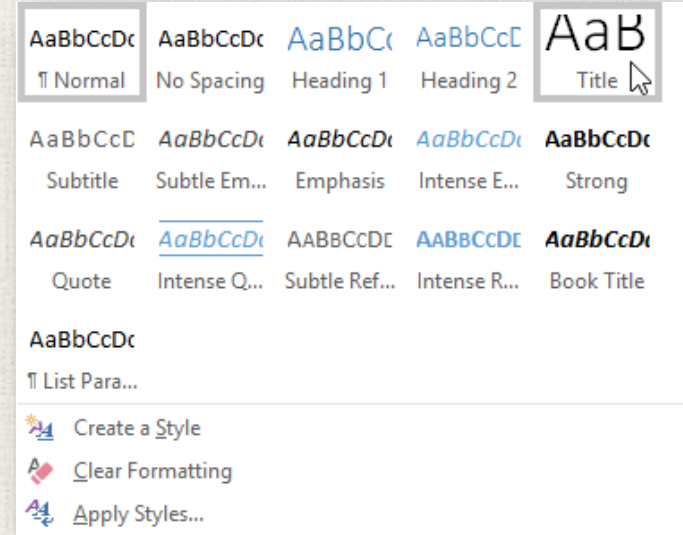
Applying a style

1. Select the text you want to format, or place your cursor at the beginning of the line.
2. In the **Styles** group on the **Home** tab, click the **More** drop-down arrow.



Applying a style

3. Select the **desired style** from the drop-down menu.



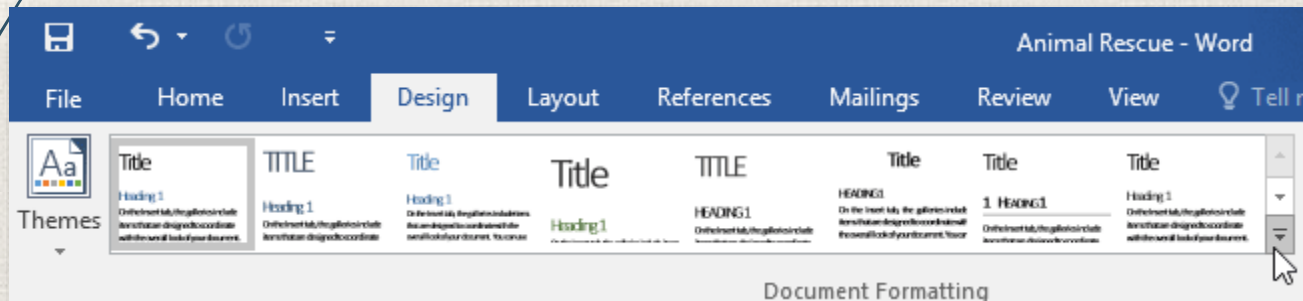
4. The text will appear in the selected style.



Applying a style set

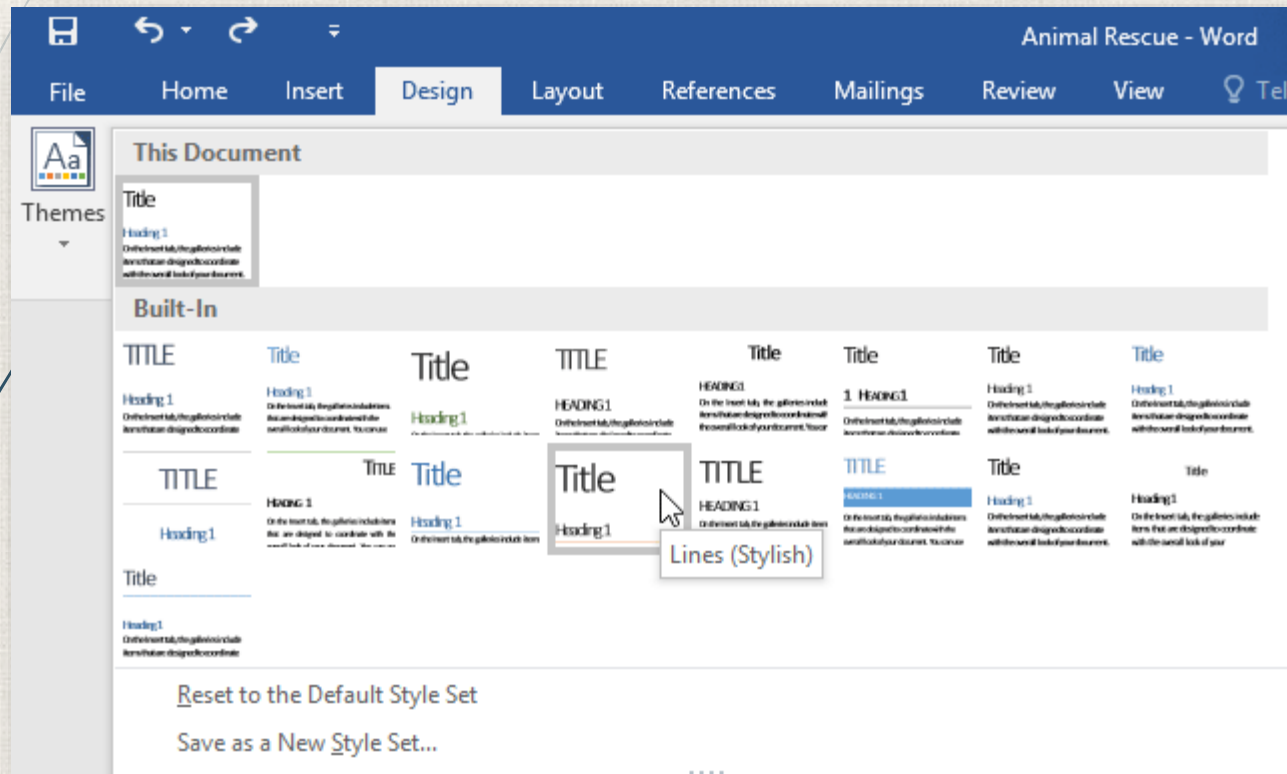
Style sets include a combination of title, heading, and paragraph styles. Style sets allow you to **format all elements** in your document at once instead of modifying each element separately.

1. From the **Design** tab, click the **More** drop-down arrow in the **Document Formatting** group.



Applying a style set

2. Choose the **desired style set** from the drop-down menu.



Applying a style set

3. The selected style set will be applied to your entire document.



1 August Volunteer Update

Shelbyfield Animal Rescue

AUGUST VOLUNTEER UPDATE

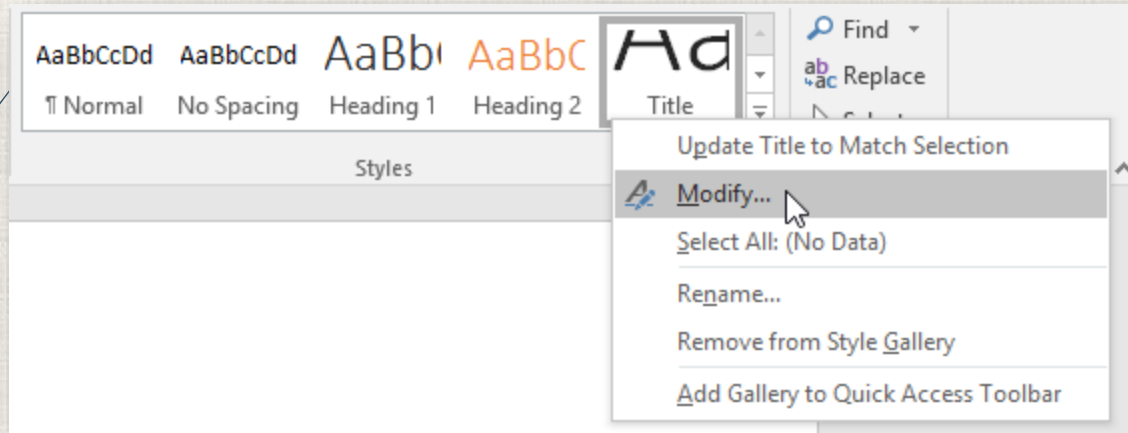
A Message from Your Director

It's been a spectacular month for Shelbyfield Animal Rescue and the animals in our care. Fifteen pets found a new home, including Temple, a longtime resident of the kennel who was later fostered by Raj and Lisa Beharry. Temple was a staff favorite who despite his special needs was always up for a rousing game of keep-away (with the slimiest, grossest tennis ball in the yard).



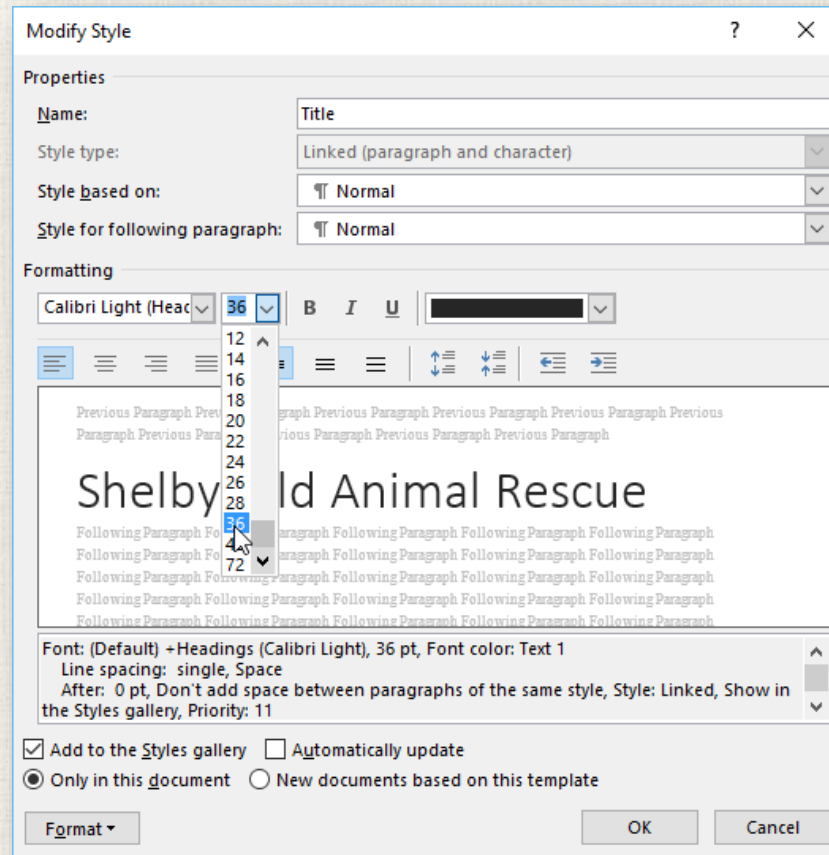
Modifying a style

1. Locate and right-click the **style** you want to change in the **Styles** group, then select **Modify** from the drop-down menu.



Modifying a style

2. A dialog box will appear. Make the **desired formatting changes**, such as font style, size, and color. If you want, you can also change the **name** of the style. Click **OK** to save your changes.



Modifying a style

3. The style will be modified.

1 August Volunteer Update

I | Shelbyfield Animal Rescue

AUGUST VOLUNTEER UPDATE

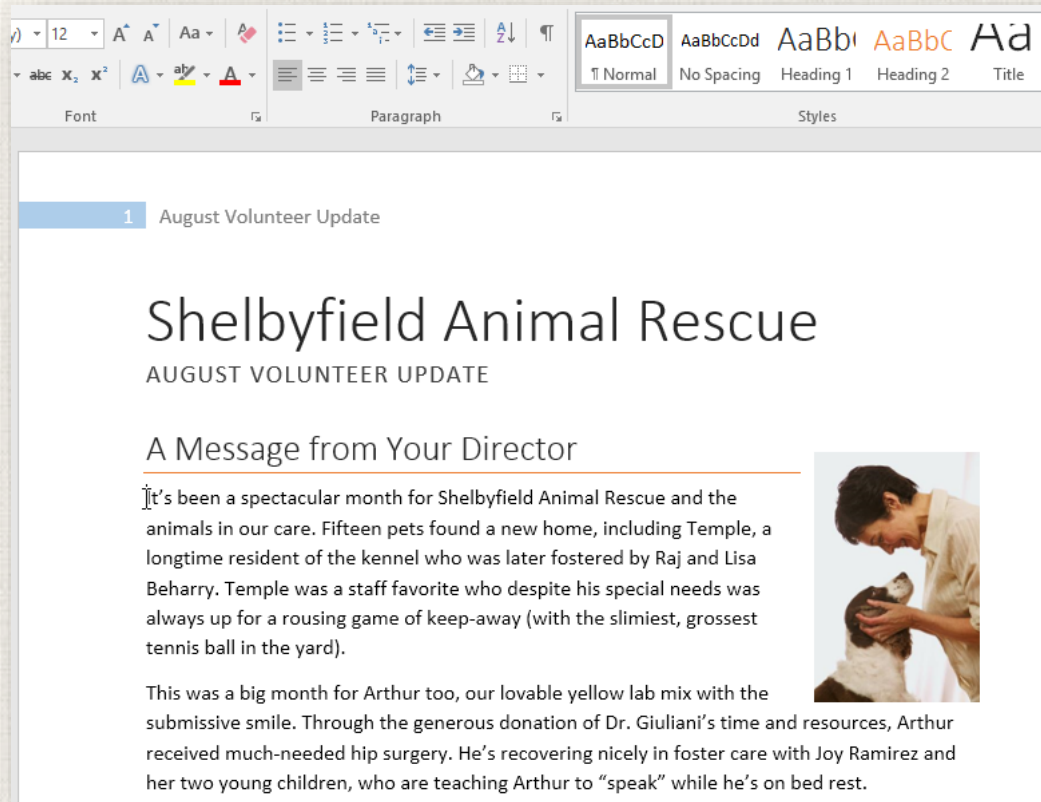
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Modifying a style

- When you modify a style, you're changing **every instance** of that style in the document. In the example below, we've modified the **Normal** style to use a larger font size. Because both paragraphs use the Normal style, they've been updated automatically to use the new size.



The screenshot shows the Microsoft Word ribbon with the Font, Paragraph, and Styles tabs. The Font tab is active, showing a font size of 12. The Styles pane on the right shows the 'Normal' style selected, with a font size of 12. The document content is as follows:


1 August Volunteer Update

Shelbyfield Animal Rescue

AUGUST VOLUNTEER UPDATE

A Message from Your Director

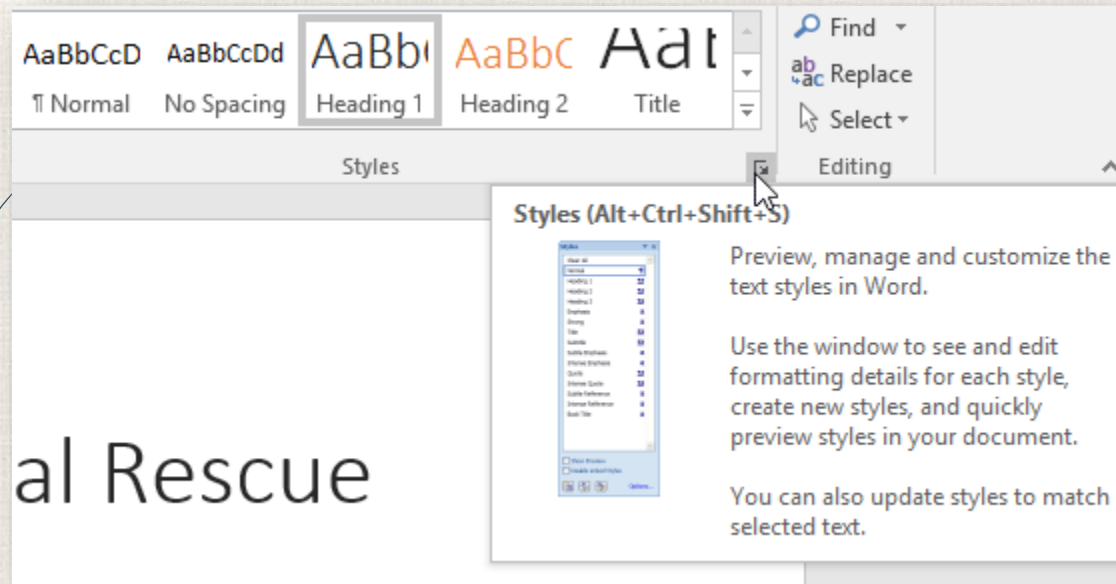
It's been a spectacular month for Shelbyfield Animal Rescue and the animals in our care. Fifteen pets found a new home, including Temple, a longtime resident of the kennel who was later fostered by Raj and Lisa Beharry. Temple was a staff favorite who despite his special needs was always up for a rousing game of keep-away (with the slimiest, grossest tennis ball in the yard).



This was a big month for Arthur too, our lovable yellow lab mix with the submissive smile. Through the generous donation of Dr. Giuliani's time and resources, Arthur received much-needed hip surgery. He's recovering nicely in foster care with Joy Ramirez and her two young children, who are teaching Arthur to "speak" while he's on bed rest.

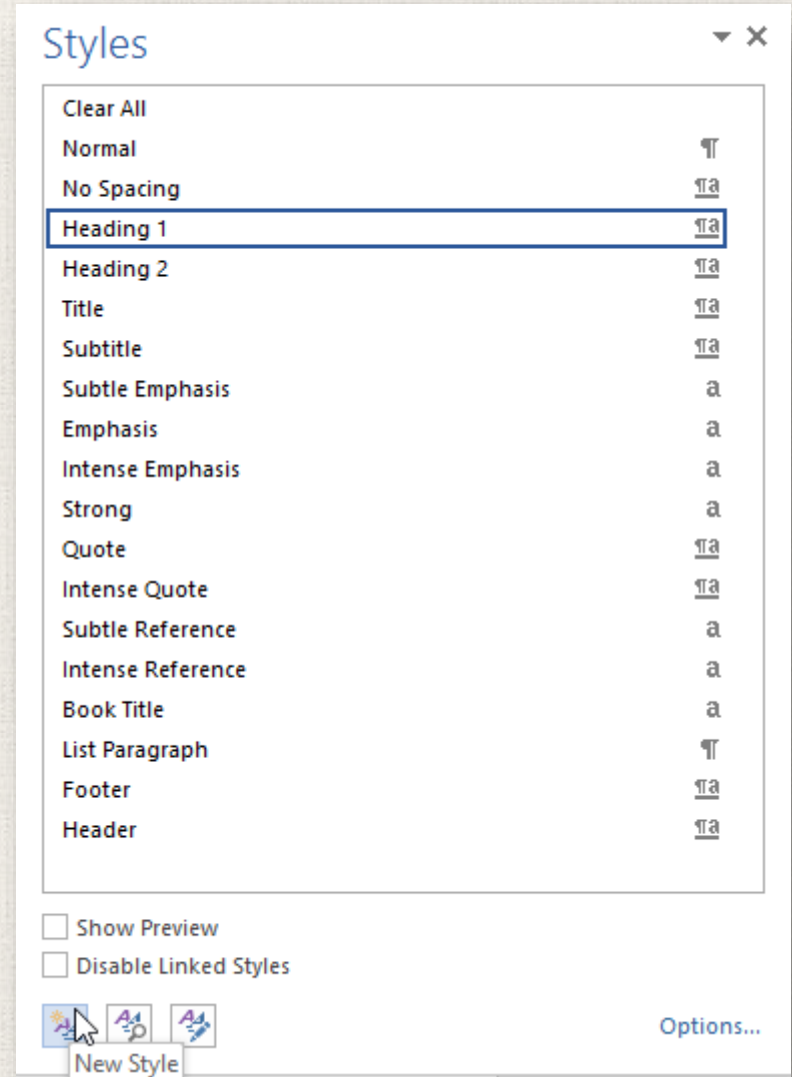
Creating a new style

1. Click the **arrow** in the bottom-right corner of the **Styles** group.



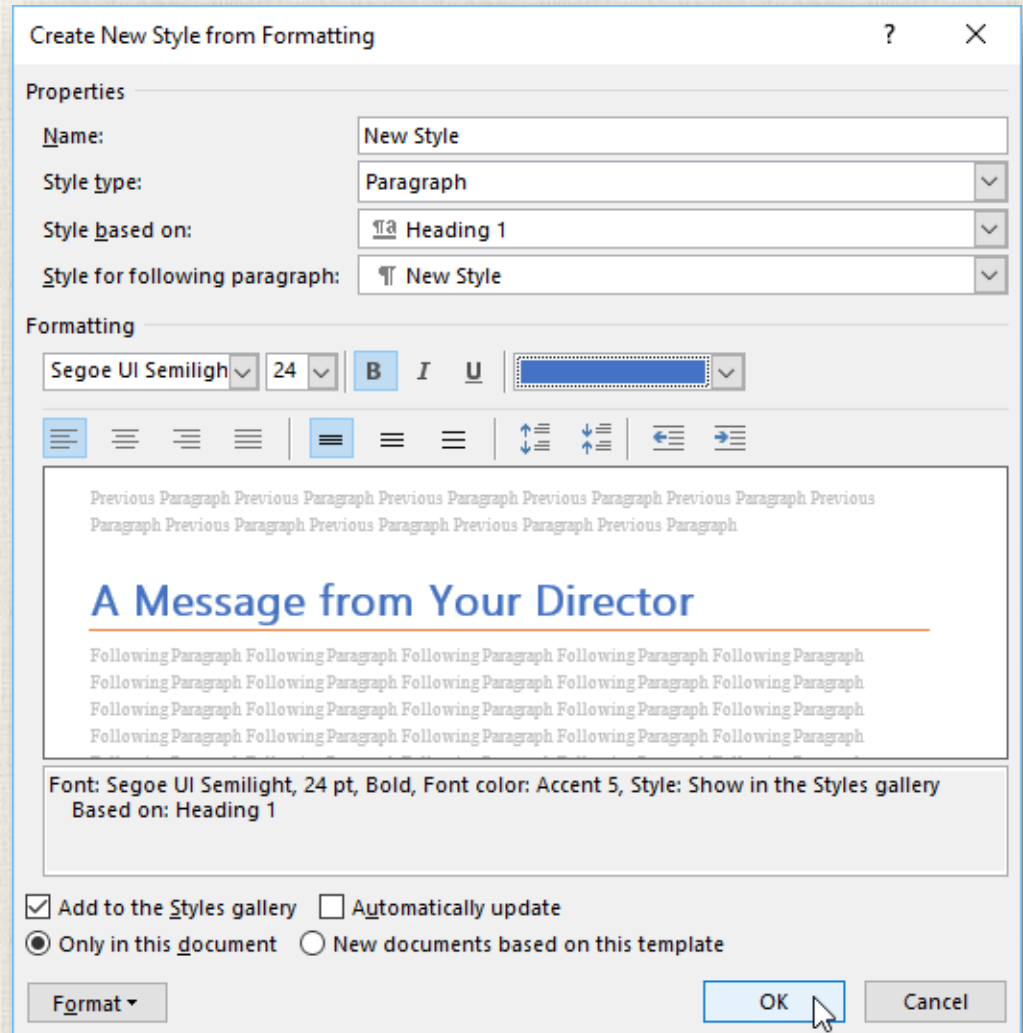
Creating a new style

2. The **Styles** task pane will appear. Select the **New Style** button at the bottom of the task pane.



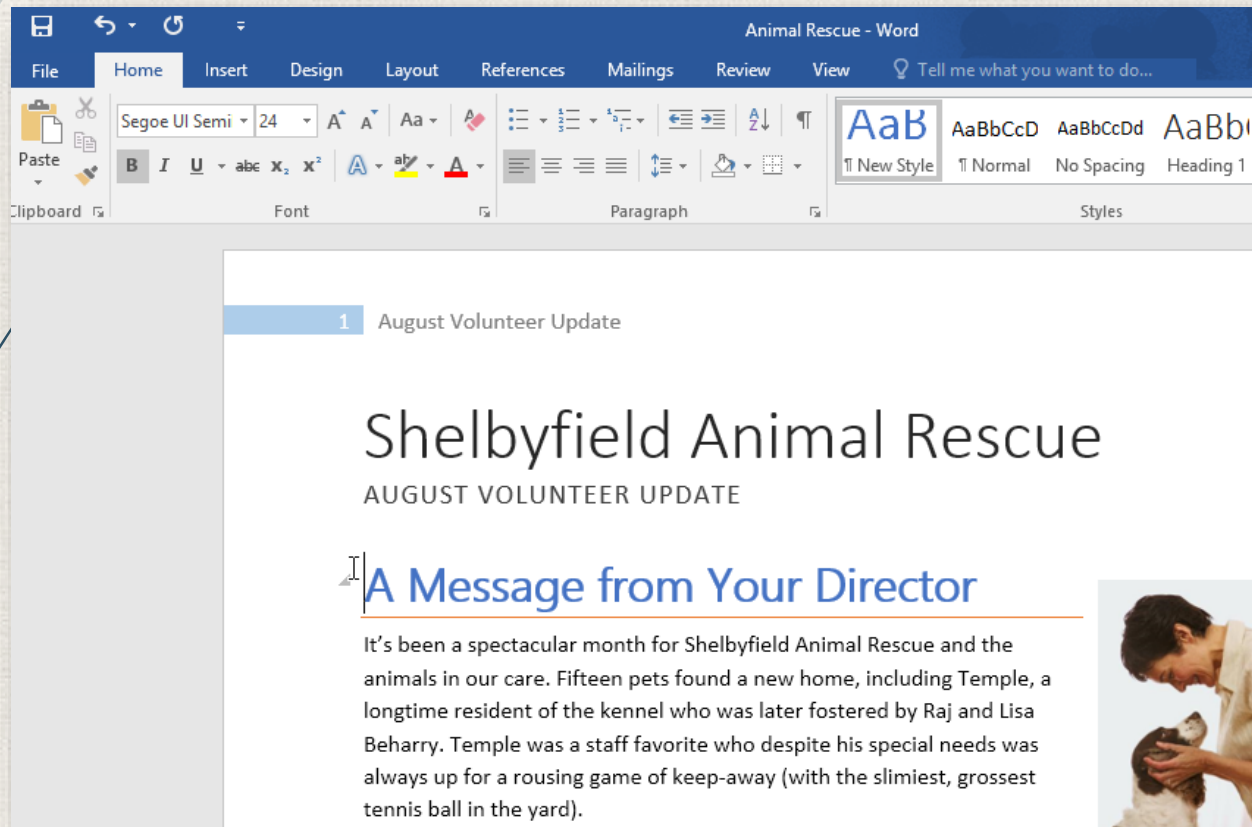
Creating a new style

3. A dialog box will appear. Enter a **name** for the style, choose the **desired text formatting**, then click **OK**.



Creating a new style

- The new style will be applied to the currently selected text. It will also appear in the **Styles** group.



You can also use styles to create a **table of contents** for your document.

Practice

- Open our **practice document**.
- On page 1, select the first line of text **Shelbyfield Animal Rescue** and change the style to **Title**.
- Select the second line that says **August Volunteer Update** and change the style to **Heading 1**.
- Select the third line that says **A Message From Your Director** and change the style to **Heading 2**.
- In the **Design** tab, change the **style set** to **Casual**.
- **Modify** the **Normal** style so the font is **Cambria** and the font size is **14 pt**.
- **Optional:** Modify the **Heading 3** style any way you want. You can change the font, font size, color, and more. This heading appears throughout the document, so try to choose formatting that complements the body text.

1 August Volunteer Update

Shelbyfield Animal Rescue

August Volunteer Update

A Message from Your Director

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It's your hard work and dedication that make it possible for us to help animals in need like Temple and Arthur. To all our volunteers – from kennel staff, to adoption counselors, to office helpers, to those who help with fundraising and special events – thank you for all you do.



– Aurelia & Coco

The image features a light beige background with a fine, woven texture. On the left side, there are several thin, dark blue lines that curve upwards and outwards, resembling stylized grass or reeds. The text 'THE END' is centered in a bold, dark blue, sans-serif font. The letters have a slight 3D effect with a shadow on the right side. Below the text is a faint, light blue reflection of the words.

THE END

THE END