How to Format Your Word Document Using “Styles”

Microsoft Word has a tool known as *styles*, which help in formatting a document. The styles tool can be found in the Home ribbon of Microsoft Word. The styles tool allows the user to classify certain formatting characteristics as a specific “style”. For example, if one wishes to have all Headers in a document be Arial, size 18, and bold, one could create a style which encompasses these formatting characteristics. This style can then be applied to any other words in the document with one click, rather than having to manually format each word. To create a style, select at least one word you wish to format. Then, change its formatting specifications to match the style you wish to create. Once your selected word(s) is formatted to your specifications, you can then tell Microsoft Word to make these specifications a “style”, by going to the Style menu and clicking “New Style”. The New Style window should appear, allowing you to specify the characteristics of your new style. It should already contain the formatting specifications, so all you’ll need to do is name it, and click OK. You should now see your newly created style within the Style menu.