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**INTRODUCING
WORD STYLES**

MAKING USE OF STYLES

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Introducing Word Styles

Styles are used to structure your document and form the basis of many other Word features.

What type of Styles are there?

There are two main types of styles, Character such as a Drop Cap or SuperScript for example or Paragraph. We are concerned with Paragraph Styles

What Styles are there?

There are 9 built in Heading Styles plus the Normal style and many others

Where do Styles Live?

Styles live on the Home Ribbon and can be found in the Styles Gallery

How to apply styles

Click into the Paragraph to change and then click on the Style in the Style Gallery

Can I modify Styles to match my branding?

Yes you can and I recommend modifying your styles and creating a template before you start – that way you just start from your template and no longer have to worry about the formatting – simply apply as you go

How to modify a Style

Right Click on the Style in the Style Gallery choose Modify, then change the formatting as you wish.

Save the Style Set

Once you have all your styles saved, save the style set so that you can apply them any time you want.



To save the Style Set

Go to the Design Ribbon – click the drop down arrow and choose Save as New Style Set

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