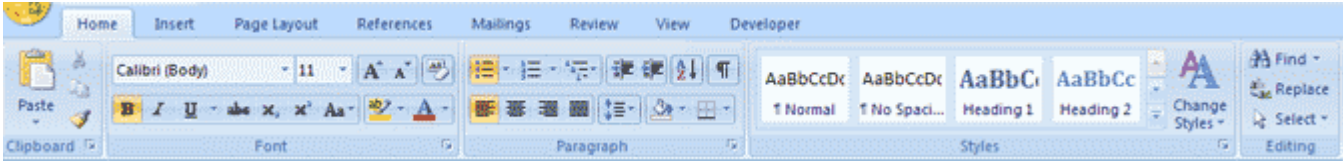


### 3. Word 2007 Formatting and Styles

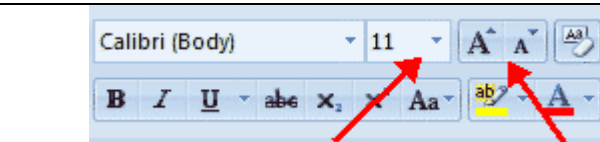
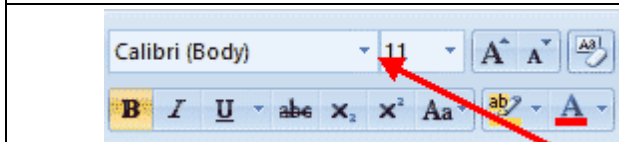
#### Styles

A style is a format enhancing tool that includes font typefaces, font size, effects (bold, italics, underline, etc.), colors and more. You will notice that on the Home Tab of the Ribbon, that you have several areas that will control the style of your document: Font, Paragraph, and Styles.



**Change Font Typeface To change the font typeface:** Click the **arrow** next to the font name and choose a font.

**To change the font size:** Click the **arrow** next to the font size and choose the appropriate size, or Click the **increase** or **decrease** font size buttons.

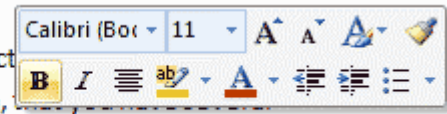


#### Font Styles and Effects

Font styles are predefined formatting options that are used to emphasize text. They include: Bold, Italic, and Underline. To add these to text:

- Select the text and click the **Font Styles** included on the Font Group of the Ribbon, or
- Select the text and right click to display the font tools

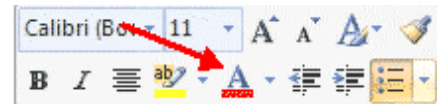
Font styles, font size, effects, and font color are included in the Font Group of the Ribbon, Paragraph, and Styles.



#### Change Text Color

To change the text color:

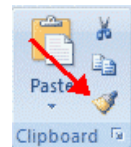
- Select the text and click the **Colors** button included on the Font Group of the Ribbon, or
- Highlight the text and right click and choose the colors tool.
- Select the color by clicking the down arrow next to the font color button.



#### Copy Formatting

If you have already formatted text the way you want it and would like another portion of the document to have the same formatting, you can copy the formatting. To copy the formatting, do the following:

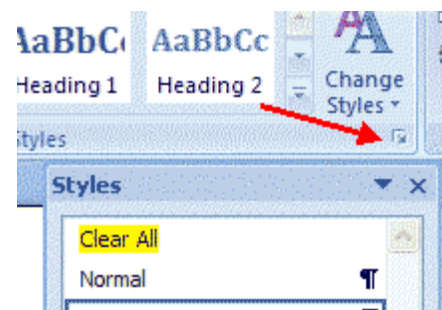
- Select the text with the formatting you want to copy.
- Copy the format of the text selected by clicking the **Format Painter** button on the Clipboard Group of the Home Tab
- Apply the copied format by selecting the text and clicking on it.



#### Clear Formatting

To clear text formatting:

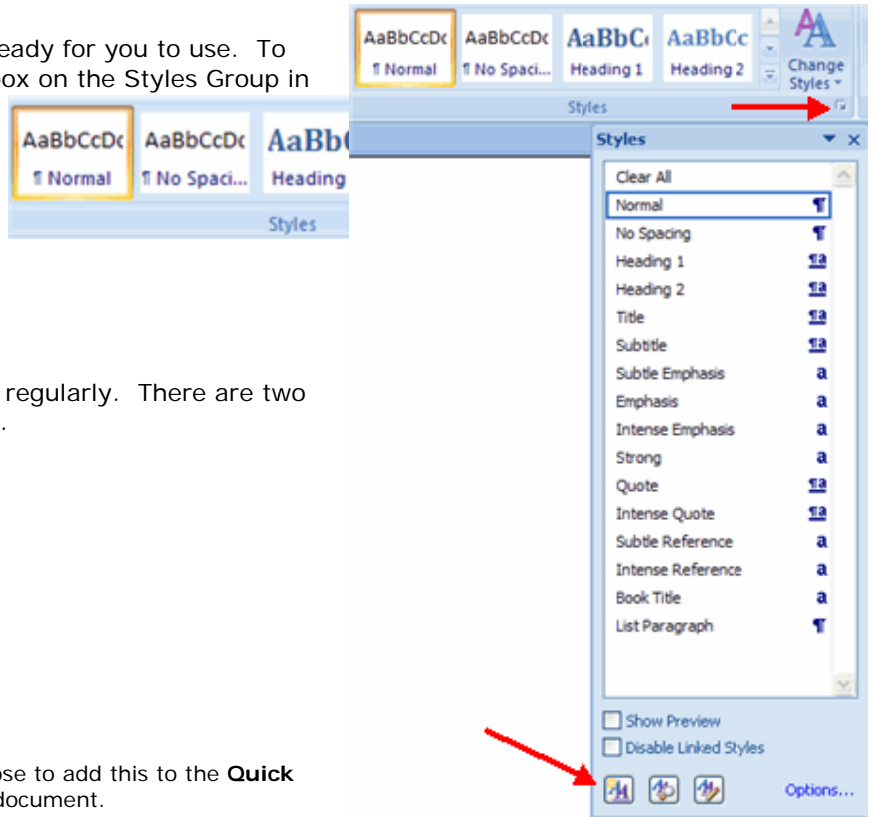
- Select the text you wish to clear the formatting
- Click the **Styles** dialogue box on the Styles Group on the Home Tab
- Click **Clear All**



## Apply Styles to a Document

There are many styles that are already in Word ready for you to use. To view the available styles click the **Styles** dialog box on the Styles Group in the Home Tab. To apply a style:

- Select the text
- Click the **Styles** Dialog Box
- Click the **Style** you choose



## Creating New Styles

You can create styles for formatting that you use regularly. There are two ways to do this: New Styles or New Quick Styles.

### New Styles

To create a new style:

- Click the **Styles** Dialog Box
- Click the **New Style** Button
- Complete the **New Style** dialog box.
- At the bottom of that dialog box, you can choose to add this to the **Quick Style List** or to make it available only in this document.

