Styles in Long Documents

Long Documents and/or Reports can be set up easily in Microsoft Word. The key to success is to take the time to set up a long document or report correctly, up front, to allow for easy management.

Working with Styles

A “Style” is a set of formatting characteristics, such as font name, size, color, paragraph alignment and spacing. Some styles are automatically included in your document in Word (such as “Normal,” and “Heading 1”); you may want to modify these styles, or create additional ones to suit your needs.

Styles are Important in Long Documents

When used correctly, styles can save you a lot of time by allowing you to set the formatting for a certain type of paragraph (such as a regular body paragraph, a heading, or a caption) in one place, then apply that formatting to all the paragraphs of that type in the document. Even more important, if you decide later that you want to change the formatting of one type of paragraph (for example, to make the font size 11 points instead of 10), all you need to do is modify that one style definition; all the paragraphs with that style will be automatically updated.

Finally, using styles enables you to use many other timesaving features in Word, such as automatically generated tables of contents, tables of figures, and indices.

Using the Styles Group

Just like in Office 2003, styles are used to easily format and update a document. Office 2007/2010 has a Gallery of Styles to apply to a given document. Use styles to format Title, Headings, Subtitles, and Normal text. Once styles are applied to a document, easily apply a Style Set, Color Set and/or Font Set to your document to change the overall appearance of the document.

Using Styles to Format Headings

Headings distinguish different levels of a document. Different levels of a document help build an auto table of contents in MSWord.
The Thesis and/or Dissertation will be using “titles” in the preliminary pages and in the text area (chapters).

Example:

Abstract, Acknowledgement, Table of Contents, Table of Figures, Chapter 1, Appendix and so forth

Using styles in a document is similar to creating an outline of your document. You have different sections that are headings and subheadings and they should use different formatting options to distinguish the different levels.

The Style Gallery is located on the Home tab, Styles group. Click on the drop-down arrow to display the list of prebuilt styles.

![Style Gallery](image)

Mouse over any style listed in the Style Gallery to preview different pre-built available Styles in the Styles Gallery.

Styles can be applied to “text” and/or a “paragraph”. Normally, “titles” are listed on their own line, which in MSWord is considered a “paragraph”. Example: Abstract

Apply an existing style to a “title” by first positioning the cursor any place in the line and then selecting the style from the Style Gallery.

Create a “custom” style for your document if the Style Gallery doesn’t have the “style” that fits your document needs.

For Example, type your “title” and format the line of text to meet your formatting needs. For example, “titles” in the preliminary page need to be all uppercase and centered.

Select the formatted line of text and save it to the Style Gallery.
Click on the drop-down arrow for the style gallery and choose Save Selection as a New Quick Style.
Provide a unique name for the new style and assign formatting attributes by clicking on the Modify button from the dialog box.

The new style will now live in the Style Gallery for the given document and is available to use over and over again.

**Editing or Creating a New Style**

A different way to create a new style or edit an existing style can be done by selecting the dialog box launcher in the Style group, Home tab, on the ribbon. A list of styles used in the document will display.

Mouse over any style in the list to display a drop down arrow. From the drop-down arrow a menu will display and provide options to modify, delete, or select styles.

Located at the base of the Styles dialog box are icons to create a new style, a style inspector and a modify style.
Continue to set up the document so that all “titles” are using some type of style.

- Create a unique style for preliminary page titles
- Create a unique style for Chapter titles
- Create a unique style for chapter sub-headings, level 1
- Create a unique style for chapter sub-headings, level 2

Be consistent in formatting your document using “styles” for titles, headings and sub-headings. Once the document is set up with “styles”, a Table of Contents can easily be generated automatically by MSWord AND easily updated.

Whatever you do, don’t hand type a Table of Contents. Let MSWord do the work for you!