MONTCLAIR STATE UNIVERSITY

Microsoft Word 2019: Using Styles

A style is a set of formatting characteristics that you can apply to text, tables, and lists in your document to quickly change their appearance. When you apply a style, you apply a whole group of formats in one simple task.

When working on long documents, styles allow you to format your document quickly while keeping the formatting consistent. Styles are used for creating a Table of Contents which is an overview of the topics discussed in a document.

The **Styles** group is located on the **Home** tab and contains a set of **Quick Styles**.

Applying Styles

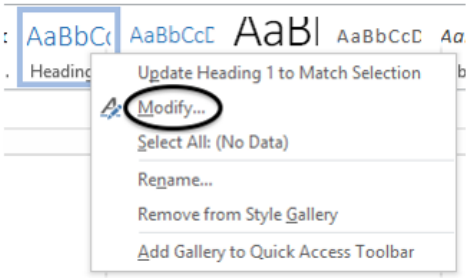
To Apply a Style:

1) Select the words, paragraph, list, or table you want to format
2) Click the style you want to apply from the **Styles** group

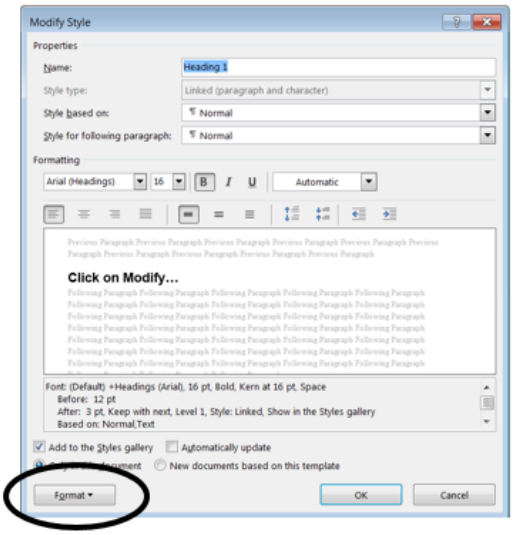
To Modify a Style:

To quickly change all the text that is formatted with a particular style, you can redefine the style. For example, if your main headings are 14 pt Arial, flush left, and bold, and you later decide you want your headings to be 16 pt, Arial Narrow, and centered, you don't have to reformat every main heading in your document. Instead, just change the properties of that style.

1) Right-click on the style in the **Styles** group
2) Click on **Modify**…

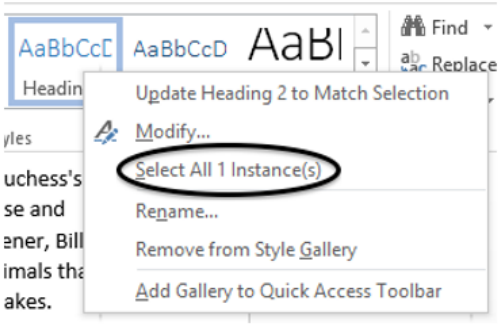


3) Make changes by using either the icons on the toolbar or the **Format** button
4) Click on **OK**



To Select All Instances of a Style:
You can quickly see all the areas of your document that have been formatted with the same style:

1) **Right-click** on the Style
2) Click on **Select All # Instances(s)**

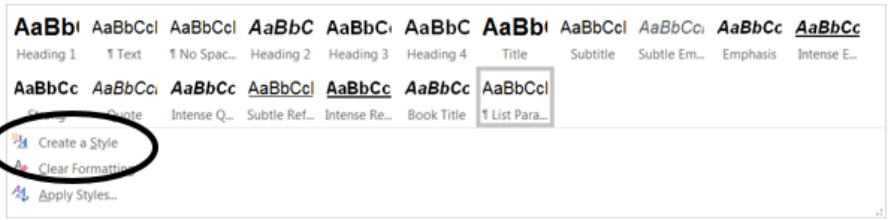


This will highlight all the areas that are formatted with that style.

Creating a New Style

1) Highlight the text to format
2) Format text using the **Font** and **Paragraph** groups
3) Click on the **More** arrow in the **Styles** group

4) Click **Create a Style**



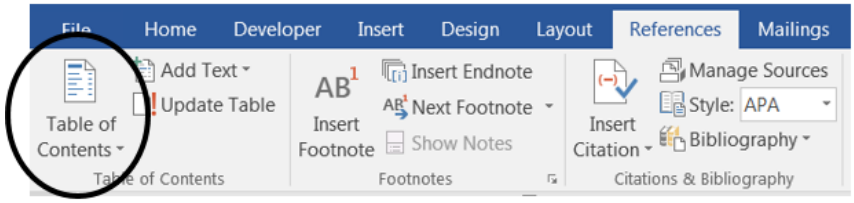
5) Type a name for the new style
6) Click **OK**

The new style will be added as a **Quick Style** in the **Styles** group.

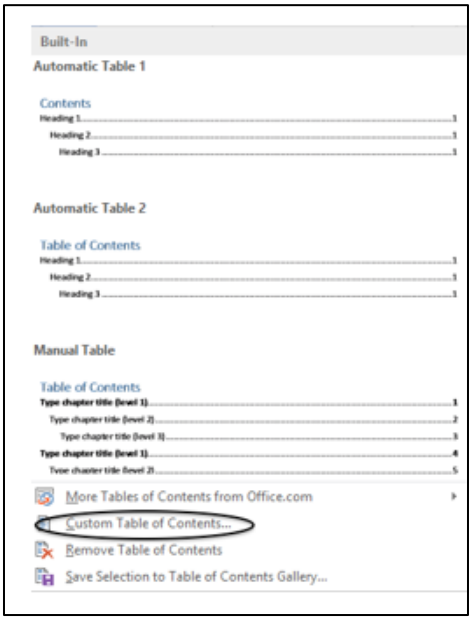
Creating a Table of Contents

A Table of Contents is a list of the headings in a document. You can use a Table of Contents to get an overview of the topics discussed in a document. Table of Contents are created using the heading styles from the Styles group. When you build a Table of Contents, Word searches for the specified headings, sorts them by heading level, and displays the Table of Contents in the document.

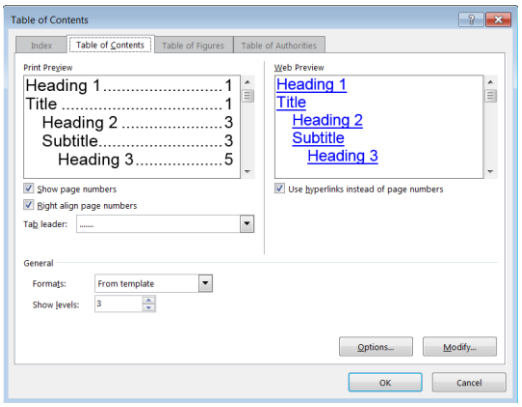
1) Apply the heading styles to the areas of the document that are to be included in the Table of Contents. Use Heading 1 as your main topics, Heading 2 as subtopics, etc.
2) Click the **References** tab
3) Click **Table of Contents**



4) Click on either one of the **Built-in** table of contents styles or click on **Custom Table of Contents** for a list of options



5) Choose the options you'd like for the table of contents

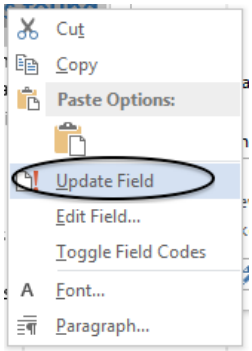


6) Click **OK**

Updating a Table of Contents

When making changes to your document the Table of Contents **will not** update automatically. You need to update it whenever you modify the document.

1) **Right-click** anywhere within the Table of Contents
2) Click on **Update Field**



3) Click **Update entire table**
4) Click **OK**