

Applying a style

Applying styles to a document will allow you to:

- Create a table of contents.
- Ensure the document looks consistent.
- Reduce the time taken to format or re-format a document.

Apply a style to a heading

1. Click in the heading you want to apply a style to.



2. Click the **Home** tab, then click on one of the heading styles (e.g. **Heading 1** or **Heading 2**) in the **Styles** group.


Apply a style to a paragraph


1. Click anywhere in the paragraph.
2. Click on one of the paragraph styles (paragraph styles are marked with the paragraph symbol ¶) in the **Styles** group.
3. The entire paragraph changes to the new style.

Apply a style to text

1. Select the word or words you want to apply a style to (if it's just one word, you only have to click in the word not select the entire word).
2. Click on one of the character styles (e.g. **strong** or **emphasis**) in the **Styles** group.
3. The selected word or words change to the new style.

Note:

If you cannot see the style you require, click **More**  to display more options.

To see the full list of styles, click the **Launcher icon**  to display the **Styles Gallery**.

