

Using Styles in Microsoft Word 2007

Styles in Microsoft Word can be used to format the text in your paper with a single click. This is especially useful if you use multiple formatting styles, such as headings, block quotes, etc. This will ensure that all the text in your paper is consistent—you don't have to worry about making sure that each heading is the correct size or that all your block quotes are indented the same amount because Word will do it automatically.

Another useful function of Styles is that it will allow you to create an automatic Table of Contents and will automatically create bookmarks if you need to convert your document to a PDF (see the “Creating a Table of Contents and Converting to PDF in Microsoft Word 2007” handout).

Choosing Your Styles

Determine your heading format. This may be determined by your citation style. See owl.english.purdue.edu for heading format advice based on citation styles, including MLA, APA, and Chicago.

Creating Your Styles

- 1) In Word, click on the **Home** tab. On the right side of the ribbon, you should see a section labeled **Styles**.
- 2) Right click in the box labeled **Normal**. In the dropdown menu, click **Modify**.
- 3) Under **Formatting** choose the font, size, and whether you want it to be bold, italic, or underline. For the Normal Style, you should leave the text without bold, italic, or underline formatting.
- 4) Click the **Format** button in the lower left of the window. Choose **Paragraph**.
- 5) Under **Indentation > Special**, choose **First line** from the dropdown list. Under **Spacing > Line Spacing**, choose **Double** from the dropdown list.
- 6) Click **Ok** to get back to the Modify Style window. Click **Ok** in the Modify Style window.

You have now established the formatting, or Style, for your normal text, or the main body text of your paper. To establish styles for headings, follow these steps in the **Heading 1**, **Heading 2**, etc. Styles, formatting based on your decision of heading formats. You should also establish a Style for Block Quotes. If you are including charts, graphs, or images in your paper, you may also establish Styles for the labels for these. For more formatting tips, please see our “Formatting with Microsoft Word 2007” handout.

Using Your Styles

- 1) Highlight the block of text you want to format.
- 2) In the **Home** tab, locate the **Styles** section.
- 3) Click on the appropriate Style. Word will automatically format the text to fit the style you have established.

Note: Word will format all text in the block you have selected until it encounters a “hard enter” (a new line that was created by you hitting the “Enter” key rather than by the text running over onto the next line). If you have created a new line, it will consider this a new text block.