

Styles

<https://www.gcflearnfree.org/word-tips/how-to-create-a-table-of-contents-in-word/1/>

Select the text you want to format, or place your cursor at the beginning of the line.

August Volunteer Update

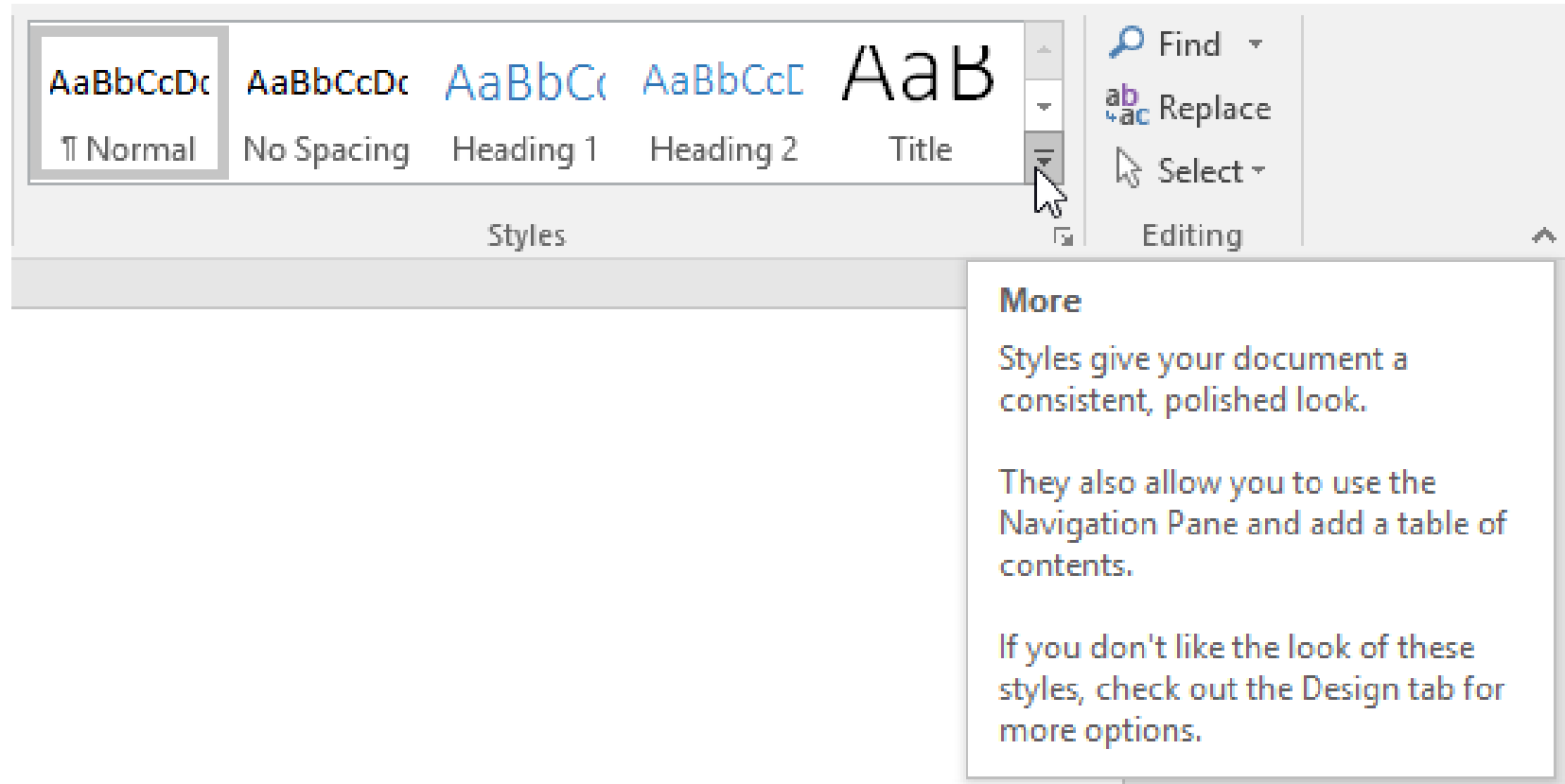
Shelbyfield Animal Rescue

August Volunteer Update

A Message from Your Director

It's been a spectacular month for Shelbyfield Animal Rescue and our care. Fifteen pets found a new home, including Temple, a lo of the kennel who was later fostered by Raj and Lisa Beharry. Te favorite who despite his special needs was always up for a rousi away (with the slimiest, grossest tennis ball in the yard).

In the **Styles** group on the **Home** tab, click the **More** drop-down arrow.





Select the **desired style** from the drop-down menu.


| | | | | |
|----------------------|--------------------------|---------------------------|--------------------------|------------------------|
| AaBbCcDc Normal | AaBbCcDc No Spacing | AaBbCcDc Heading 1 | AaBbCcDc Heading 2 | AaB Title |
| AaBbCcDc Subtitle | AaBbCcDc Subtle Em... | AaBbCcDc Emphasis | AaBbCcDc Intense E... | AaBbCcDc Strong |
| AaBbCcDc Quote | AaBbCcDc Intense Q... | AaBbCcDc Subtle Ref... | AaBbCcDc Intense R... | AaBbCcDc Book Title |

AaBbCcDc

Normal

 Create a Syle

 Clear Formatting

 Apply Styles...

The text will appear in the selected style

1 August Volunteer Update

I | Shelbyfield Animal Rescue

August Volunteer Update

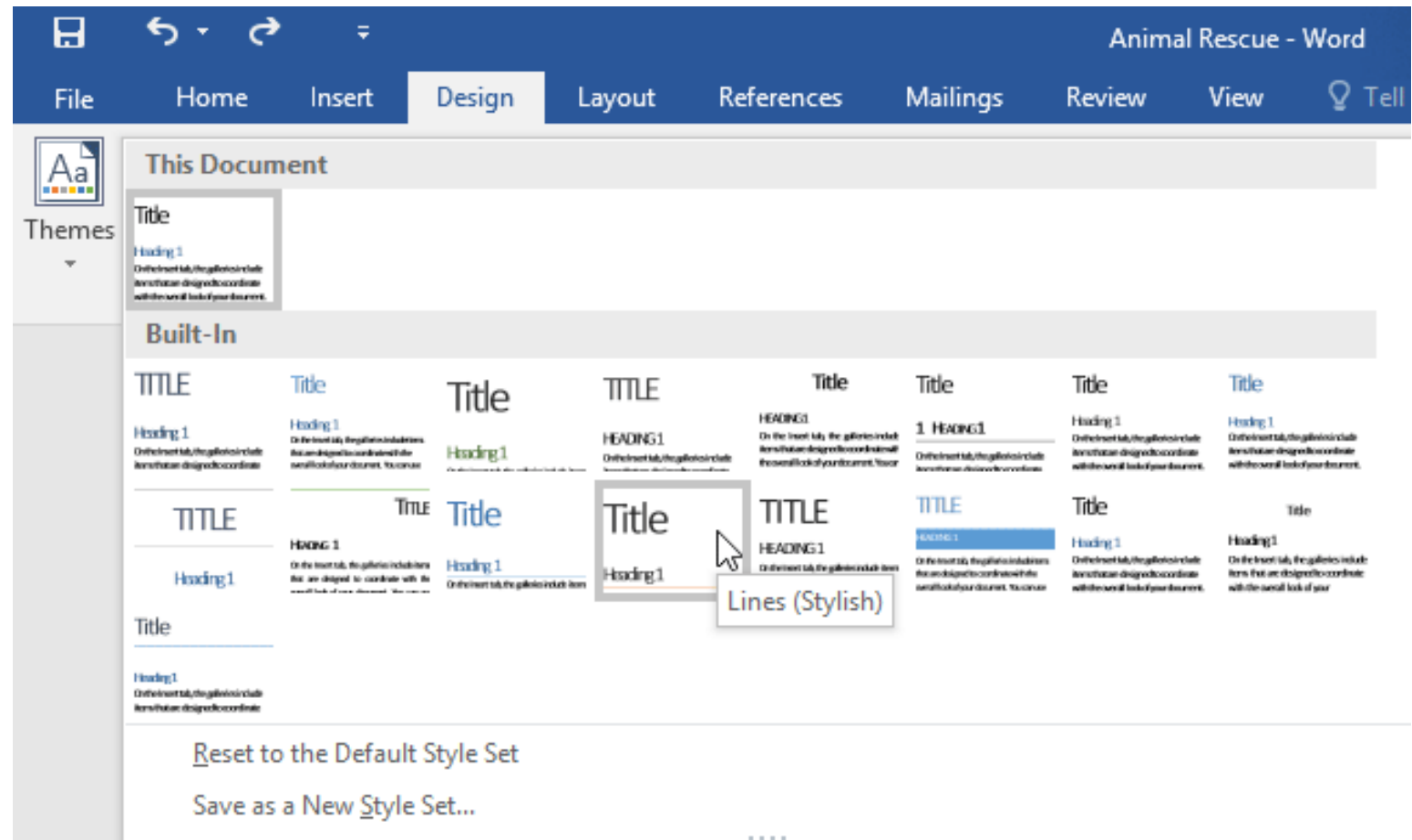
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To apply a style set

Style sets include a combination of title, heading, and paragraph styles. Style sets allow you to format all elements in your document at once instead of modifying each element separately.

From the Design tab, click the More drop-down arrow in the Document Formatting group.



The selected style set will be applied to your entire document.

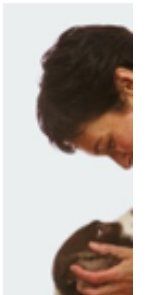
1 August Volunteer Update

Shelbyfield Animal Rescue

AUGUST VOLUNTEER UPDATE

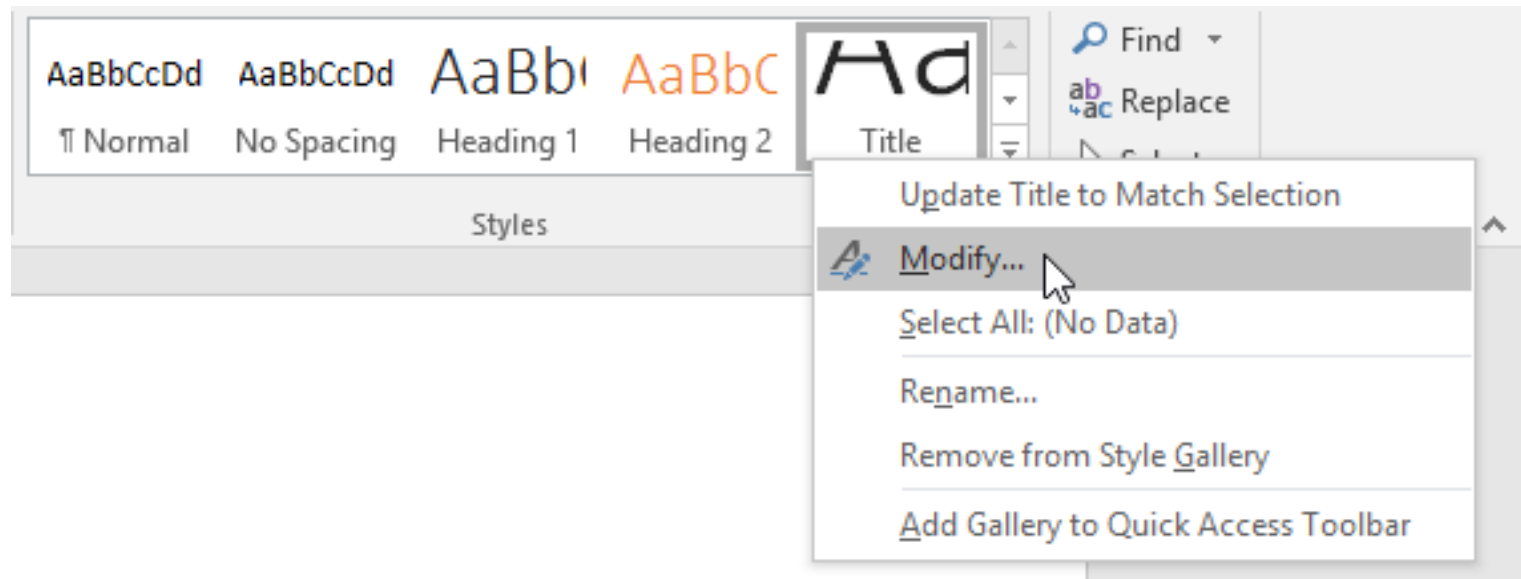
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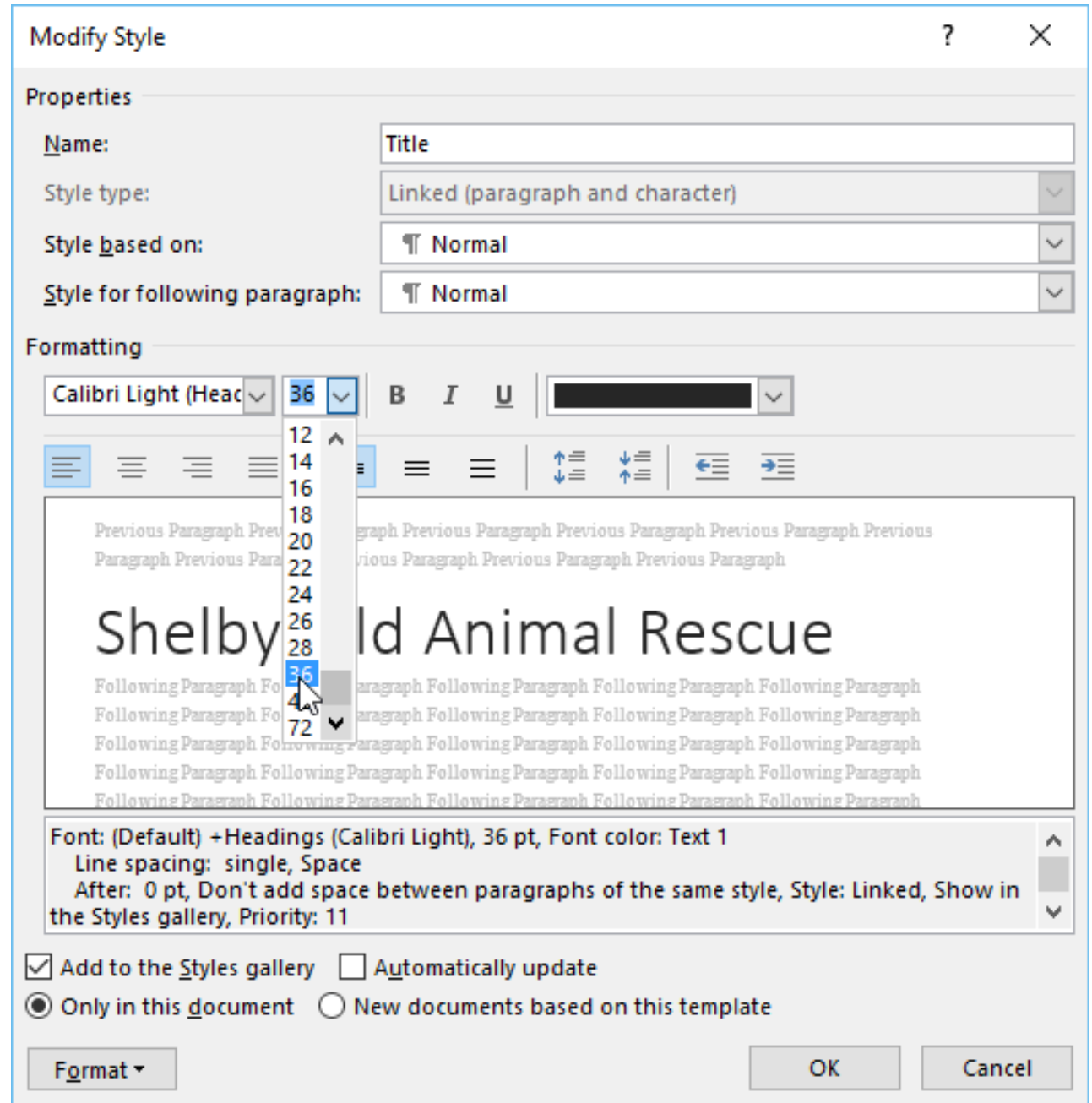
To modify a style

Locate and right-click the **style** you want to change in the **Styles** group, then select **Modify** from the drop-down menu.



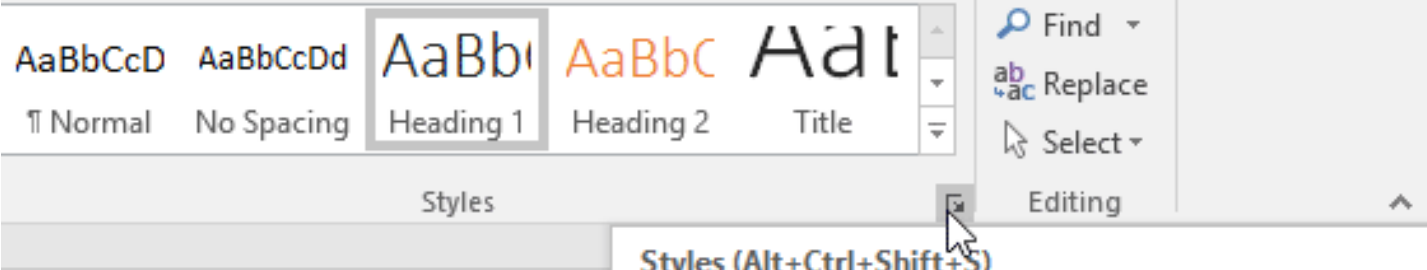
A dialog box will appear. Make the **desired formatting changes**, such as font style, size, and color. If you want, you can also change the **name** of the style. Click **OK** to save your changes.

When you modify a style, you're changing **every instance** of that style in the document. In the example below, we've modified the **Normal** style to use a larger font size. Because both paragraphs use the Normal style, they've been updated automatically to use the new size



To create a new style

Click the **arrow** in the bottom-right corner of the **Styles** group.



The screenshot shows the Microsoft Word ribbon with the Styles group selected. The Styles group includes options for Normal, No Spacing, Heading 1, Heading 2, and Title. A mouse cursor is pointing to the arrow in the bottom-right corner of the Styles group. Below the ribbon, the Styles task pane is open, displaying a list of styles and their formatting details. The task pane title is "Styles (Alt+Ctrl+Shift+S)".

Styles (Alt+Ctrl+Shift+S)

Preview, manage and customize the text styles in Word.

Use the window to see and edit formatting details for each style, create new styles, and quickly preview styles in your document.

You can also update styles to match selected text.

al Rescue

The **Styles** task pane will appear. Select the **New Style** button at the bottom of the task pane.

Styles



| | |
|-------------------|----------|
| Clear All | |
| Normal | ¶ |
| No Spacing | <u>¶</u> |
| Heading 1 | <u>¶</u> |
| Heading 2 | <u>¶</u> |
| Title | <u>¶</u> |
| Subtitle | <u>¶</u> |
| Subtle Emphasis | a |
| Emphasis | a |
| Intense Emphasis | a |
| Strong | a |
| Quote | <u>¶</u> |
| Intense Quote | <u>¶</u> |
| Subtle Reference | a |
| Intense Reference | a |
| Book Title | a |
| List Paragraph | ¶ |
| Footer | <u>¶</u> |
| Header | <u>¶</u> |

Show Preview

Disable Linked Styles



New Style

Options...

A dialog box will appear. Enter a **name** for the style, choose the **desired text formatting**, then click **OK**.

Create New Style from Formatting ? X

Properties

Name: New Style

Style type: Paragraph

Style based on: ¶ Heading 1

Style for following paragraph: ¶ New Style

Formatting

Segoe UI Semiligh 24 B I U

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph

A Message from Your Director

Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph

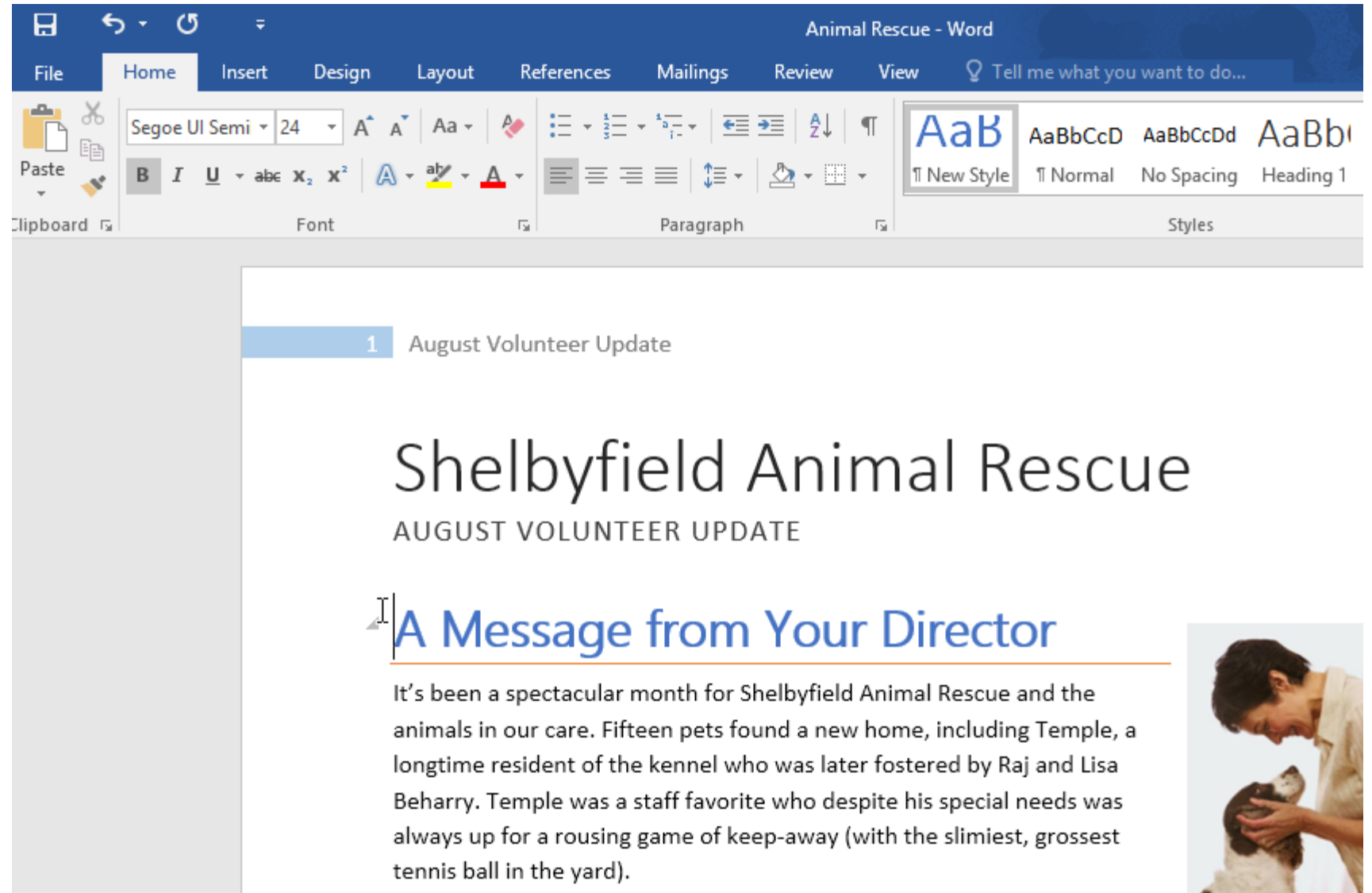
Font: Segoe UI Semilight, 24 pt, Bold, Font color: Accent 5, Style: Show in the Styles gallery
Based on: Heading 1

Add to the Styles gallery Automatically update

Only in this document New documents based on this template

Format OK Cancel

The new style will be applied to the currently selected text. It will also appear in the **Styles** group.



The screenshot shows the Microsoft Word interface for a document titled "Animal Rescue - Word". The ribbon is set to the "Home" tab, and the "Styles" group is active. A new style named "New Style" is being created, with the preview text "AaB" in a blue, bold, sans-serif font. The document content includes a section header "1 August Volunteer Update", a main title "Shelbyfield Animal Rescue", and a subtitle "AUGUST VOLUNTEER UPDATE". The text "A Message from Your Director" is currently selected and highlighted in blue, matching the new style. Below this is a paragraph of text and a small image of a person holding a dog.

Animal Rescue - Word

File Home Insert Design Layout References Mailings Review View Tell me what you want to do...

Clipboard Font Paragraph Styles


1 August Volunteer Update

Shelbyfield Animal Rescue

AUGUST VOLUNTEER UPDATE

A Message from Your Director

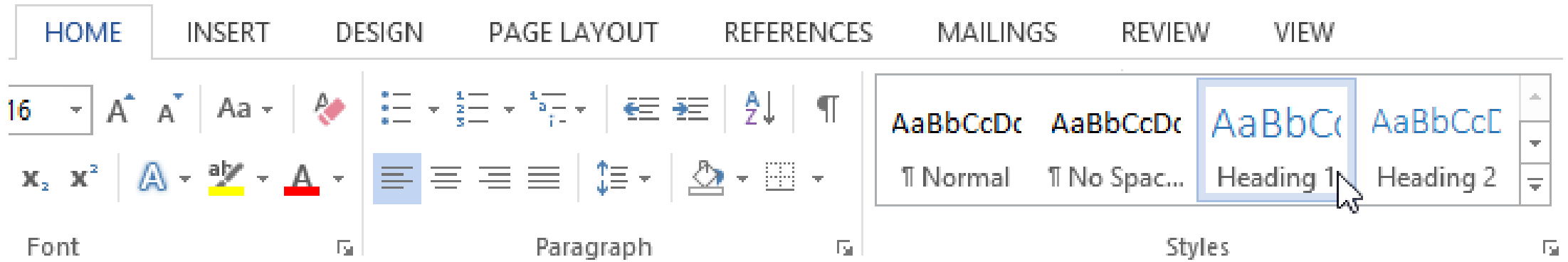
It's been a spectacular month for Shelbyfield Animal Rescue and the animals in our care. Fifteen pets found a new home, including Temple, a longtime resident of the kennel who was later fostered by Raj and Lisa Beharry. Temple was a staff favorite who despite his special needs was always up for a rousing game of keep-away (with the slimiest, grossest tennis ball in the yard).



How to create a table of contents in Word

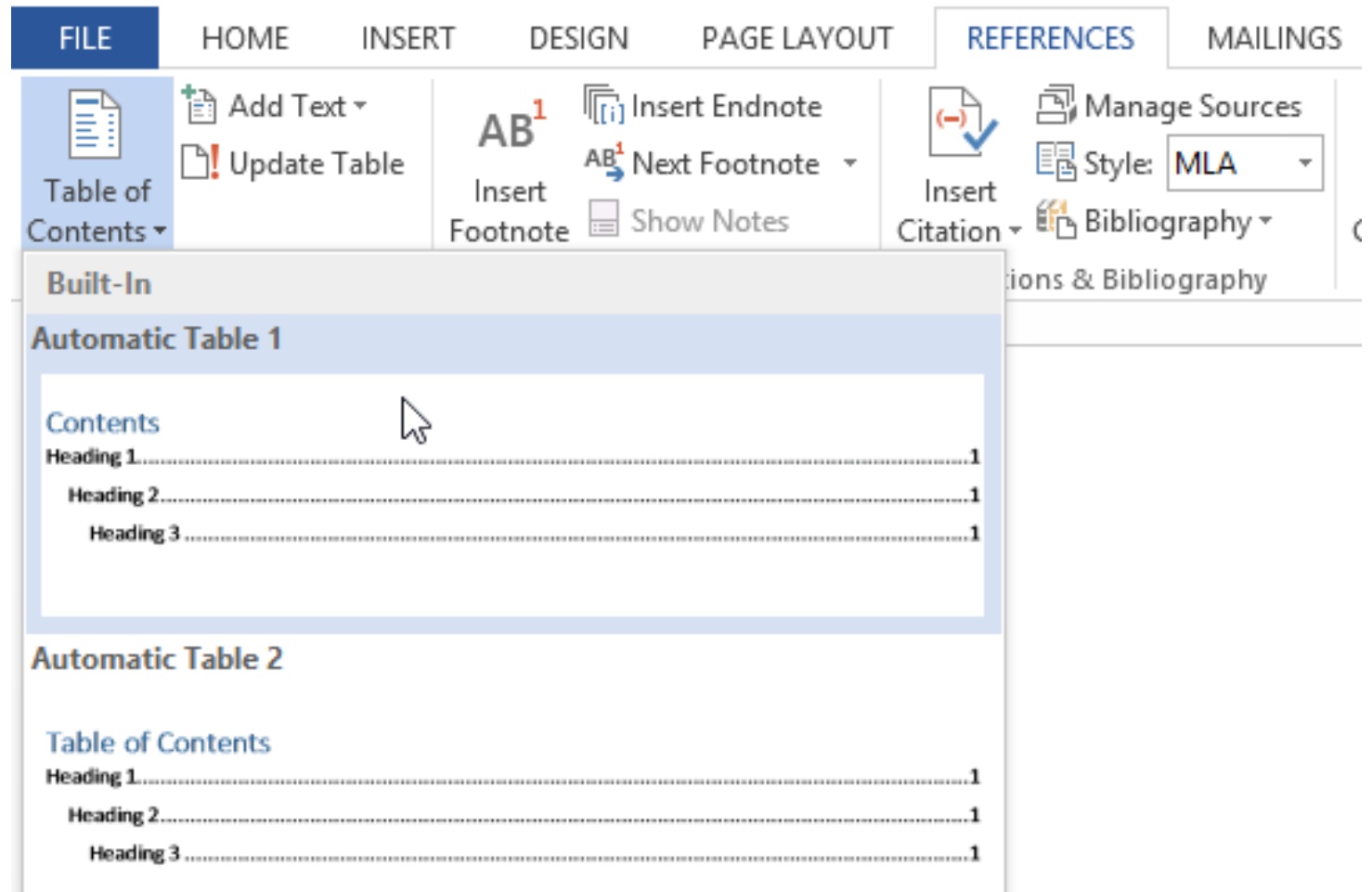
Step 1: Apply heading styles

To apply a heading style, select the text you want to format, then choose the desired heading in the **Styles** group on the **Home** tab.

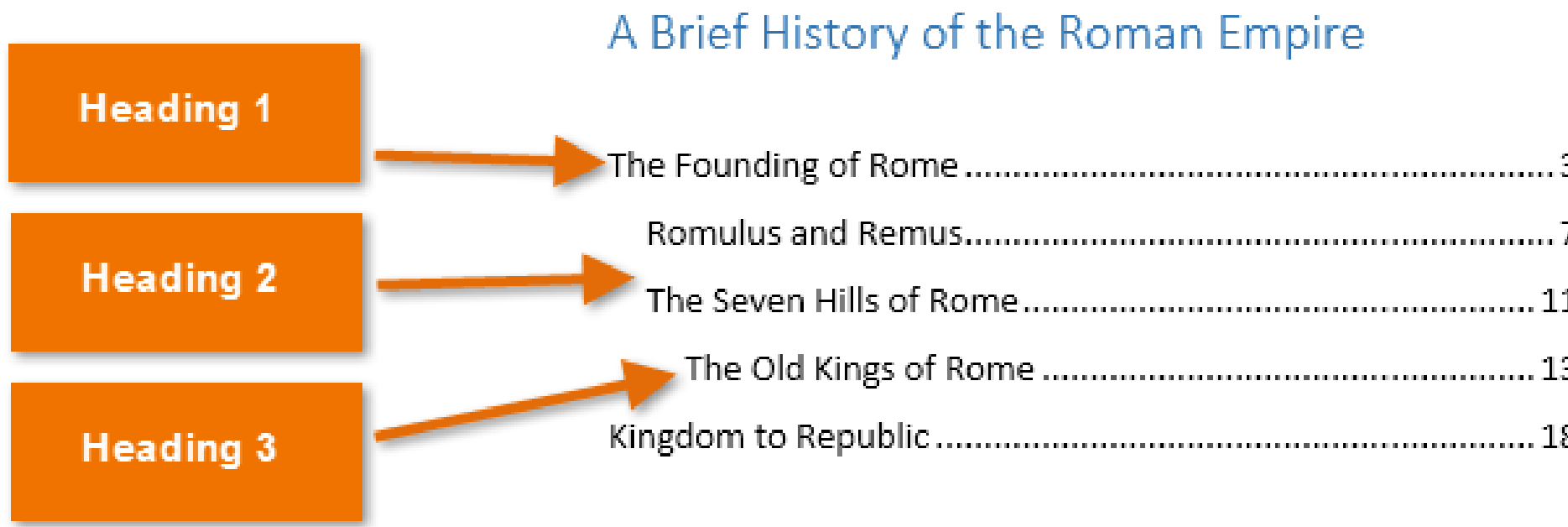


Step 2: Insert the table of contents

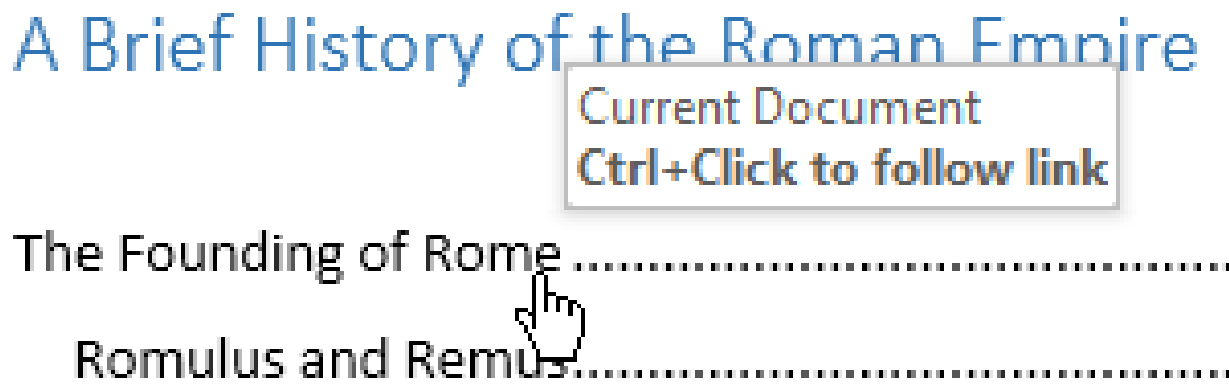
Now for the easy part! Once you've applied heading styles, you can insert your table of contents in just a few clicks. Navigate to the **References** tab on the Ribbon, then click the **Table of Contents** command. Select a built-in table from the menu that appears, and the table of contents will appear in your document.



As you can see in the image, the table of contents uses the heading styles in your document to determine where each section begins. Sections that begin with a Heading 2 or Heading 3 style will be nested within a Heading 1 style

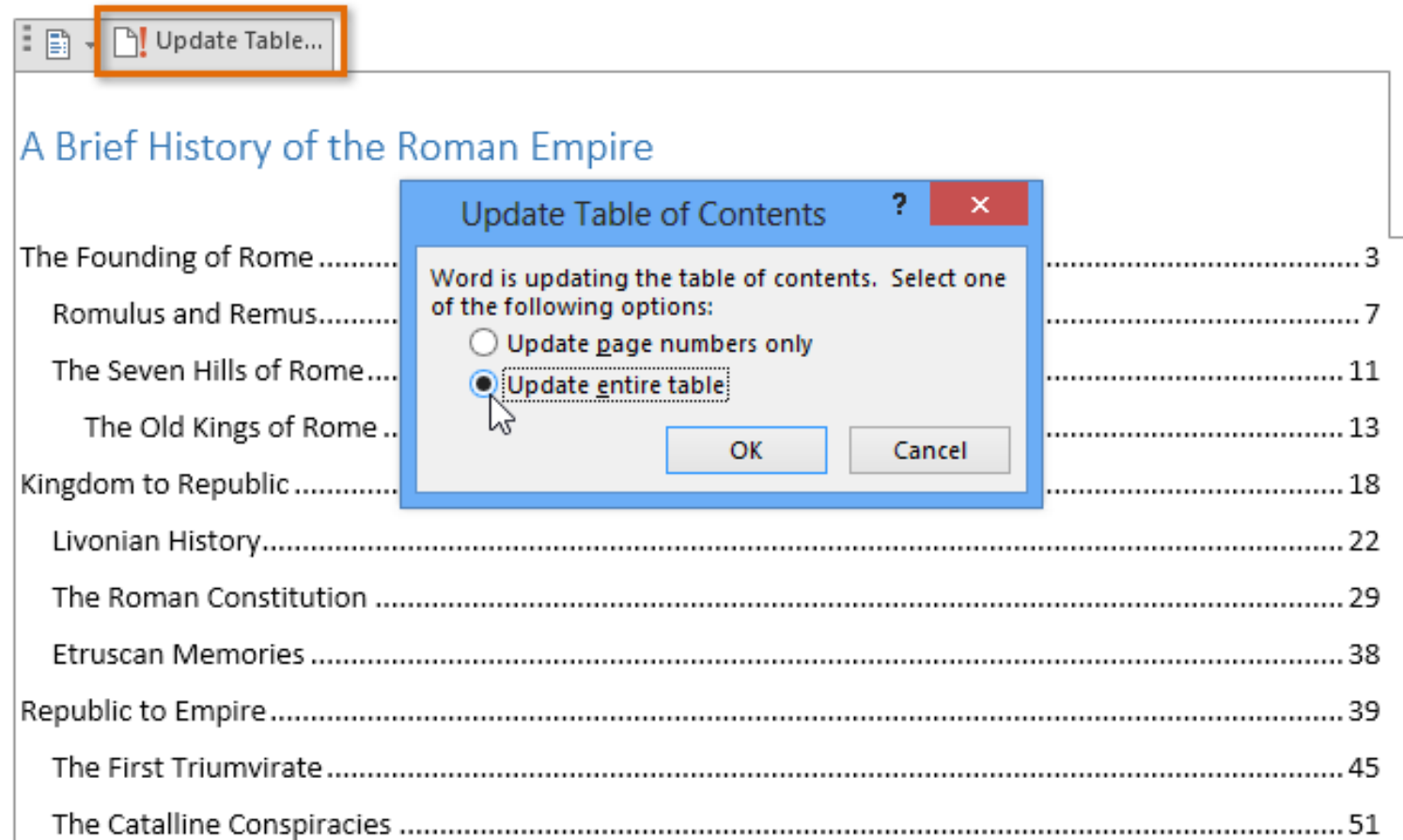


A table of contents also creates **links** for each section, allowing you to navigate to different parts of your document. Just hold the **Ctrl** key on your keyboard and click to go to any section.



Step 3: Update as needed

If you edit or add to your document, it's easy to update the table of contents. Just select the table of contents, click **Update Table**, and choose **Update Entire Table** in the dialog box that appears. The table of contents will then update to reflect any changes.



The screenshot shows a document titled "A Brief History of the Roman Empire" with a table of contents. A dialog box titled "Update Table of Contents" is open, prompting the user to select an update option. The "Update entire table" option is selected and highlighted with a dashed box. The "Update Table..." button in the top-left corner of the document is also highlighted with an orange box.

| Section | Page Number |
|----------------------------------|-------------|
| The Founding of Rome | 3 |
| Romulus and Remus..... | 7 |
| The Seven Hills of Rome..... | 11 |
| The Old Kings of Rome | 13 |
| Kingdom to Republic | 18 |
| Livonian History..... | 22 |
| The Roman Constitution | 29 |
| Etruscan Memories | 38 |
| Republic to Empire..... | 39 |
| The First Triumvirate..... | 45 |
| The Catalline Conspiracies | 51 |