

# 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.

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## August Volunteer Update

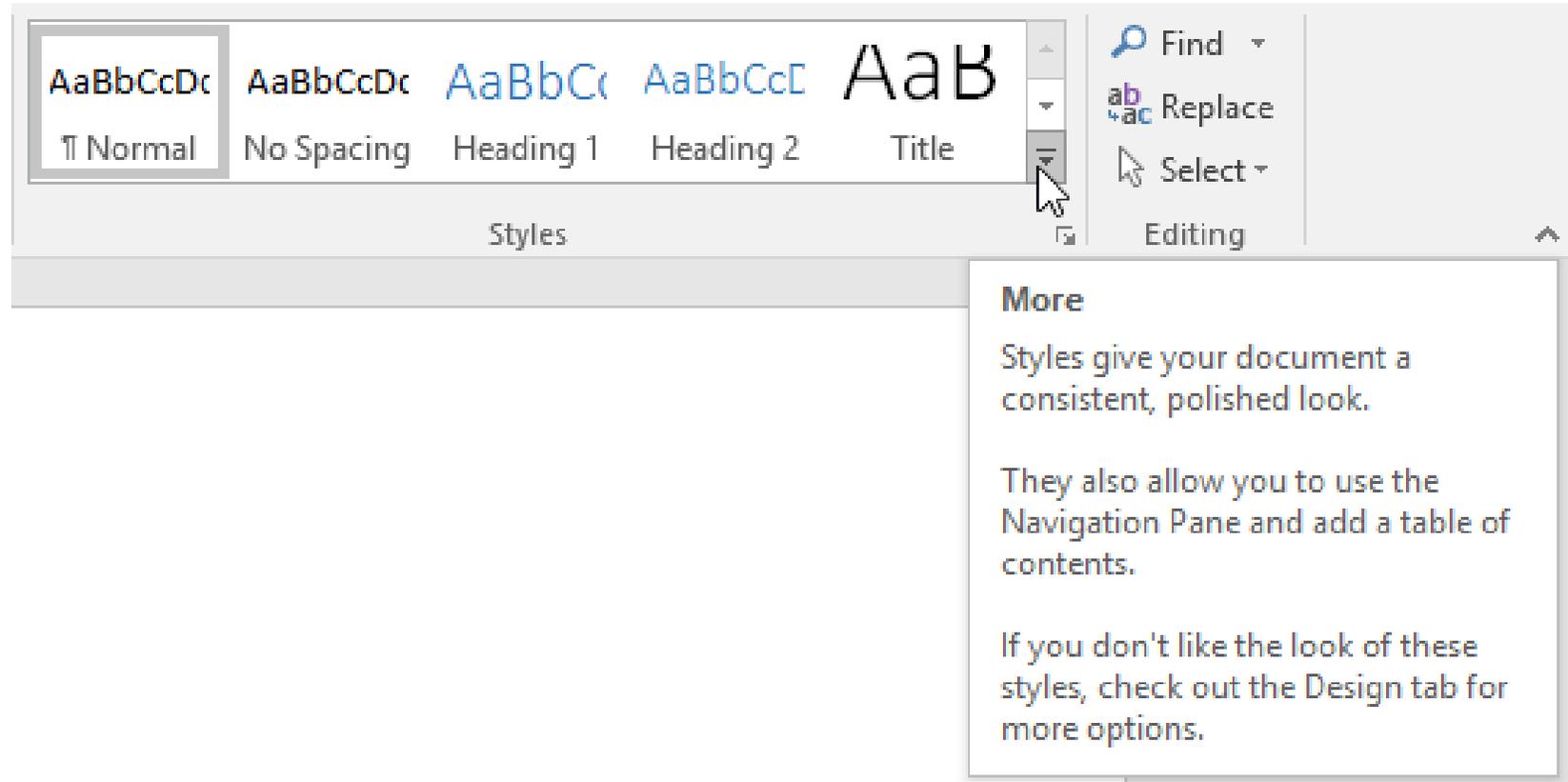
Shelbyfield Animal Rescue

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

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 Create a Styl

 Clear Formatting

 Apply Styles...

The text will appear in the selected style

1 August Volunteer Update

# I | Shelbyfield Animal Rescue

August Volunteer Update

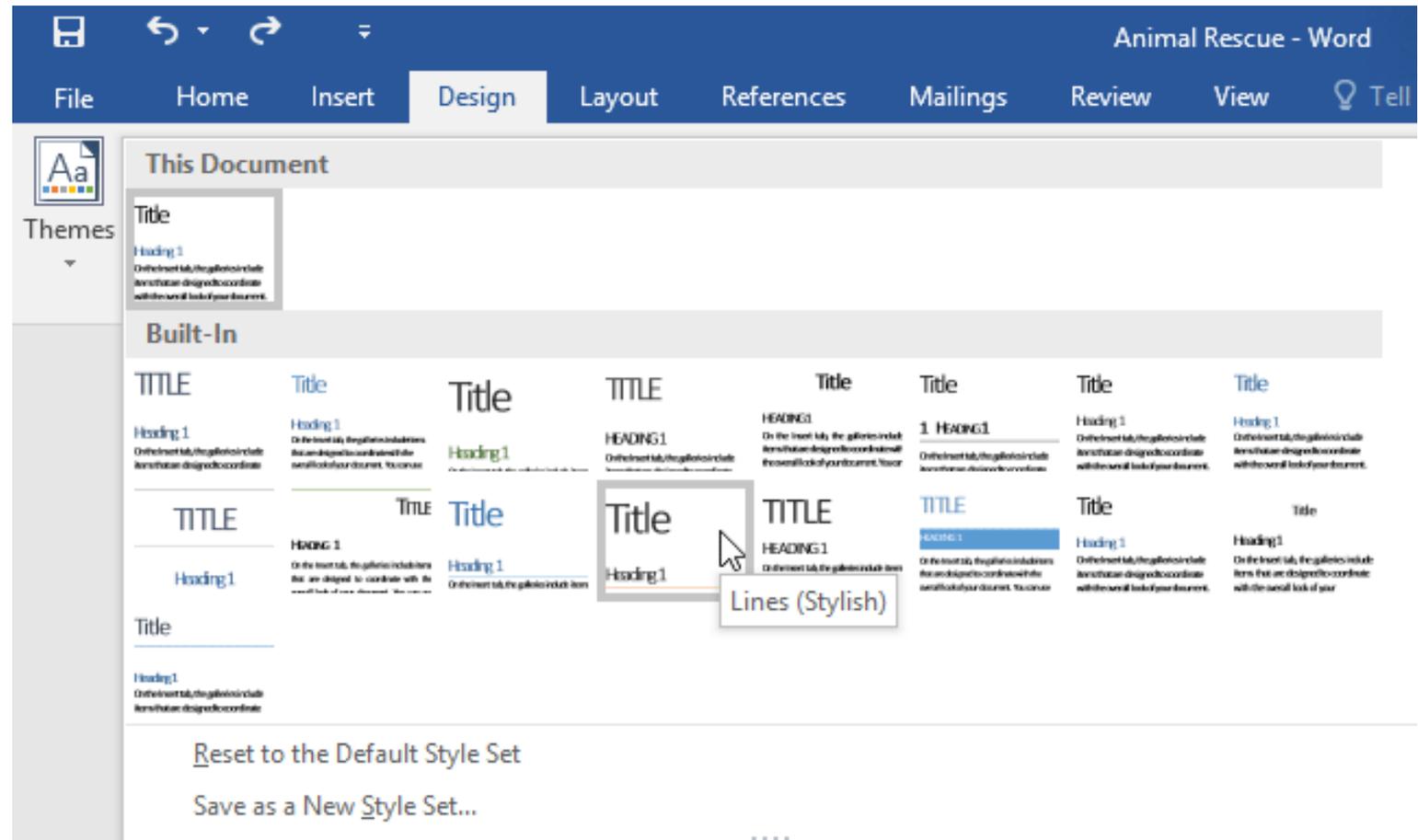
A Message from Your Director

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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

## A Message from Your Director

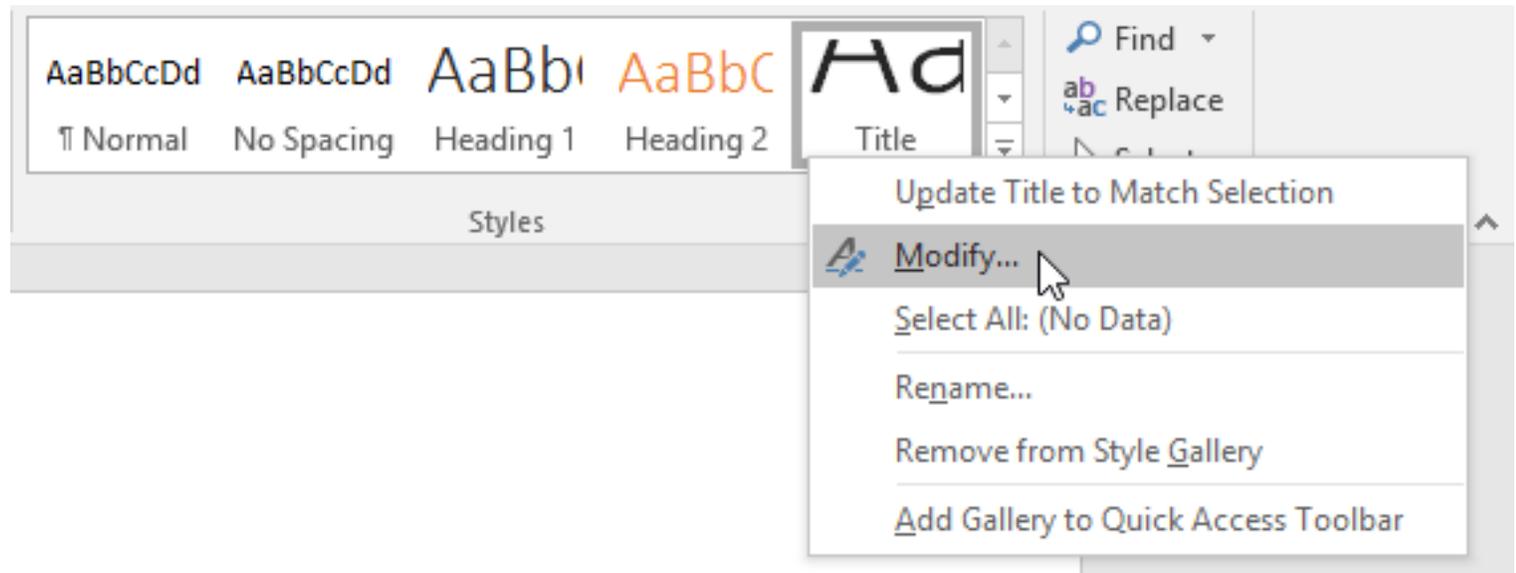
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It's been a spectacular month for Shelbyfield Animal Rescue and the animals in our care. Fifteen pets found a new home, including Temple, a longtime resident of the kennel who was later fostered by Raj and Lisa Beharry. Temple was a staff favorite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



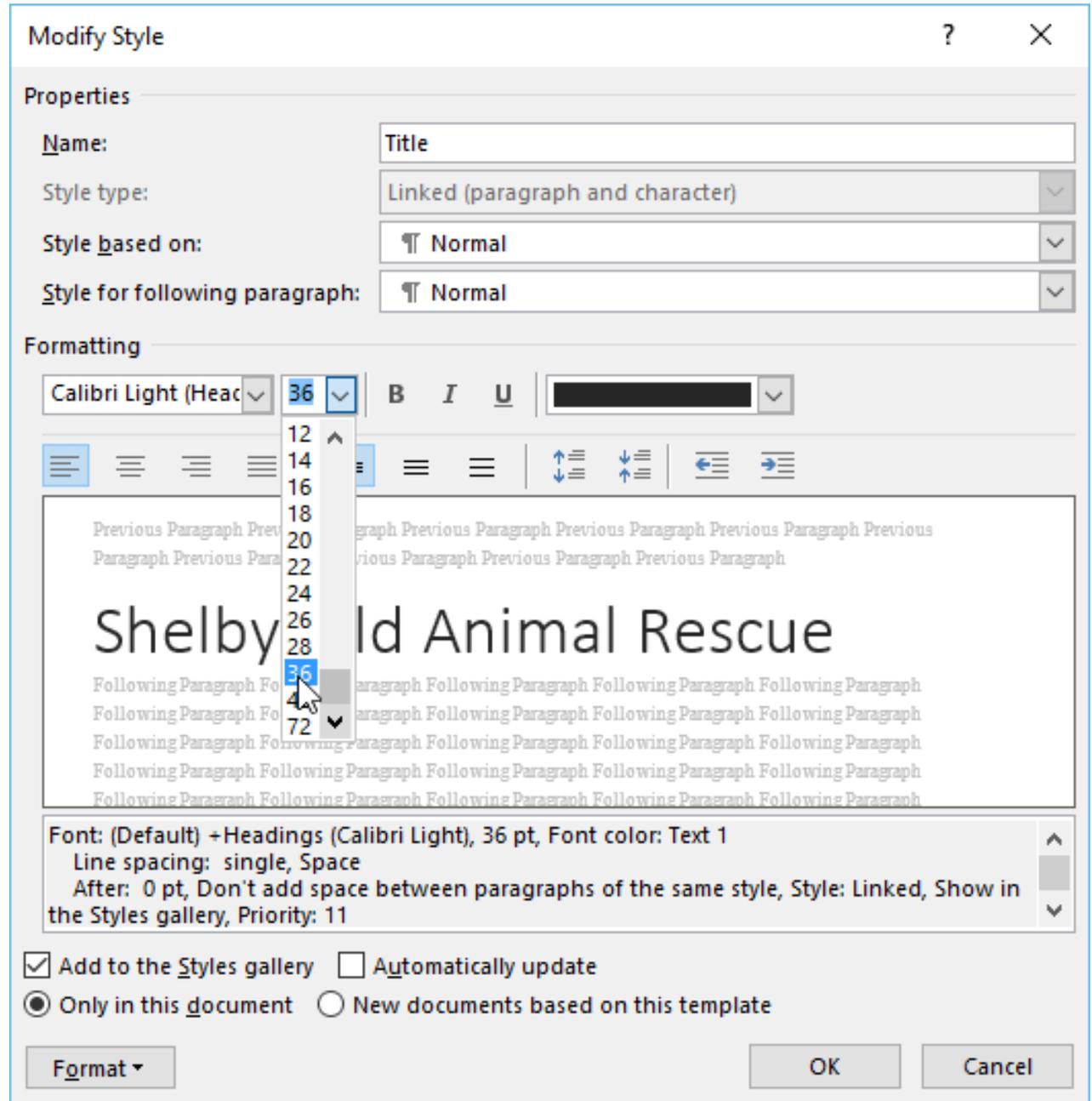
# To modify a style

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



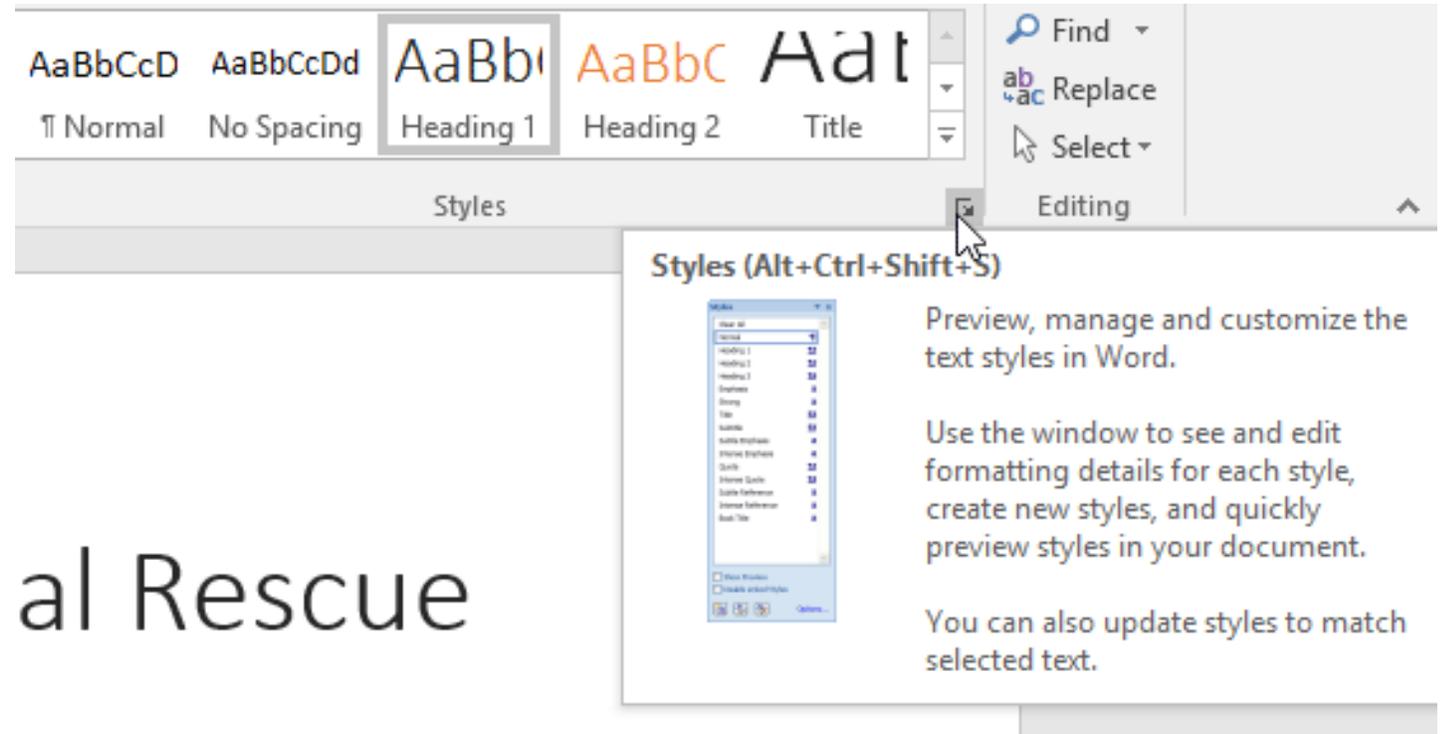
A dialog box will appear. Make the **desired formatting changes**, such as font style, size, and color. If you want, you can also change the **name** of the style. Click **OK** to save your changes.

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 **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>
<b>Heading 1</b>	<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

## A Message from Your Director

Following Paragraph Following Paragraph

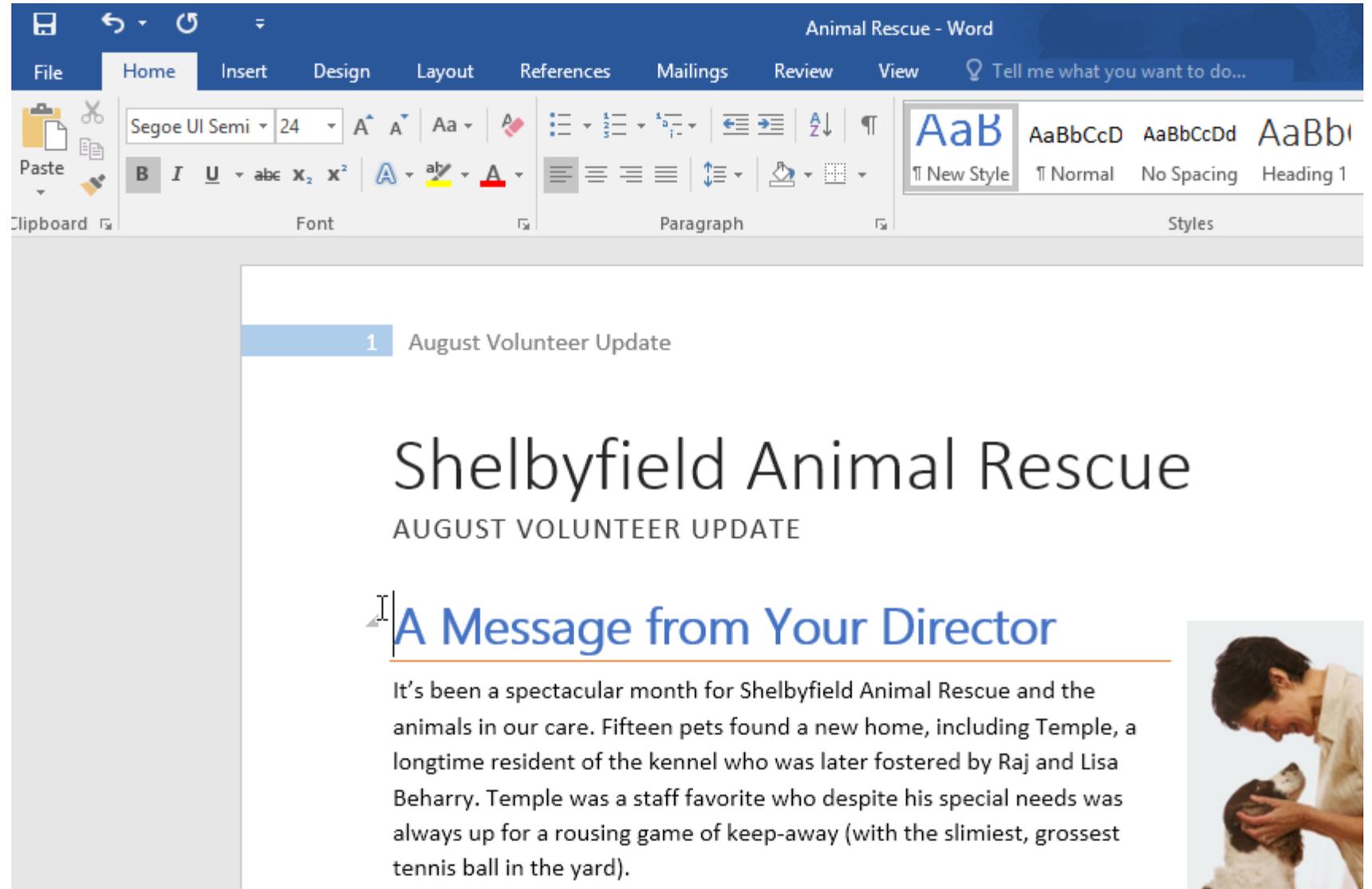
Font: Segoe UI Semilight, 24 pt, Bold, Font color: Accent 5, Style: Show in the Styles gallery  
Based on: Heading 1

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" followed by the main title "Shelbyfield Animal Rescue" and subtitle "AUGUST VOLUNTEER UPDATE". The text "A Message from Your Director" is currently selected and has the "New Style" applied to it. Below this is a paragraph of text and a photograph of a woman 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

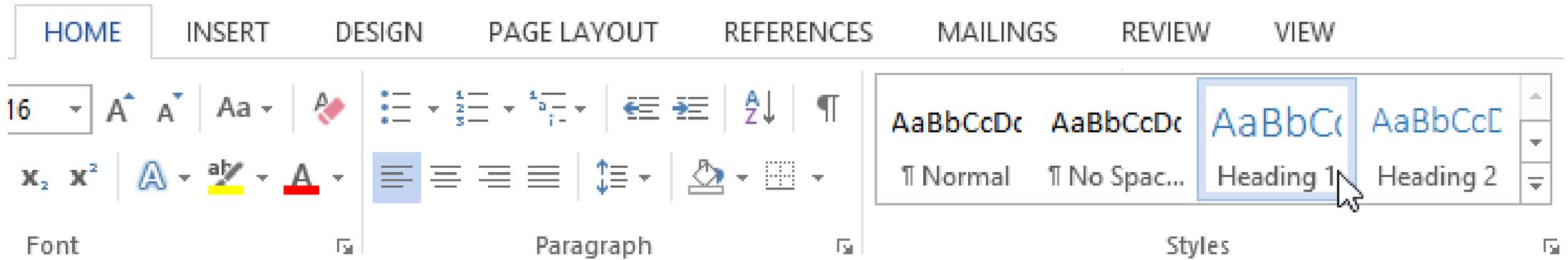
It's been a spectacular month for Shelbyfield Animal Rescue and the animals in our care. Fifteen pets found a new home, including Temple, a longtime resident of the kennel who was later fostered by Raj and Lisa Beharry. Temple was a staff favorite who despite his special needs was always up for a rousing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



# How to create a table of contents in Word

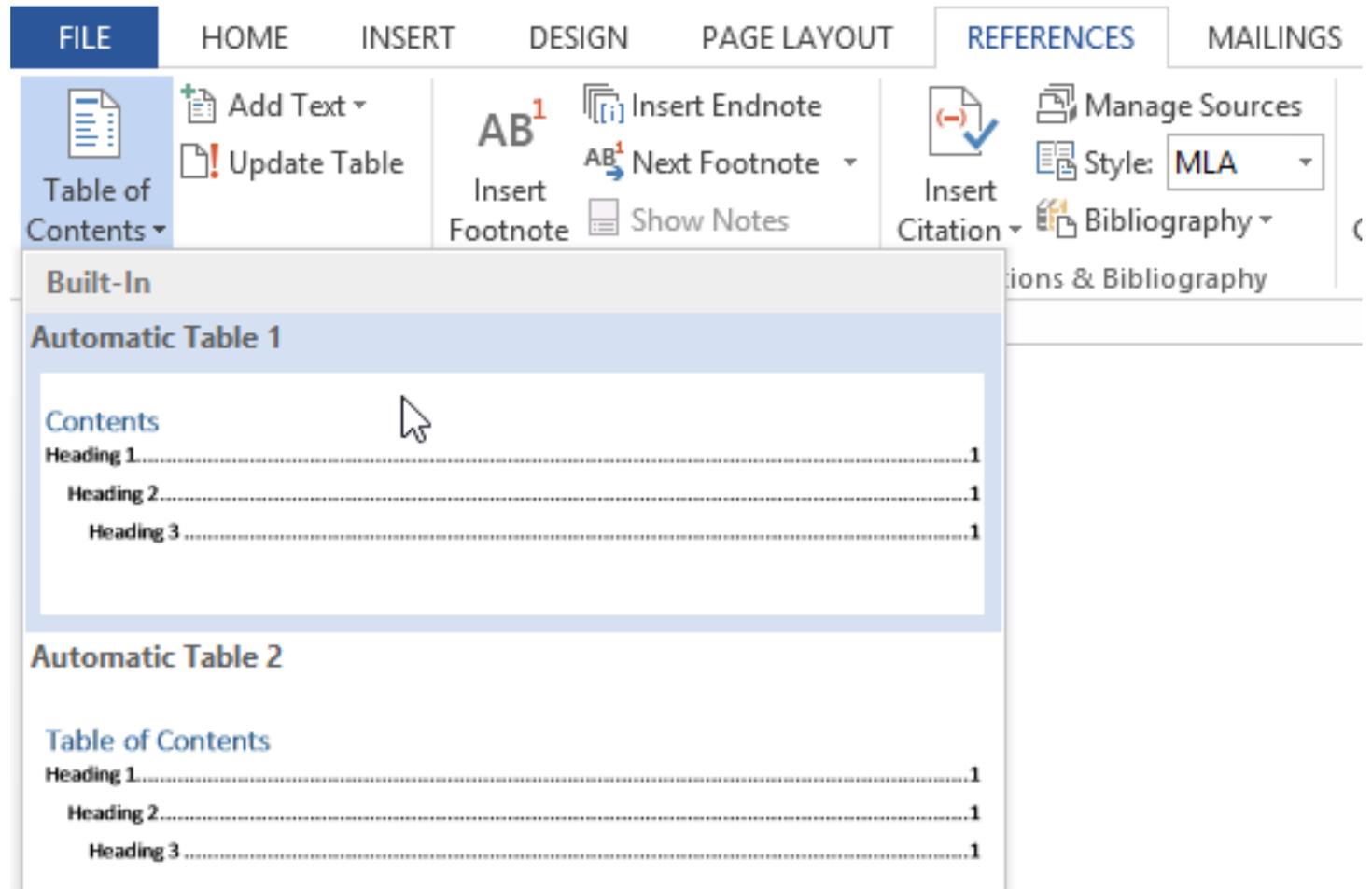
## Step 1: Apply heading styles

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.

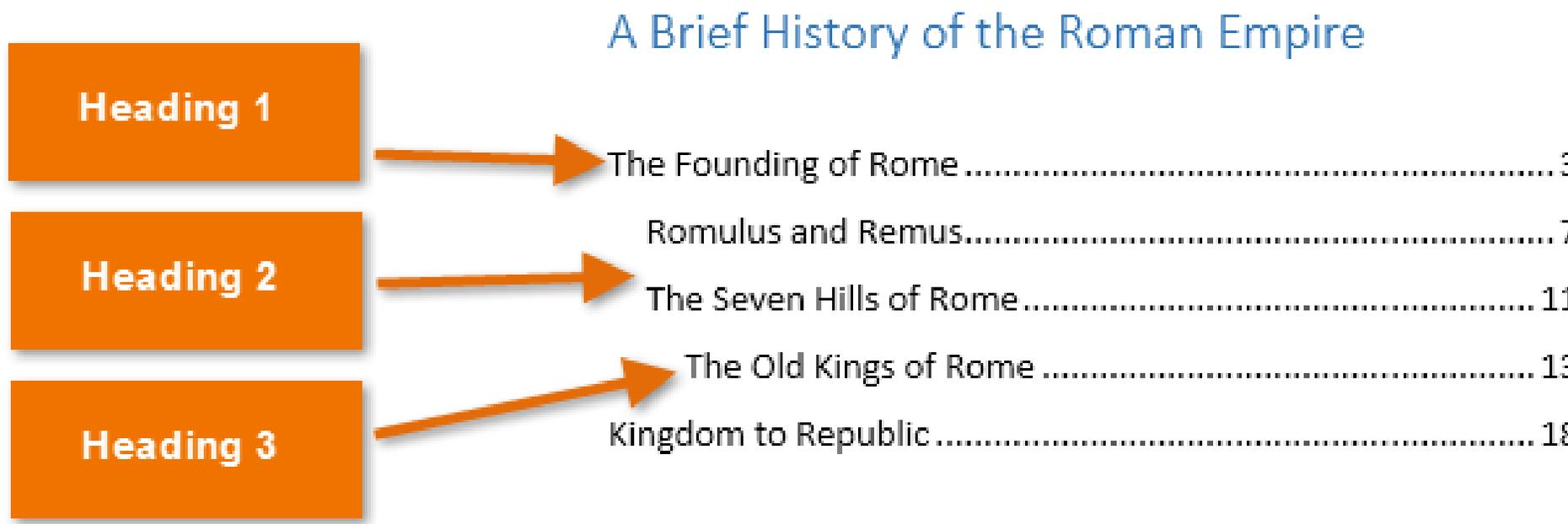


## Step 2: Insert the table of contents

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.

