

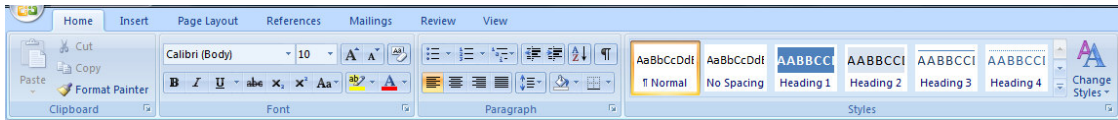
# MICROSOFT WORD 2007 – BOOK 3

## 3.2 WORKING WITH STYLES

P106

### USING EXISTING STYLES

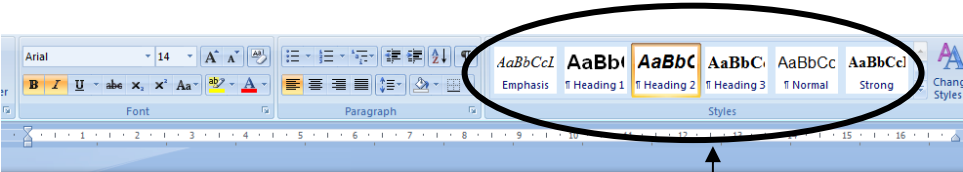
The **Styles** group can be found on the **Home** tab.



#### Activity 1 P 108

Create a new document by using the **Styles** group on the **Home** tab.

Open the document MusicGenres. This document's main heading, paragraph headings and regular body text are formatted with the help of styles.



Quick style gallery

*When the cursor is at a specific place in the document, or a certain section is highlighted, you will see according to which style the section is highlighted.*

### Music Genres

#### Rock

No it isn't just the cool guys you see looking all broody and screaming about something or another, Rock is also one of the greatest forms of music. A heavy drum-beat and insane guitar riffs usually make up some of the best Rock music.

Rock has made like rockers do, and branched out into many other forms of music making it one of the biggest genres ever. The most popular forms of Rock, other than the original, is Punk Rock, Heavy Metal, Hard Rock and Alternative Rock.

Some of the best Rockers are guys like Foo Fighters, Blink 182, Greenday and Limp Bizkit.

Explore the document and look at the styles used.

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## FORMATTING A DOCUMENT USING EXISTING STYLES

### Activity 2 P 109

Open the document CompHistoryUnformatted. Use the existing style set *Word 2007* to format it as shown. This can be found in the **Change Styles** button: **Style Set**.

Select the paragraph to be formatted and click on the button on the appropriate style.

Save the document as CompHistoryFormatted.

The screenshot shows a document with the following content and styles:

- Arithmetical aids** (Title style)
- Abacus (5000 BC)** (Heading 1 style)
- One of the earliest apparatus that was used for calculations was the abacus. The apparatus is still used today in certain countries by retailers. It is a frame with vertical strings on which beads are manoeuvred. The colour and each position of the bead represents an amount. The abacus was apparently used from 5000 BC as a calculation aid. (Normal style)
- Paper on logarithms (1614)** (Heading 1 style)
- John Napier of Scotland published a paper on the development of logarithms. It is a series of figures used for automating the calculation of more complex calculations, and reduces division to addition and subtraction. (Normal style)
- Logarithm tables (1617)** (Heading 1 style)
- Henry Briggs published logarithm tables for the numbers 1 to 100 000. The tables are used by land surveyors and navigators. (Normal style)
- Napier's rods** (Heading 1 style)
- Napier developed a set of rods with numbers to calculate division and multiplication, squares and square roots. (Normal style)
- Mechanical Calculating machines** (Title style)
- Calculating clock (1623)** (Heading 1 style)
- Wilhelm Shickard, a Dutch professor, planned and developed a mechanical adder to assist the mathematician and astronomer Johannes Kepler with calculations. The machine was possibly (Normal style)

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## CHANGING THE STYLE OF A PARAGRAPH

### Activity 4 P 110


Continue working with the document CompHistoryFormatted. Suppose you want to use *Word 2007* Subtitle instead of Heading 1.

- Click on the first sub paragraph heading where the style is Heading 1.
- Right-click and select **Styles**, and then select **Select Text with Similar Formatting**.
- All the headings with Heading 1 are now selected. Select Subtitle and all these headings will be formatted to the Subtitle style!

## CREATING AND CHANGING STYLES

Do the following to create a style in Word 2007.

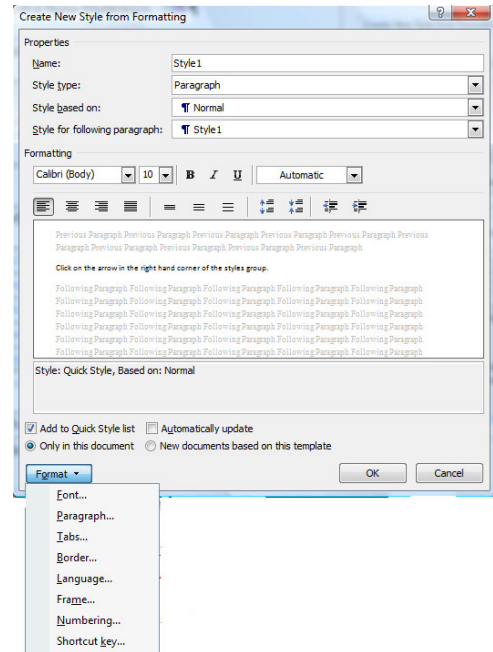
Click on the arrow in the right hand corner of the styles group. The styles task pane opens.

Click on the New Style icon. 

The following window will appear:

- Type the descriptive name for the style you want to create
- Select all the options you want for the specific style
- Click **OK**.

### Activity 5 P 112



You can also change the whole style set or only the colours or font of your existing style set.

**Change Styles** in the **Styles** group.



Change the style colour scheme of the style in use.

Change the style set in use to a new style set

### Activity 6 P 112

You can also change a style. This is what makes the use of styles so powerful – if you modify a style, all the relevant parts in the document changes automatically.

- In the **Styles** group on the Home tab, right-click on the style you want to modify.
- Click **Modify...**
- Make the necessary changes

### Activity 7 P 113

### Activity 8 P 113

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FORMAT THE SELECTED TEXT TO THE OPTIONS YOU WANT FOR THIS STYLE (HEADING 1).

In the **Styles** group, right-click on the style to be changed and select **Update to match selection**. All the headings in the style you have changed will update to the new settings.