

MICROSOFT WORD 2010

Creating New Paragraph Styles

WHY YOU'D DO THIS

- Most of the time, you should try to modify existing paragraph styles instead of creating new ones.
- There may be times, however, when you need to create a new paragraph style. Perhaps all of the styles that are similar enough to modify are already being used, or perhaps the style you want is very different from the existing styles.
- In this tutorial, we'll create a new paragraph style called "Blue Title." While many paragraph styles are based on other paragraph styles, we won't base this one on any others. That way, you'll learn how to use this setting plus any changes you make to this style won't affect any others.



CREATE A NEW PARAGRAPH STYLE

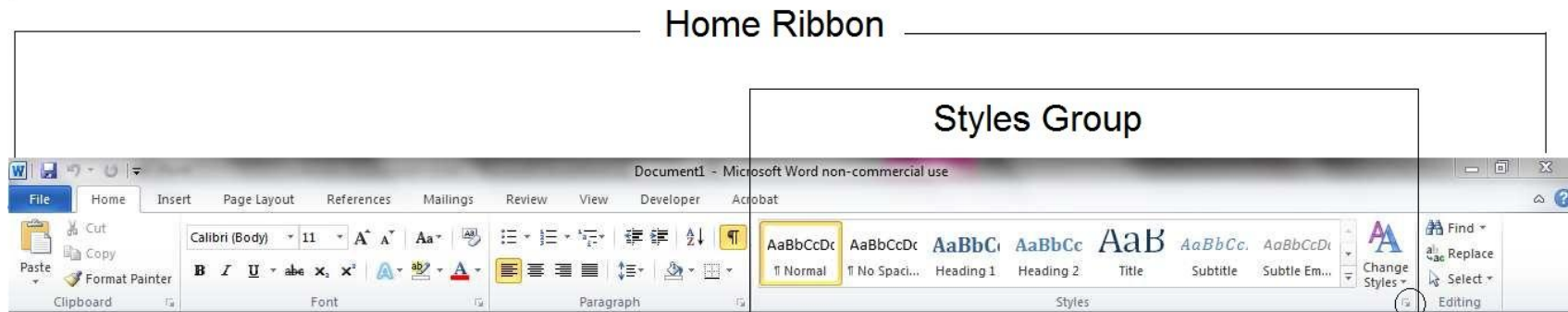
1. Open your Microsoft Word 2010 application.
2. Open a blank document by clicking **File > New** on the menu bar.
3. The New Blank Document icon will be highlighted by default. Select it by clicking the **Create** icon at the right of the window.
4. Type the following in the blank document:

Blue Title



CREATE A NEW PARAGRAPH STYLE (CON'T)

5. Highlight the words you've typed.
6. Click the little arrow at the lower right corner of the Styles group on the Home ribbon.

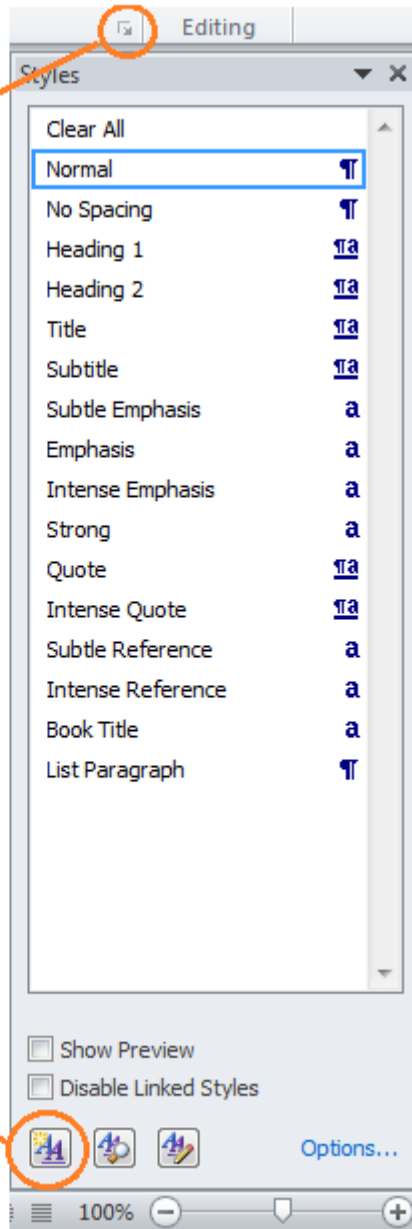


Click here to display a list of paragraph styles



CREATE A NEW PARAGRAPH STYLE (CON'T)

Click here
to open the
Styles list



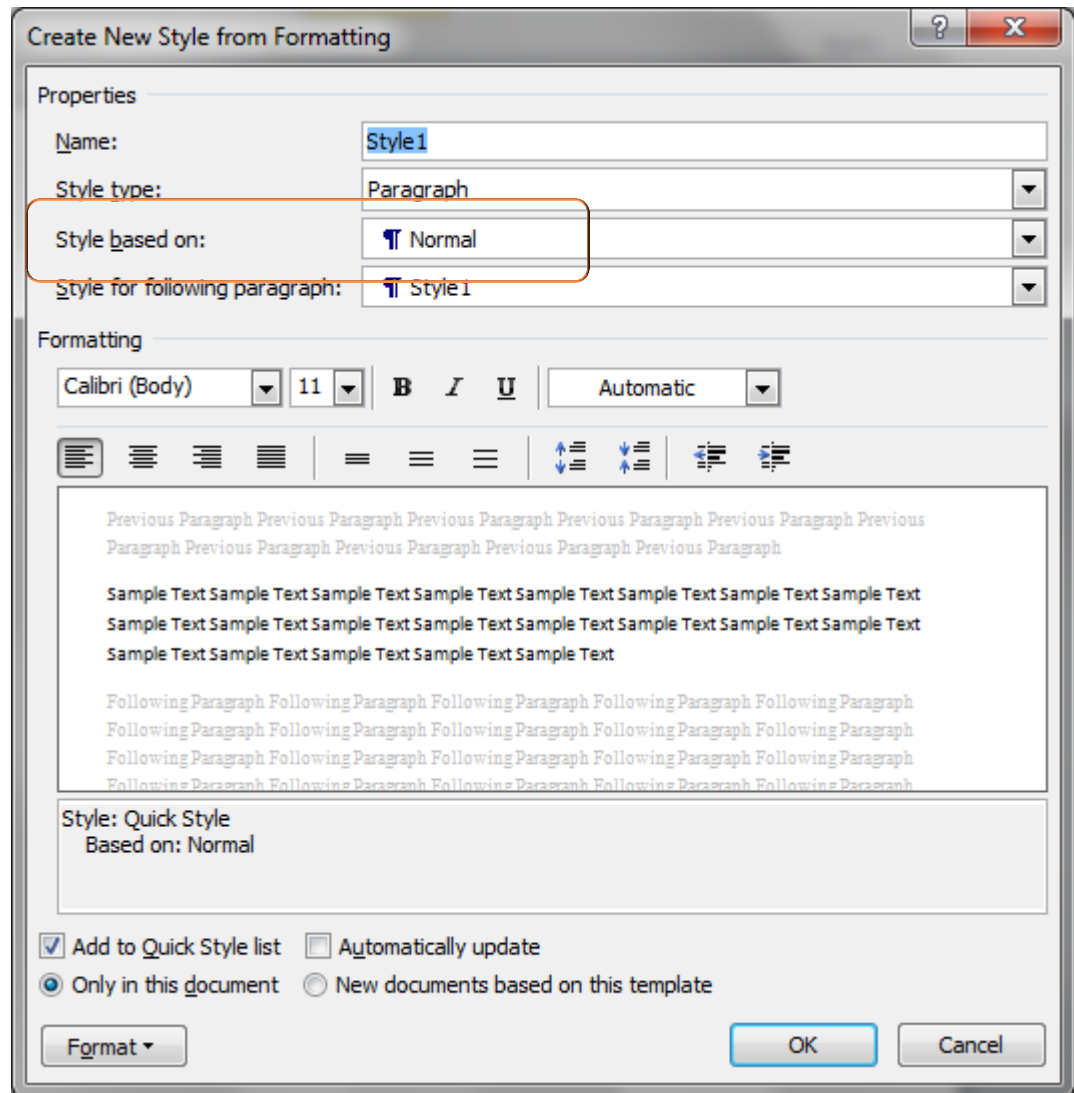
New Style

7. The Styles list opens where paragraph styles are displayed.
8. Click the New Style button at the bottom left of the Styles list pane.



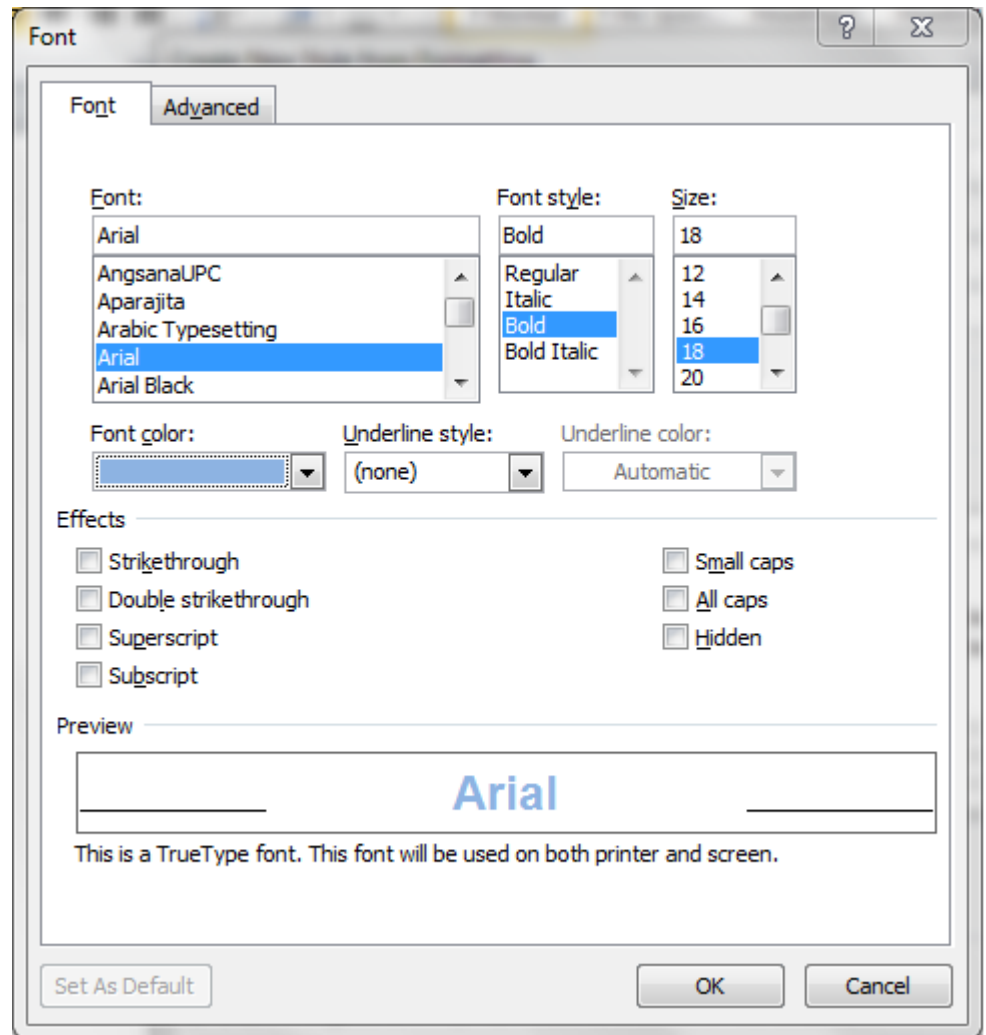
CREATE A NEW PARAGRAPH STYLE (CON'T)

9. The Create New Style from Formatting dialog box opens. Notice that it says this style is based on the Normal paragraph style. Click the arrow at the end of this field and select (no style).



CREATE A NEW PARAGRAPH STYLE (CON'T)

10. In the Name field, type the name you want to give this style. I call mine “Blue title.”
11. Click the Format button at the lower left side of the dialog box and select **Font**. The Font dialog box opens.
12. Choose the font, font style, and font color that you want, and then click **OK**.



CREATE A NEW PARAGRAPH STYLE (CON'T)

13. You're returned to the Create New Style from Formatting dialog box. So you don't need to worry about this style being in your Styles list when you work on other documents, make sure there's a checkmark in front of **Only in this document** at the lower left side of the dialog box.
14. Click **OK**. Because you highlighted the words "Blue Title" in your document, the paragraph style with the formatting changes you made will be applied to those words.

Good job!



NEXT STEPS

- Close this window and return to the Tutorials page to select another tutorial to view. Be sure to contact me if you have any questions or would like for me to create other tutorials!

