

MICROSOFT WORD 2010

Modifying Paragraph Styles

WHY YOU'D DO THIS

You can use this procedure to change the typeface used by the Normal paragraph style, change the color of the type associated with a paragraph style, change the size of the type associated with the paragraph style or any number of other things.



SOMETHING TO NOTE

Note that if you change a paragraph style, other paragraph styles that are based on that style may be changed too. For example, most of your paragraph styles are based on the Normal paragraph style, which means that if you change the typeface from Calibri to Arial for the Normal paragraph style, the typeface for all of the paragraph styles based on the Normal paragraph style will be changed to Arial as well.



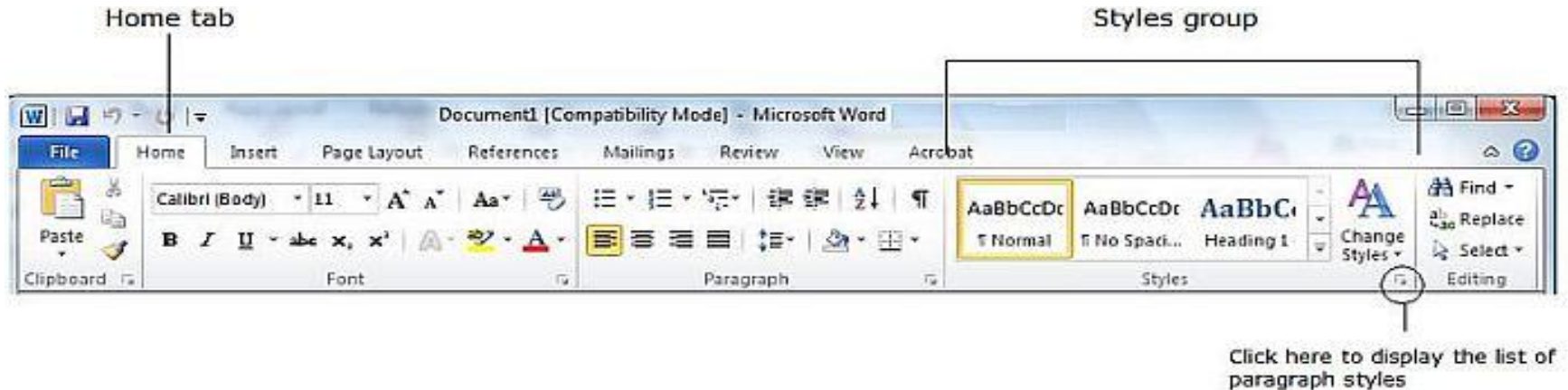
HOW TO MODIFY A PARAGRAPH STYLE

Paragraph styles are the foundation of the Microsoft Word application. Everything that you type in Word has a style attached to it, even if you don't do anything. In this tutorial, you'll learn how to modify the Normal paragraph style. Follow the same steps to modify other paragraph styles as well. Let's get started by doing the following:

1. Open your Microsoft Word 2010 application.
2. Open a blank document by clicking **File > New** on the menu bar and then click the **Create** icon at the right of the window.



3. If the Home ribbon isn't already on top in the Ribbon bar at the top of the window, click the **Home** tab. The Home toolbar options are displayed. Look for the **Styles group**.

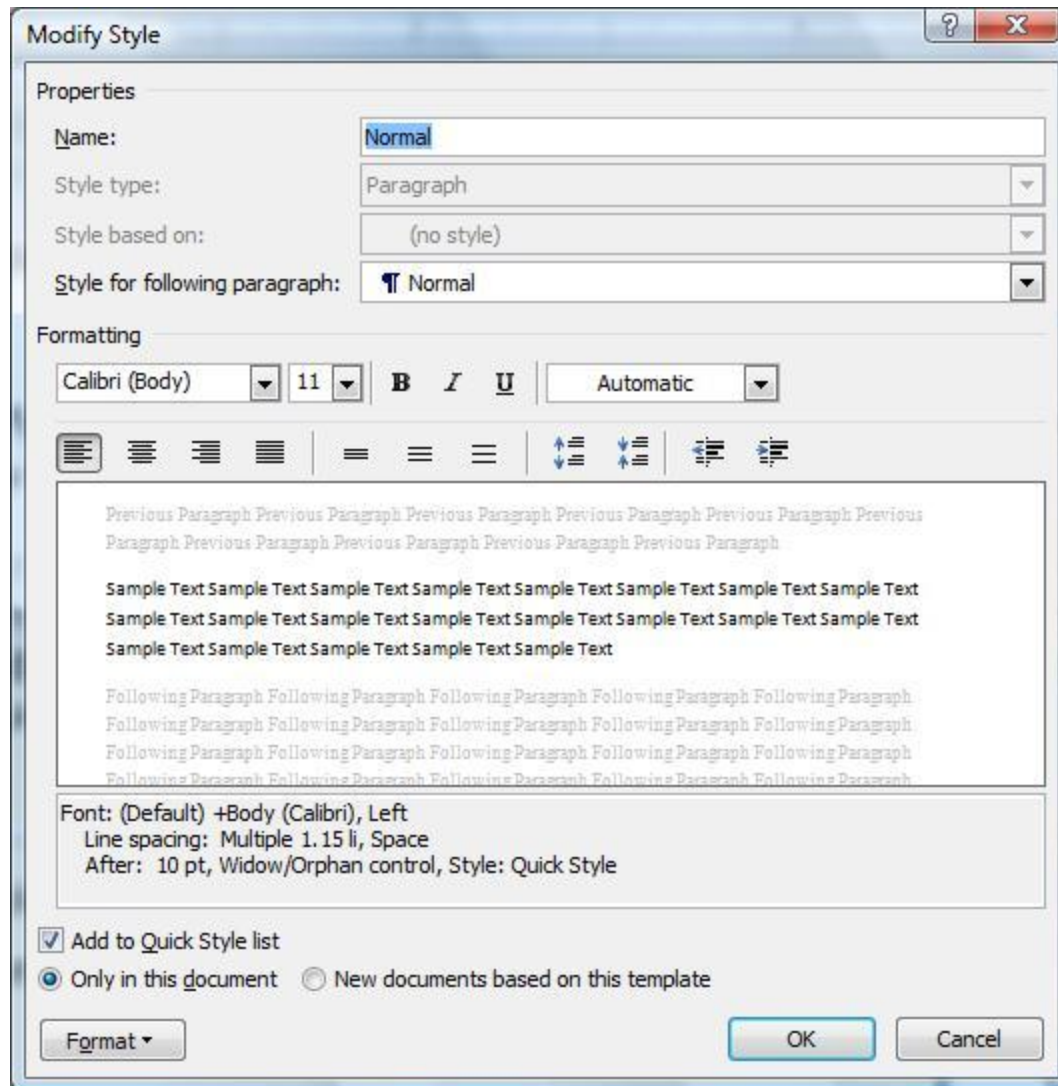


4. Right-click the box in the Styles group that says **Normal**, and then click **Modify** on the menu
OR
click the little arrow at the lower right corner of the styles group to display the list of paragraph styles.

If you choose to do the latter, select **Normal** from the list, click the arrow at the right of the name, and select **Modify** from the menu that is displayed.

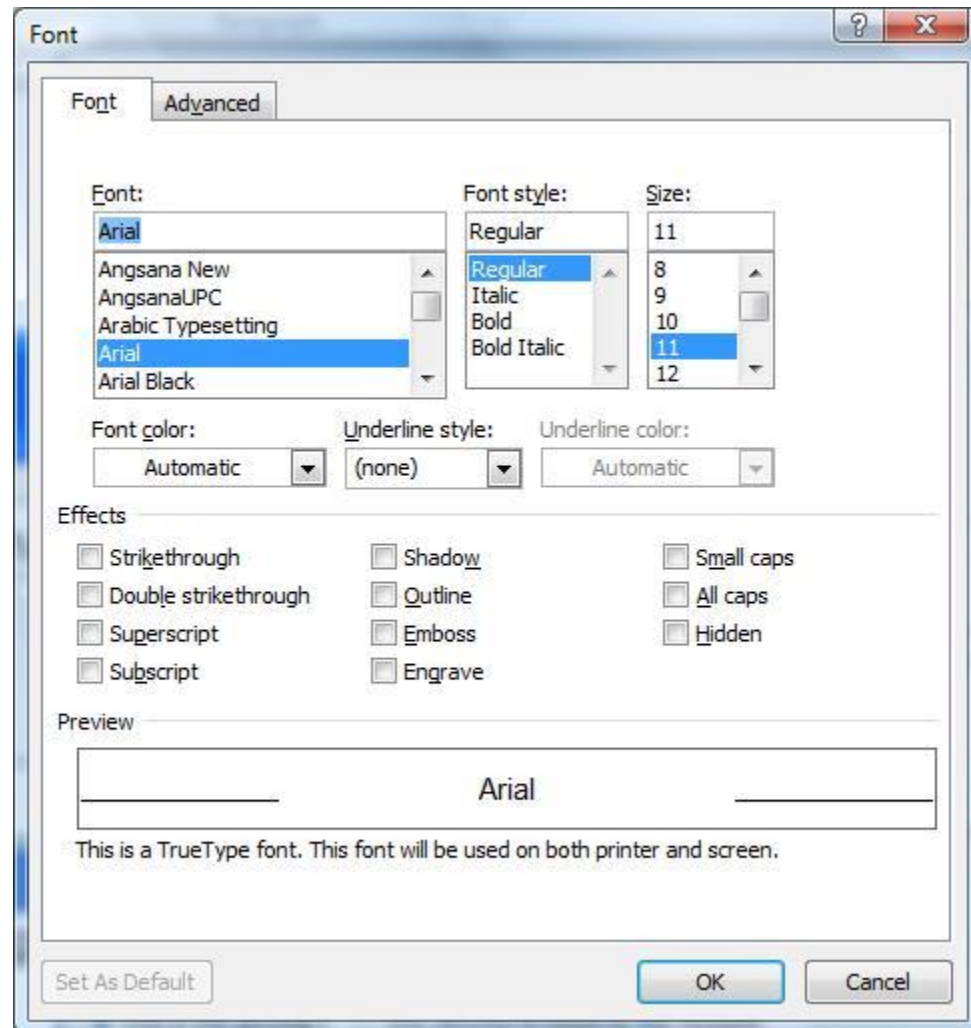


3. The Modify Style dialog box opens.



6. Notice that you can change much of the formatting directly on the Modify Style dialog box, such as the typeface (Microsoft calls them "fonts"), type size, etc. So you'll be more familiar with other options you can work with, however, please click the **Format** button at the bottom of the Modify Style dialog box and select **Font** from the menu.

7. The Font dialog box opens:



8. When the Font dialog box opens, select your favorite typeface as the font and select the size that you want the Normal paragraph style text to be.
9. Click **OK**. The Font dialog box closes and you're returned to the Modify Style dialog box.
 - If you want your Normal paragraph style to look like this in all of your documents, click the radio button in front of **New documents based on this template**, and then click **OK**.
10. Notice on the Modify Style dialog box, you have the option to add this style to your **Quick Style** list. Quick Styles are sets of styles created to work together. If you only want the Normal paragraph style to look like this in the current document, click the radio button in front of **Only in this document**.
 - If you want the Normal paragraph to look like this in new documents that are based on the same template, click the radio button in front of **New documents based on this template**.



11. Click **OK**. The Modify Style dialog box closes and the text in your document that has the Normal paragraph style applied to it changes to the font and size you selected.

That's all there is to it. You've just modified the Normal style. Note that any paragraph styles that are based on the Normal paragraph style (such as the List paragraph styles) will be changed too. You can follow these same steps to modify any of Word's styles.

