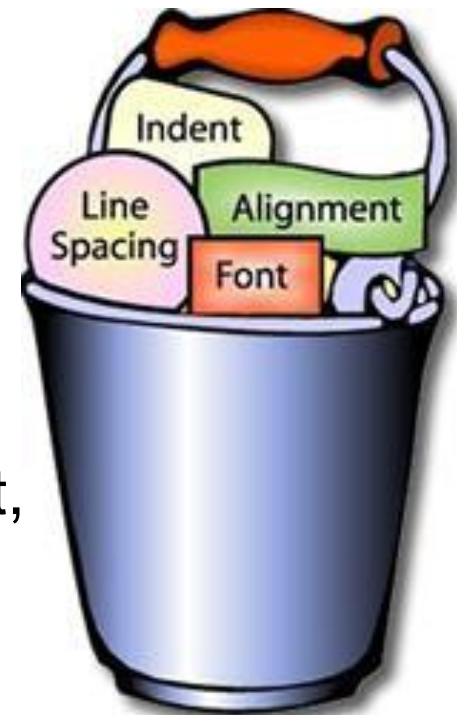


MICROSOFT WORD 2010

Overview of Paragraph Styles

WHAT'S A PARAGRAPH STYLE?

Microsoft Word's paragraph styles are like buckets that hold many formatting commands. These are commands that you might apply manually to your text. But when all of these commands are in a single "bucket," each time you apply that "bucket" (paragraph style) to some text, the text will take on all of those individual attributes at the same time. Instead of having to apply several separate commands to the text, you can apply all of them in one step.



HOW IS THAT DIFFERENT FROM OTHER WORD-PROCESSING APPLICATIONS?

When you use most other applications, you have to insert codes into the text stream when you want to format your text.

For example, if you want a heading to stand out, you insert codes to change the size of the type, make it bold, center it, and so on. The next place in your document where you want a heading, you repeat these steps. I'm going to call this *manually formatting a document*.



WORD SEES THINGS DIFFERENTLY

Most people format their Microsoft Word documents this same way.

Microsoft Word, however, is an object-oriented application. Word doesn't see a document as a stream of text. It sees a document as a compilation of objects. The command that tells Word which typeface to use, what size of type to use, boldface, italicize, and center text commands are objects.

In Word, these formatting objects can be grouped and stored in *paragraph styles*.



WHY DON'T PEOPLE USE THEM MORE?

- You may or may not have heard of paragraph styles before, and if you have heard of them, you might not have paid too much attention to them.
- Most people don't use Word's paragraph styles. Why not? Probably because they don't understand how helpful they can be or how to use them correctly. Manually formatting an occasional business letter or memo seems easier.



SO WHY SHOULD I USE PARAGRAPH STYLES?

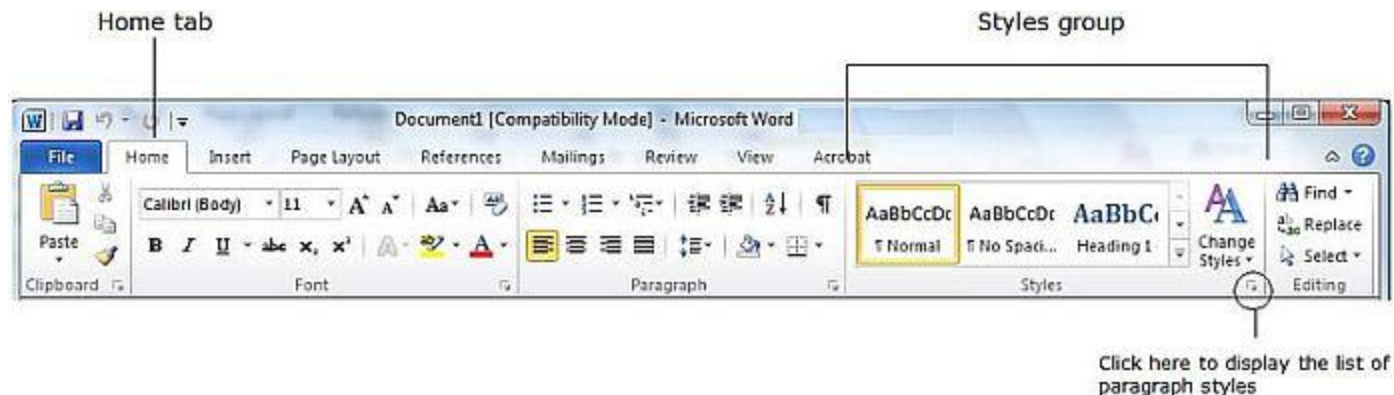


- It's critical for technical writers and other people working on large documents to use paragraph styles because they save time and increase consistency, and even more importantly, help prevent large documents from becoming corrupted.



HOW CAN I RECOGNIZE WORD'S PARAGRAPH STYLES?

- When you install Word, you're also loading more than 90 prebuilt styles that are a part of the program. These styles have names such as *Normal*, *List Bullet*, and *Heading 1*. You can see some of them listed in your Word 2010 Quick Styles Gallery in the Styles group on the Home ribbon.



WHAT CAN I DO WITH PARAGRAPH STYLES?

- You can modify existing styles, create new ones, and even use them to automate some tasks such as generating a table of contents. See the list of other tutorials for instructions about how to do these things and more.
- It can take a while to get used to using styles, largely because you need to look at your document in a new way.
- Paragraph styles allow you to define the format you want each of those document objects to have. Then, if you want to make a change to any of these paragraph styles, you just have to do it once -- and then all of the text that has that paragraph style attached to it is changed too.



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!

