Cathryn Hennes
ENG 301
Instructions Assignment
03/01/2007

# Creating Your Own Styles in Word

As undergraduate and graduate students, we know that there is great importance in using the more advanced features in Microsoft Word. A time will come when reports are needed, requiring headings and other types of specialized formatting of text, other than just regular typed text.

In Microsoft Word, the user has the ability to create styles, which are formattings that can be used over and over within a specific document, allowing a more professional appearance. These instructions can be used by any computer user, with knowledge of Microsoft Word 2003.

How to Create a Style

For this example, the user will need a computer with Microsoft Word 2003. These instructions have not been tested on other versions of Word and may not be completely compatible. The instructions will teach you how to create the style only. Using the style will be taught in the next chapter.
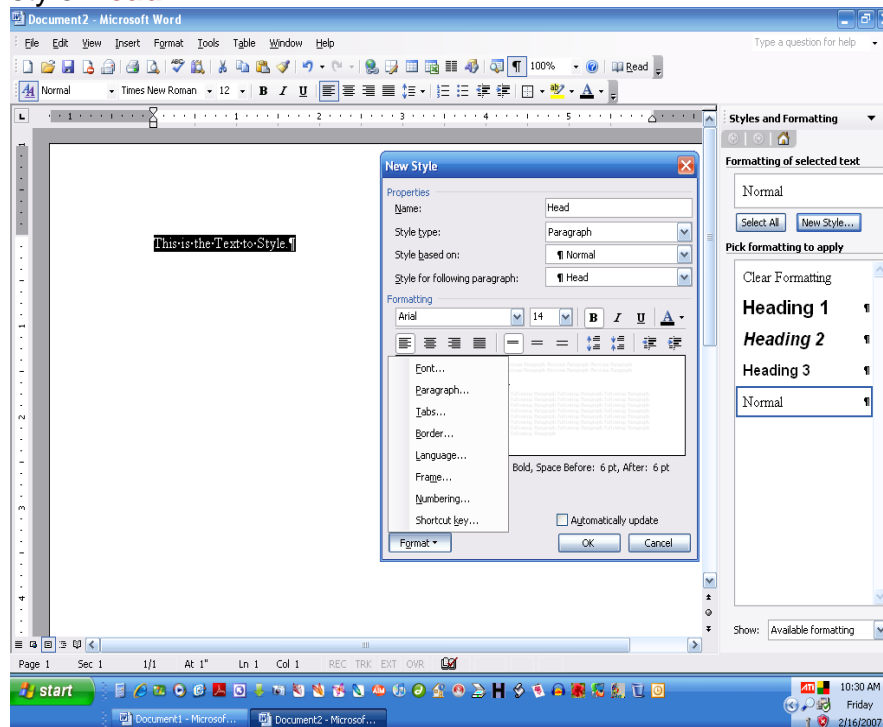
1. Open Microsoft Word to a blank document.

2. Type sample text and highlight it.

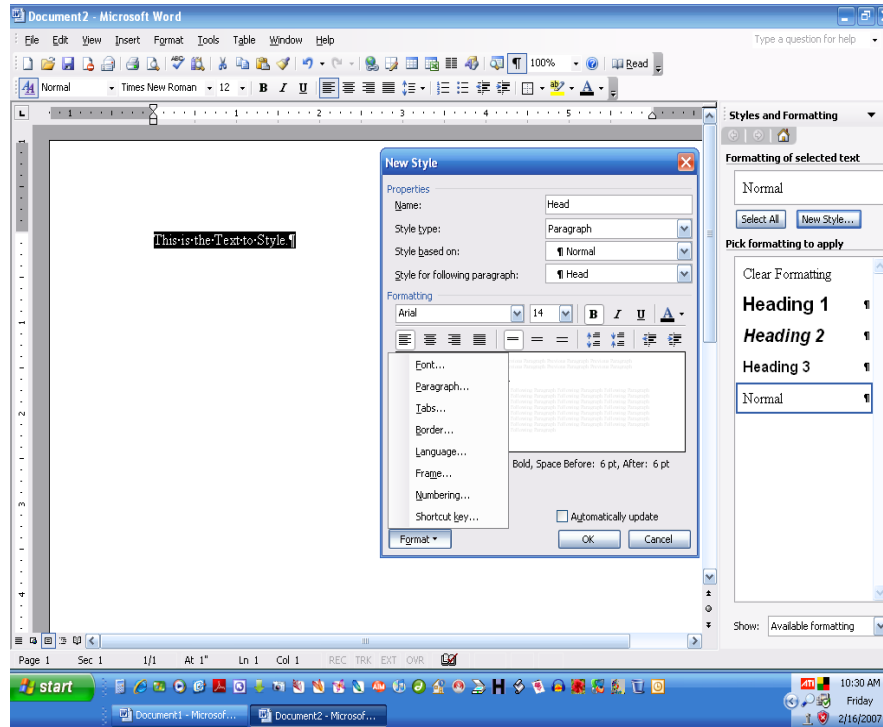3. Select the Format/Styles and Formatting:
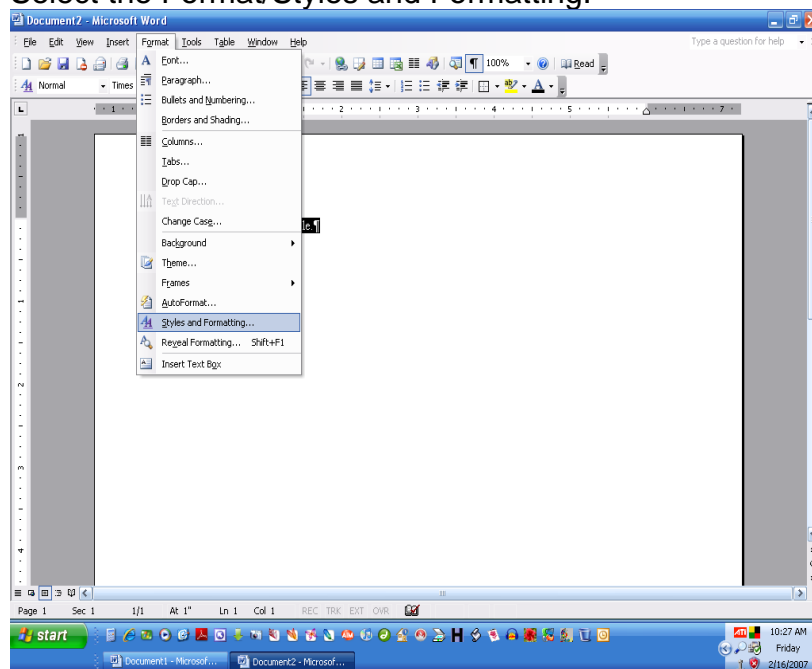
4. Click the button **New Style** that is located in the **Styles and Formatting** pane:
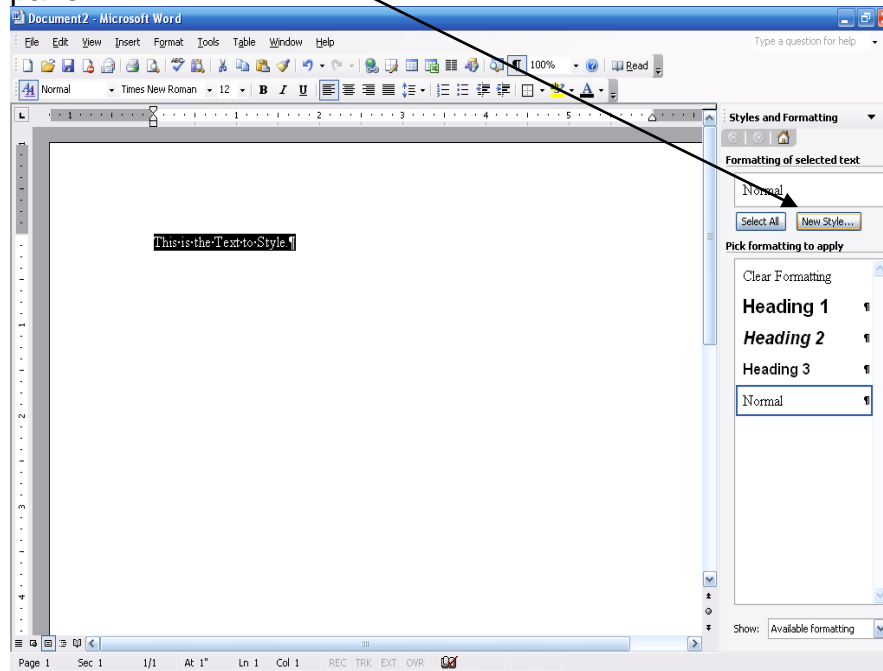
5. Give your style a name and choose your formatting. In this case, call your style **Head**.

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In this dialog box, you will be able to choose:
font (type of font, size, bold/no bold, italics)
paragraph (double spacing, indents)
tabs (good for numerical lists and bullets)
border (do you want shading, coloring, or a border around your text)
language (in case you need a language other than English)
frame (works with graphics to wrap text around the image)
numbering (bullets, numbers, multi-level numbering as in a table of contents)
shortcut key (allows you to create a shortcut to accessing this style)

6. Once finished, click the OK button.

7. You have completed formatting and saving your style. The style is ready to use whenever you need it within this document.

When creating a document within Microsoft Word 2003, follow these steps to create your own custom styles. Instructions on using the style you just created will be found in the next chapter.