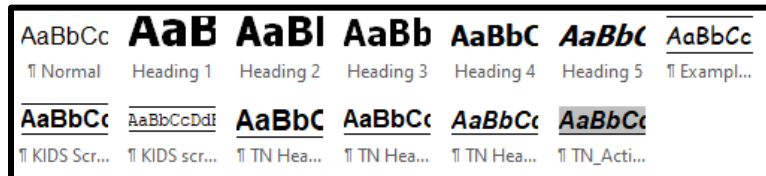# Using Styles

A style is a set of formatting instructions you can use over and over again.

All text formatted with the same style has the same formatting. Styles allow you to incorporate both character and paragraph formatting instructions together.

Instead of directly formatting each word, phrase, paragraph or page individually, using styles offers several benefits:

- *Saves Time* - You can format one word or paragraph the way you want it and copy the formatting to other words or paragraphs.
- *Preserves Consistency* - By using styles to format your document, you can be sure that each selected item or paragraph looks the same.
- *Makes creating a Table of Contents a snap* - The Table of Contents feature in Word utilizes styles in creating the layout of your document's table of contents.

You are always using at least one style when you work with Word.

The *Normal style,* built into Word, gives your document its default formatting options.

Word includes a lot of standard or built in styles. The Normal style is the default, but other styles include those that provide formatting for headings, bullets, numbering, example boxes, and table of contents entries.

Applying Standard Styles

1. Select the text you want formatted in the new style. If you want to format an entire paragraph, you can position the insertion point anywhere in the paragraph.

2. Click the down arrow in the Style Preview box in the Styles section of the Home Menu Ribbon. Each style in the list appears formatted using the attributes it will apply to your document.