



How to create styles in Word 2010/2013/2016

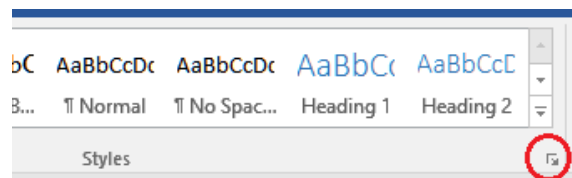
1. Type a paragraph of text and format accordingly.

This style will be based on how this paragraph is formatted.

2. Highlight the whole paragraph.

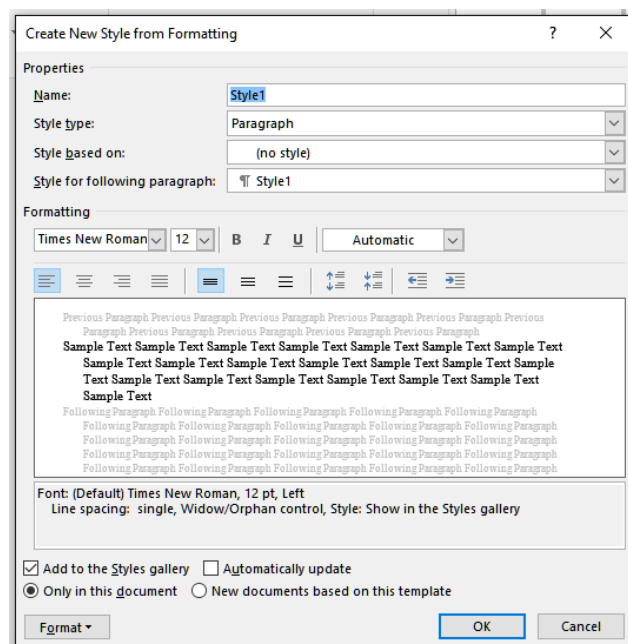
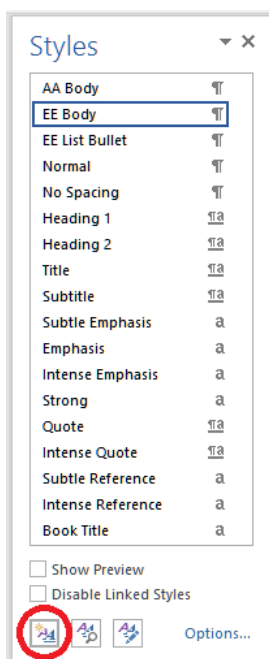
3. Open the Styles task pane.

To do this, type Ctrl+Shift+Alt+S (or, you can click on the bottom right part of the Styles section on the Home tab).



4. Click the 'New Style' icon (at the bottom of the task pane).

This should launch the 'Create New Style from Formatting' dialog box.



5. Type your preferred name in the ‘Name’ text box.

Tip: When creating your own styles, it would be nice to have them grouped together so it is easier to find them. What you can do is start your style name with ‘AA’, or something similar, so they appear on the task pane as ‘AA Body text’, ‘AA Heading 1’, ‘AA Heading 2’, and so on.

6. Set ‘Style type’ to ‘Paragraph’.

Paragraph styles format a whole paragraph of text at a time.

7. Set ‘Style based on’ to ‘(no style)’.

This is to avoid other styles overriding the style you are creating.

8. Click ‘OK’.

And you’re done!

Additional tips:

- If you need to modify a style, you may do so by right-clicking on the style on the task pane and selecting ‘Modify’.
- The New Style from Formatting dialog box has basic formatting options, such as Font, Font Size, and Paragraph Alignment. Clicking the ‘Format’ drop-down pulls up more formatting options, including Indents and Spacing, Line and Page Breaks (both under ‘Paragraph...’), Numbering, Borders and Shading, etc.

