

Microsoft Word

Lesson 6: Using Character Styles and AutoFormat

Overview-Lesson Learning Objectives:

This lesson presents many styling techniques that are available in Word 2002. Students will be able to understand the concepts of document styles and create own style for use in the document. They will also be able to create documents using the Word 2002 format tabs command. The students will learn the following skills:

- Applying Character Style
- Creating Your Own Character Style
- Applying an AutoFormat
- Using the Style Gallery
- Editing a Style
- Applying Styles on the Paragraph Level
- Displaying a Style Report
- Browsing by Style
- Finding and Replacing Style
- Setting and Modifying Tabs
- Using the Click and Type

Teaching Tips and Strategies:

Applying a Character Style: (WD 6.2)

A style is a set of formatting characters that you can apply to text in your document to change the appearance. Applying style is like applying a whole group of formats in one easy task. Thus, saving time to format a document.

A character style impacts a selected text within a paragraph, such as font, font size, bold and italics.

Creating Your Own Character Style: (WD 6.4)

If you do not want to use the standard styles available with the Word 2002 program, then you can create your own. To customize styles, use the New Style Dialog box, which is accessible through the Styles and Formatting Task Pane. If the Styles and Formatting Task Pane is not open, click Styles and Formatting on the Formatting toolbar.

Applying an AutoFormat: (WD 6.8)

Word 2002 AutoFormat's feature allows you to quickly apply formatting to your text. Word analyzes each document paragraph and automatically applies a style that is suitable and appropriate for that item.

You can use the AutoCorrect option to undo or change the AutoFormat settings. The Review Changes option in the AutoFormat dialog box describes each change made to the document and gives you the option of accepting or rejecting it.

Using the Style Gallery: (WD 6.10)

The Style Gallery is a collection of various different templates that can be applied to your document to enhance the appearance.

Editing a Style: (WD 6.12)

After applying the style, if you would like to make any changes then you can modify the style to reflect new changes. You can modify the style by right clicking on the style you want to modify and then click Modify.

Applying Styles on the Paragraph Level: (WD 6.14)

A paragraph style is a set of format settings stored by Word and applied to whole paragraphs. The style is applied through the New Style Dialog Box.

Displaying a Style Report: (WD 6.16)

The Style Report feature of Word 2002 allows you to view the style names in the document window. Word 2002 displays the style names in the style area to the left of your document.

Browsing by Style: (WD 6.18)

Word 2002 allows you to browse your document by a particular style rather than the default browse by page. To browse by Style, you must find the style using the Find Style dialog box.

Finding and Replacing a Style: (WD 6.20)

Using the Find and Replace feature, it is easy to replace one style with another.

Setting and Modifying Tabs: (WD 6.22)

Tabs allow you to place text at a specific horizontal position on a line. Tab Stops are locations on the horizontal ruler that indicates how far to indent text or where to begin a column of text.

Word allows you to have five tab alignment settings – Left, Center, Right, Decimal and Bar.

Leader Character: It is a solid, dotted, or dashed line that is used in a table of contents and that fills the tab space used by the tab character.

Using Click and Type: (WD 6.24)

The Click and Type feature allows you to enter text, graphic, tables or other items in a blank area of a document. You can activate the feature by double-clicking in the blank area of your document.

Lecture Notes**Applying a Character Style**

- Style

- Character Style

 - Styles and Formatting Task Pane (Figure 6-1)

 - Document with Style Change (Figure 6-2)

Creating Your Own Character Style

- Styles and Formatting Task Pane

- New Style Dialog Box (Figure 6-3)

 - Format Menu (Figure 6-4)

 - Font Dialog Box (Figure 6-5)

 - Underline Style (Figure 6-6)

 - My title Style (Figure 6-7)

- Document with New Style (Figure 6-8)

Applying an AutoFormat

- AutoFormat Dialog Box (Figure 6-9)

 - AutoCorrect Dialog Box (Figure 6-10)

- Formatted Document (Figure 6-11)

Using the Style Gallery

- Style Gallery

- Style Gallery Dialog Box (Figure 6-12)

- Contemporary Letter Template (Figure 6-13)
- Editing a Style
 - Modify Style Dialog Box (Figure 6-14)
 - Document with Modified Style (Figure 6-15)
- Applying Styles on the Paragraphs Level
 - New Style Dialog Box (Figure 6-16)
 - My Paragraph Style (Figure 6-17)
 - My Paragraph Style – Style Box (Figure 6-18)
 - Reformatted Report (Figure 6-19)
- Displaying a Style Report
 - Tools/Options
 - Options Dialog Box (Figure 6-20)
 - Style Area Width
 - Style Report (Figure 6-21)
- Browsing by Style
 - Find and Replace Dialog Box (Figure 6-22)
 - Find Style Dialog Box (Figure 6-23)
 - Paragraph Selected – Browsing by Style (Figure 6-24)
- Finding and Replacing a Style
 - Find and Replace Dialog Box (Figure 6-25)
 - Document with styles replaced (Figure 6-26)
- Setting and Modifying Tabs
 - Format/Tabs
 - Tabs Dialog Box (Figure 6-27)
 - Tab Location
 - Tab Alignment
 - Leader
 - Clear All
 - Document with Tabs (Figure 6-28)
 - Formatted Tabs (Figure 6-29)
- Using Click and Type
 - I-Beam Position Indicators (Figure 6-30)
 - Title Page – Using Click and Type (Figure 6-31)

Text Solutions

A. Identify Key Features

1. Style box (WD 6.7)
2. Font box (WD 6.5)
3. Font Size box (WD 6.5)
4. Style Report Area (WD 6.17)
5. Paragraph Style example (WD 6.15)
6. Leaders (WD 6.23)
7. Text in Tab style (WD 6.23)
8. Text in Title style
9. Font Color button

B. Select the Best Answer

10. f (WD 6.12)
11. g (WD 6.4)
12. c (WD 6.8)

- 13. d (WD 6.10)
- 14. h (WD 6.12)
- 15. a (WD 6.14)
- 16. b (WD 6.16)
- 17. e (WD 6.20)

C. Complete the Statement

- 18. c (WD 6.14)
- 19. c (WD 6.4)
- 20. d (WD 6.8)
- 21. b (WD 6.8)
- 22. c (WD 6.16)
- 23. d
- 24. c (WD 6.24)
- 25. d (WD 6.13)
- 26. d (WD 6.2)