Using styles in 2003

Styles are preset formatted styles that can quickly be applied to any text. You can use Word’s predefined styles, create new styles or alter a style. There are two types of styles:

- **Character styles.** Applied to a single letter, a word, a paragraph, or an entire document. Character styles consist of collections of attributes such as font size, font style (such as bold or italic), font effect (such as underline), and font color.
- **Paragraph styles.** Applied to entire paragraphs. Paragraph styles consist of indents, alignment, paragraph and line spacing, bullets or numbering, and tabs, as well as character attributes to be applied to the entire paragraph.

The Normal template also includes predefined styles for document elements such as headings, lists, and tables. You can apply any of these styles to a paragraph by clicking a style in the **Style** list on the **Formatting** toolbar or by using the **Styles and Formatting** task pane.

If the predefined styles in Word don’t meet your needs, you can create custom styles in several ways:

- **Modify an existing style.** You can redefine a style. The formatting of any text to which you have already applied the style is then updated to reflect the modification.
- **Create a style by example.** You can create a style by formatting text to look the way you want it and then assigning a name to the style.
- Define a style from scratch. You can click New Style in the Styles and Formatting task pane and then use the New Style dialog box to specify the character attributes and paragraph formatting for a new style.

![New Style dialog box]

**Beware:** If you have the Automatically update box ticked, any time you alter that style it will change all instances of that style in your text!

**Inconsistencies**

Word detects formatting inconsistencies and indicates potential problems with a wavy blue underline. If the formatting is correct, you can remove the wavy blue line without making any change to the style, using one of the following methods:

- To remove one instance of the wavy blue line without making any change, right-click the underlined word or phrase, and then click **Ignore Once**.
- To remove the wavy blue line from all instances of the flagged word or phrase, click **Ignore All**.

**Tip**

To turn off the format tracking options, on the Tools menu, click Options, click the Edit tab, clear the Keep track of formatting check box, clear the Mark formatting inconsistencies check box, and then click **OK**.