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Creating Custom Styles

1. Go to the **Home** tab.
2. Click the **More** button on the Styles Gallery.

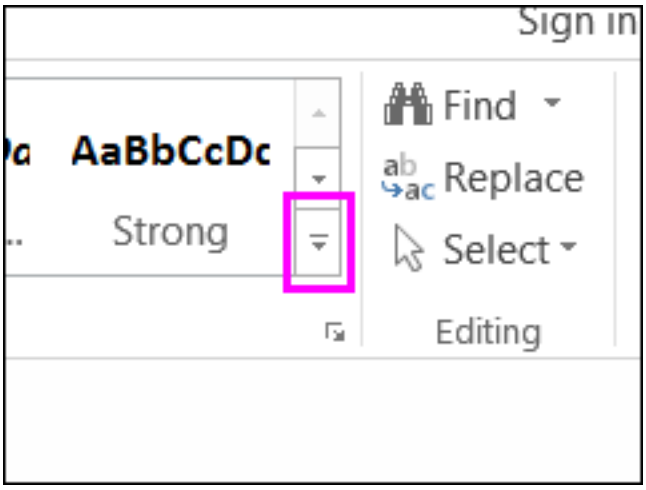

Figure 1: The More button on the Styles Gallery.

3. Select **Create a Style**.

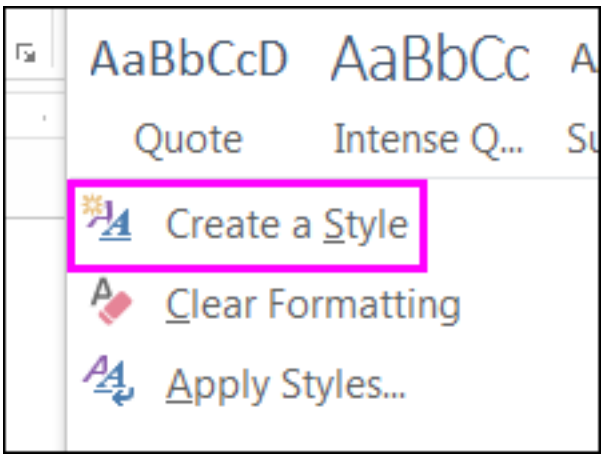

Figure 2: Create a Style.

4. Click the **Modify** button.
5. Name the Style.
6. Select a Style type.
7. Select an existing Style on which to base the new Style.
8. Click **OK**.

Modifying Font Options

1. Go to the **Home** tab.
2. Right-click the style you want to modify in the Styles Gallery.

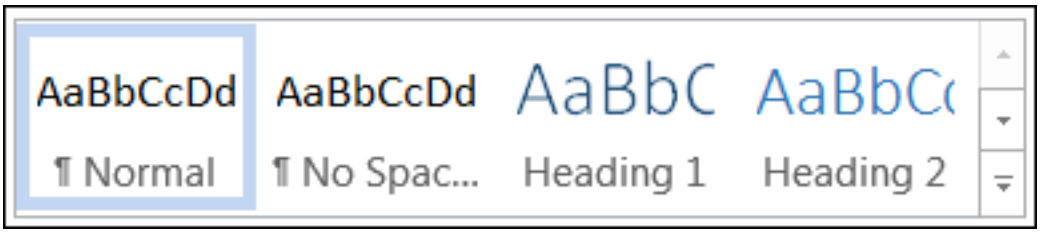

Figure 1: The Styles Gallery on the Home tab.

3. Select **Modify** from the drop-down menu (second option from the top).
4. Click the **Format** button in the bottom-left corner of the Modify Style dialog box.

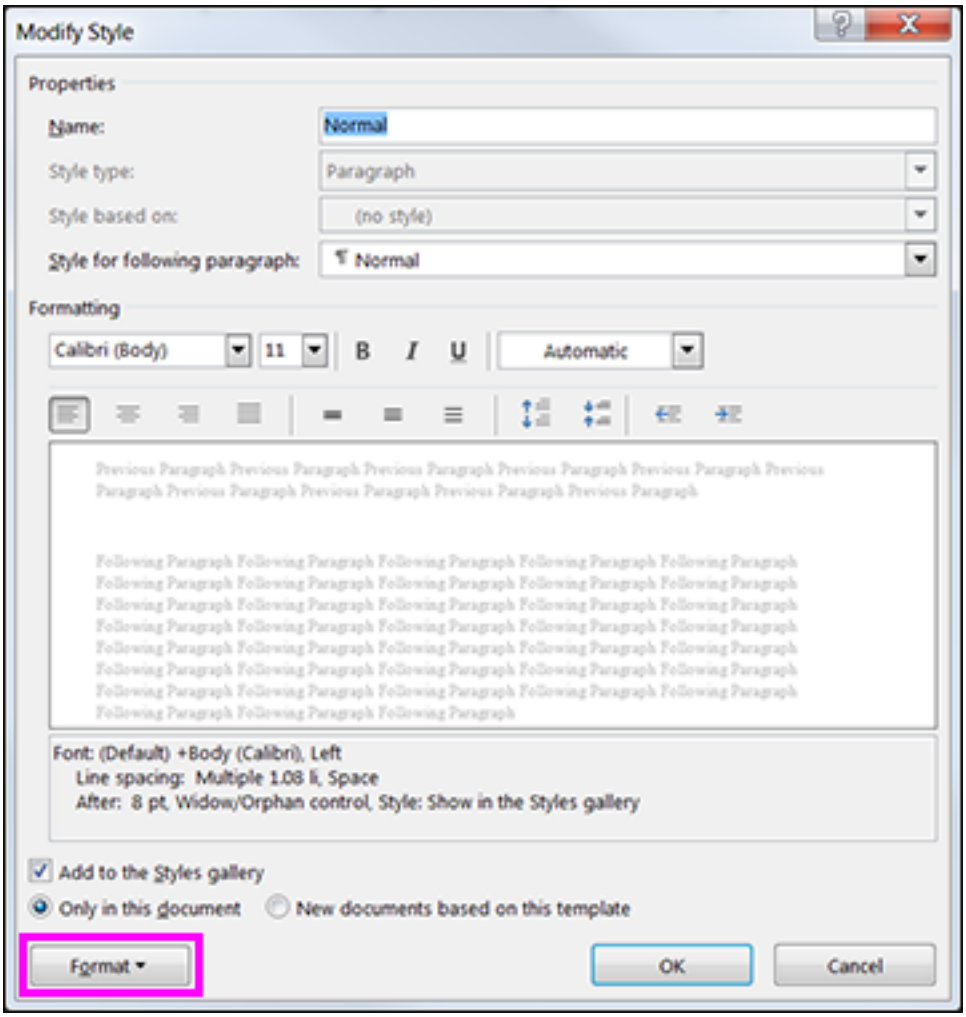

Figure 2: Format button in the bottom-left corner.

5. Select **Font** from the drop-down menu (first option from the top).
    i. To change **fonts**, select a new font under Font.
    ii. To change **font style**, select a new style under Font Style.
    iii. To change **font size**, select a new size under Size.
    iv. To change **font color**, select a new color under Font Color.
    v. To add **text effects**, select an effect under Effects.

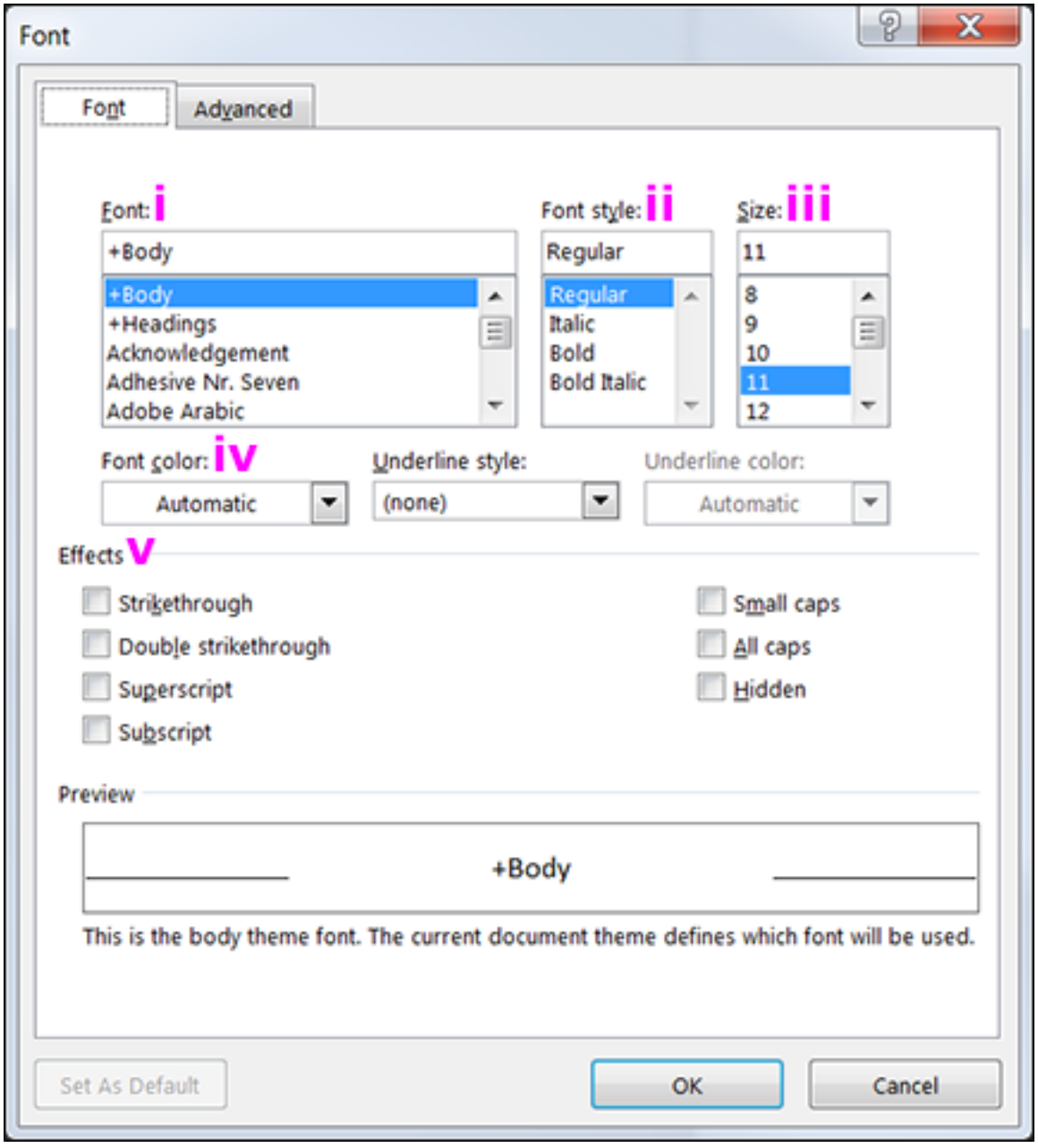

Figure 3: Locations of the various font options.

6. Click **OK** to close the Font dialog box.
7. Click **OK** to close the Modify Style dialog box.

Modifying Paragraph Options

1. Go to the **Home** tab.
2. Right-click the style you want to modify in the Styles Gallery.
3. Select **Modify** from the drop-down menu (second option from the top).
4. Click the **Format** button in the bottom-left corner of the Modify Style dialog box.

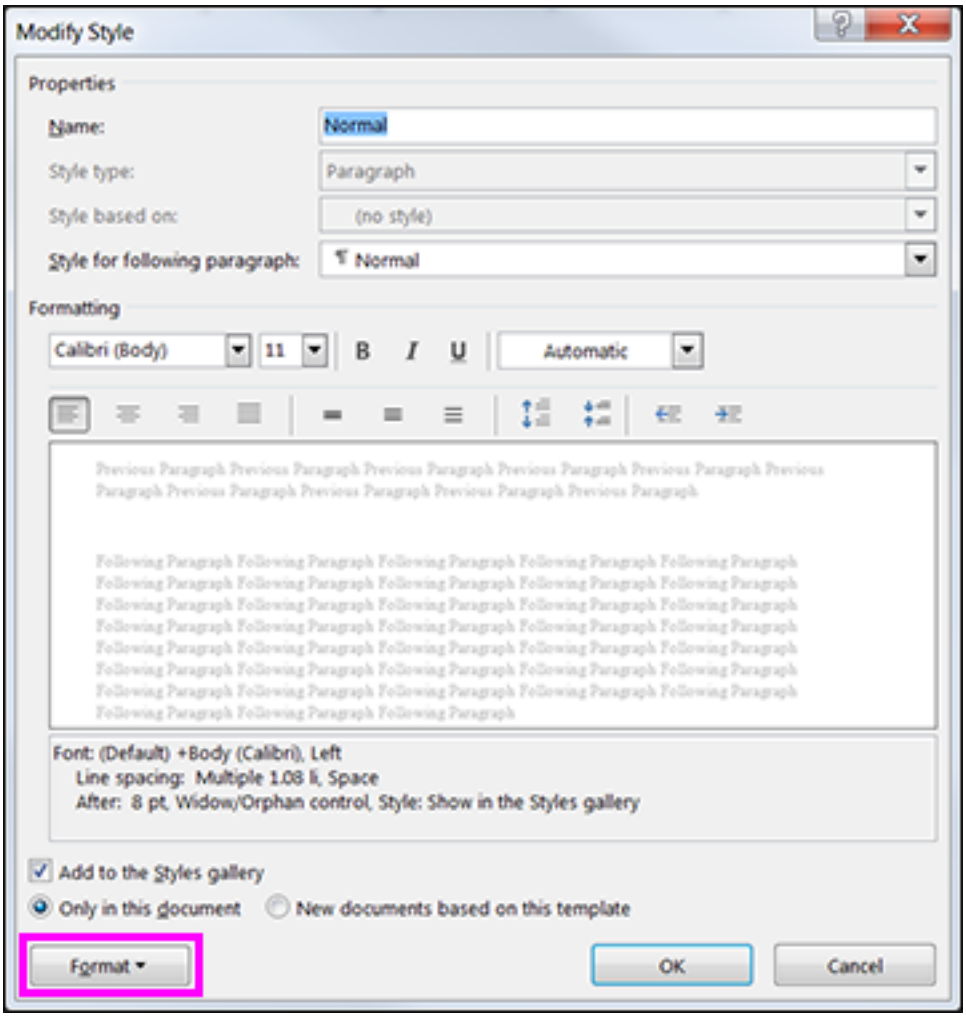

Figure 1: Format button in the bottom-left corner.

5. Select **Paragraph** from the drop-down menu (second option from the top).
   i. To change **text alignment**, select a new alignment under Alignment.
   ii. To **left-indent** text, change Left under Indentation.
   iii. To **right-indent** text, change Right under Indentation.
   iv. To change the amount of **white space before text**, change Before under Spacing.
   v. To change the amount of **white space after text**, change After under spacing.
   vi. To change the **line spacing**, select a new option under Line Spacing.

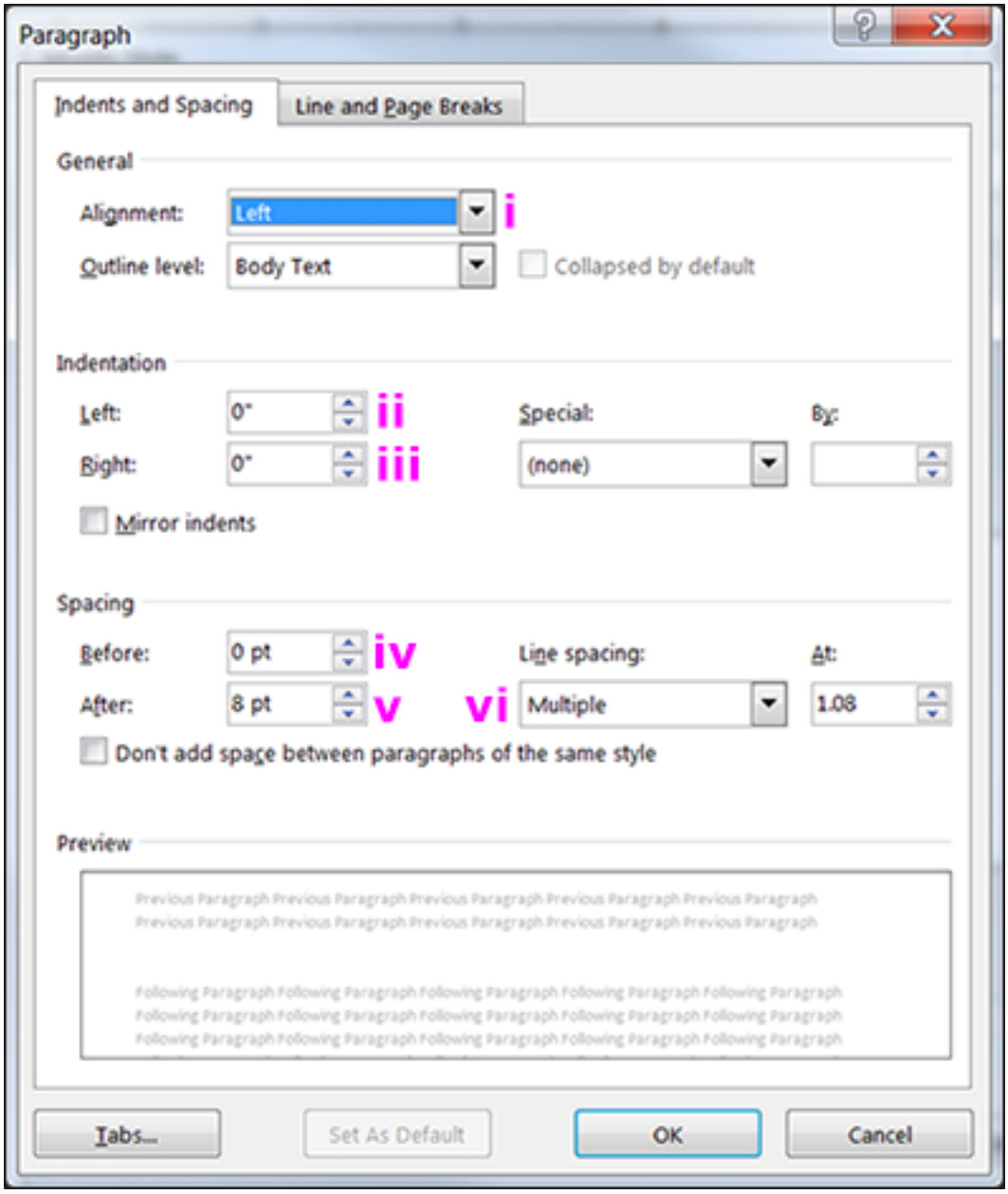

Figure 2: Locations of the various paragraph options.

6. Click **OK** to close the Paragraph dialog box.
7. Click **OK** to close the Modify Style dialog box.

Assigning Keyboard Shortcuts

1. Go to the **Home** tab.
2. Right-click the Style that you want to assign a keyboard shortcut to in the Styles Gallery.
3. Select **Modify** from the drop-down menu (second option from the top).
4. Click the **Format** button in the bottom-left of the Modify Style dialog box.
5. Select **Shortcut Key** from the drop-down menu (second option from the bottom).
6. Press whichever keys that you want to be the shortcut simultaneously.
7. Click **Assign** in the bottom-left corner of the Customize Keyboard dialog box.

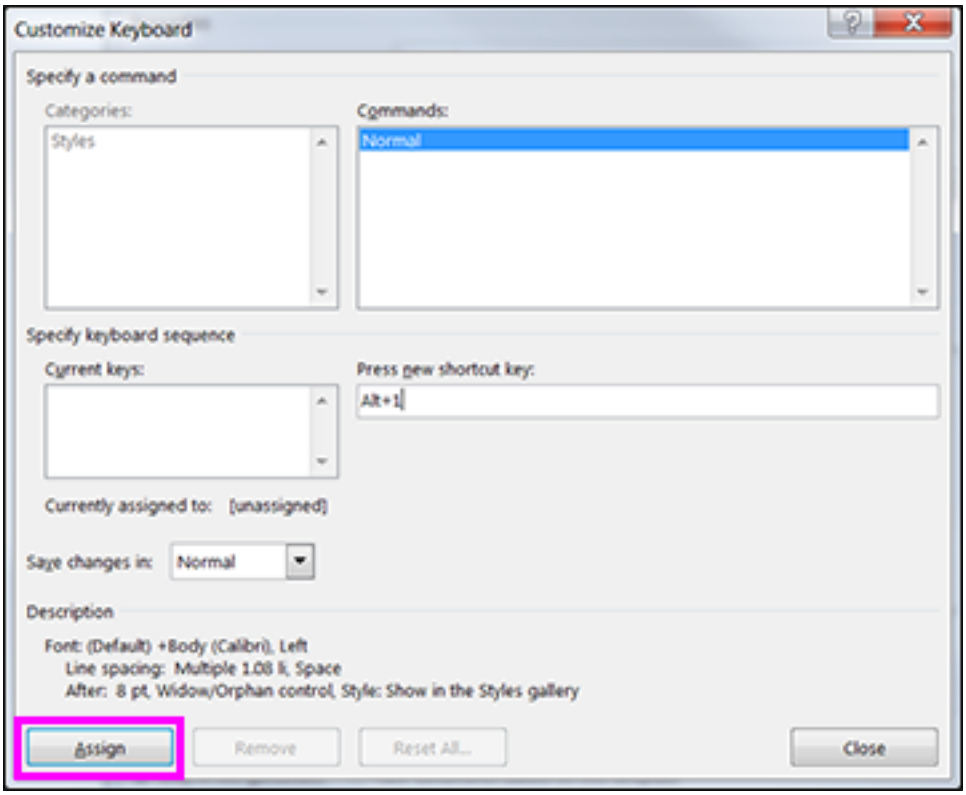

Figure 1: Assign button in the bottom-left corner.

8. Click **Close** in the bottom-right of the Customize Keyboard dialog box.
9. Click **OK** to close the Modify Style dialog box.

Saving Style Sets

1. Go to the **Design** tab.
2. Click the **More** button on the Style Sets Gallery.

Figure 1: The More button on the Style Sets Gallery.

3. Select **Save as a New Style Set**.

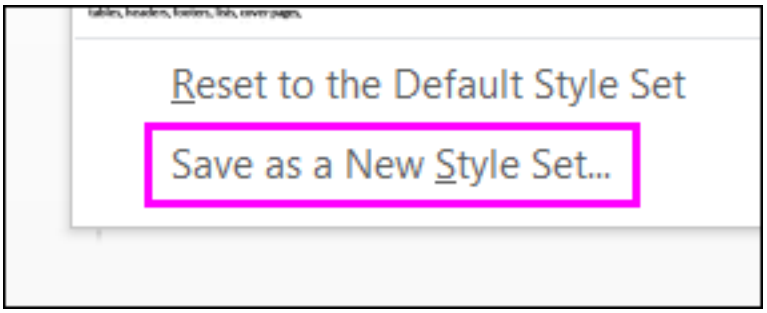

Figure 2: Save as a New Style Set option.

4. Name your new Style Set.
5. Click **Save**.

Switching Style Sets

1. Go to the **Design** tab.
2. Select the Style Set that you want to use from the Style Sets Gallery.

Figure 1: The Style Set Gallery on the Design tab.

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