

Word Formatting & Styling Cheat Sheet

1. How to Write a Title

Navigation: Home -> Styles Group -> Title

To give your document a professional look, use the built-in Title style:

- Select your main title text.
- Go to the Home tab.
- In the Styles group, click Title.

This ensures your title stands out and follows a consistent format.

2. How to Use Heading/Footer

Navigation:

- For Headings: Home -> Styles Group -> Heading 1, 2, 3...
- For Header/Footer: Insert -> Header/Footer

To organize your content:

- Apply Heading 1 to main sections, Heading 2 to sub-sections, etc.
- Use Insert -> Header/Footer to add repeating info like page numbers or document title.

3. Apply Text Formatting

Navigation: Home -> Font Group

You can format text for emphasis or clarity:

- Bold (Ctrl + B)
- Italic (Ctrl + I)
- Underline (Ctrl + U)
- Change font, size, and color all from the Font group.

4. Add Lists for Clarity

Navigation: Home -> Paragraph Group -> Bullets / Numbering

Lists help organize ideas:

- Click Bullets for unordered lists.
- Click Numbering for ordered steps.
- Use Multilevel List for nested lists.

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5. Align and Indent for Clean Layout

Navigation: Home -> Paragraph Group

- Use Left, Center, Right, or Justify for alignment.
- Use Increase/Decrease Indent to adjust list/item nesting.

Justify is great for reports; Center works well for titles.

6. Use Clipboard Tools for Speed

Navigation: Home -> Clipboard Group

- Cut, Copy, Paste for moving content quickly.
- Use the Format Painter to copy formatting from one part of the document to another.

Double-click Format Painter to apply it multiple times.

7. Create and Use Styles Consistently

Navigation: Right-click a Style -> Modify

- Right-click any style (like Heading 1).
- Click Modify... to change its font, size, color, etc.
- Click New Style to create your own.

This ensures a consistent look across your document.

8. Use Paragraph Spacing for Readability

Navigation: Home -> Paragraph Group -> Line and Paragraph Spacing

- Choose 1.15, 1.5, or 2.0 for line spacing.
- Click Add Space Before/After Paragraph for better visual separation.