

Section 2

Advanced Styles

By the end of this Section you should be able to:

- Use a Style Sheet
- Create Independent Styles
- Set Style Spacing
- Set Style Alignment and Format
- Create Multi-Level Styles
- Create Linked Styles
- Create Follow-On Styles

Exercise 9 - Creating Styles

Guidelines:

The master template must have at least five new styles created. The template has been set up to act as a style sheet, containing all the styles you will need. It will act as the starting point for your complex document. If you create and use a style sheet for all of your documents, it allows you to give them a defined 'house style' - a uniform appearance for each document.

Although default styles are present in *Word*, new styles can be created. These can be either **independent** (not based on another style) or **linked** (based on an existing style). Linked styles are described in a later exercise.


Actions:

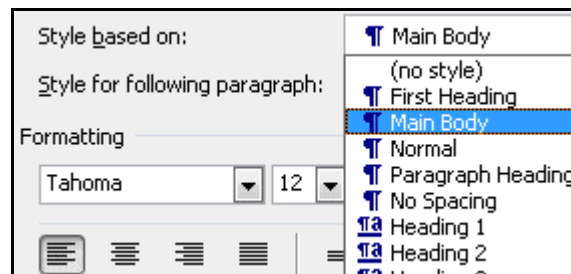
1. Open the **My Master.dotx** template (not a document based on the template). Before creating new styles, a screen print of the default styles is required.
2. Click the dialog box launcher from the **Styles** group on the **Home** tab of the **Ribbon** to display the **Styles Task Pane**.



continued over

Exercise 9 - Continued

3. Create a screen print of the **Task Pane** and paste it into the **Dummy Evidence** document and save it under the same name, then switch back to the **My Master** template.
4. From the bottom of the **Task Pane**, click the **New Style** button, , to begin creating a new style.
5. In **Name** enter **First Heading**.
6. Click the drop down arrow at the right of **Style based on** and select **no style**. This means that the style is **independent**, i.e. not based on another style.



7. Leave the dialog box open for the next exercise.

Note: Formatting can also be carried out from this dialog box.

*Note: You can keep a record of styles used in a particular document. Select the **Office Button** then **Print** and from **Print what** select **Styles** and click **OK**. This can be used for future reference if you want to make sure other documents have a similar appearance.*

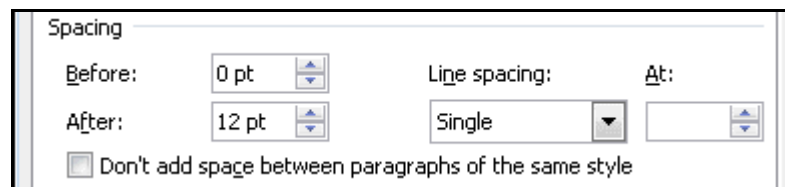
Exercise 10 - Setting Spacing

Guidelines:

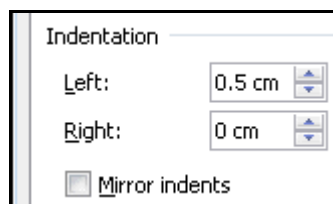
Paragraph spacing, line spacing and indentation can be specified for each style.

Actions:

1. In the **Create New Style from Formatting** dialog box, look at the buttons and options available, then click the **Format** button at the bottom, from the list select **Paragraph**.
2. From the **Indents and Spacing** tab, under **Spacing** change **After** to **12 pt**.



3. Change the **Line spacing** to **Single**, after reviewing the available options.
4. Set the **Left indent** to **0.5 cm**.



*Note: An example of how the style will look is shown in the **Preview** area.*

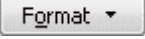
5. Click **OK** and leave the **Create New Style from Formatting** dialog box open.

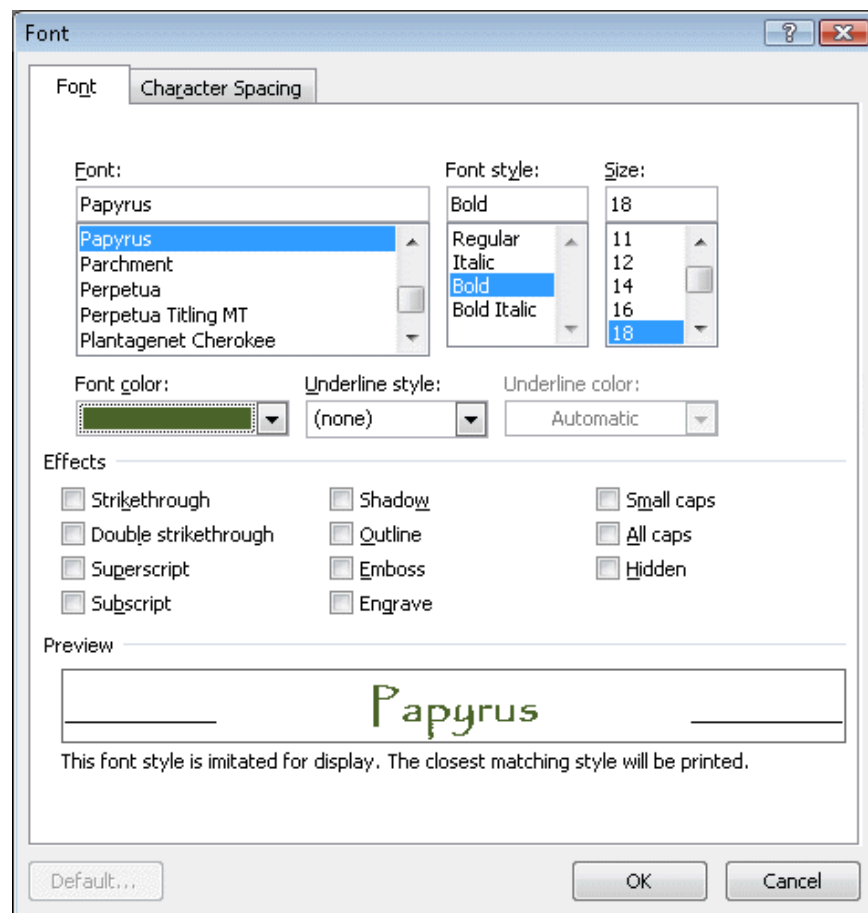
Exercise 11 - Setting Alignment and Format


Guidelines:

Further options available when creating styles are the type of alignment used and the font style and colour.

Actions:

1. From the **Create New Style from Formatting** dialog box, click  and select **Font**.
2. Choose the **Font Papyrus** (or an alternative if it is unavailable), the **Font style as Bold**, the **Size 18** and from the **Font color** drop down list, select a dark green.

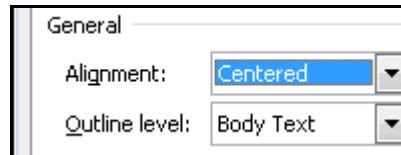


3. Look at the preview box, click **OK** to apply the formatting to the new style.
4. As this style is the main heading style for the template, it would probably be better to centre it, rather than have a left indentation. Click  again and select **Paragraph**. Change the **Left** indentation to **0**.

continued over

Exercise 11 - Continued

- From the **Alignment** drop down list, select **Centered**.



- Click **OK** and **OK** again. The new **First Heading** style is now listed in the **Styles Task Pane**.
- Create a second new style, named **Main Body**, with the following features: based on **no style**, **Left** indentation **1.0 cm**, **Left** alignment, **Line spacing 1.5 lines**, font **Tahoma**, colour **Black**, size **12 pt**. Set the spacing **After** as **12 pt** and the font style as **regular**.
- Create a third new style, named **Paragraph Heading**, with the following features: based on **no style**, spacing **Before 6 pt** and **After 12 pt**, font **Papyrus** (or an alternative), **Bold**, colour **Black**, size **14 pt** and **Single** line spacing.
- Click **OK** to close the **Create New Style from Formatting** dialog box.
- Leave the **Task Pane** open for the next exercise.

Exercise 12 - Creating Linked Styles

Guidelines:

A **linked** style is one that is based on an existing style. The style will have features of its own, but if the original style on which it is based changes, the linked style will change too.

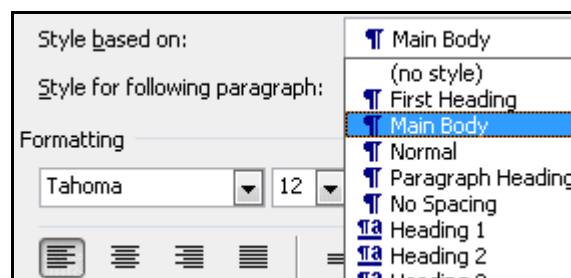
*Note: As an **independent** style is not based on another one, it will only change if it is amended directly.*

Actions:

1. In the **Styles Task Pane** click the **New Style** button and name the style **Main Body Emphasis**.

Note: Two styles cannot have the same name. Style names can be up to 253 characters long but cannot include \, { } or ;.

2. Click the drop down arrow at the right of **Style based on** and select **Main Body**. This means that the formatting specified for the **Main Body** style will be applied to this one, but new features can be added.



3. Click **Format** and select **Font**.
4. Apply the **Font style** as **Italic** to this new linked style.
5. Click **OK** and **OK** again.
6. Move the cursor over the style heading for **Main Body Emphasis** to display information about it, for example the style it is based on and the differences from it.



7. Leave the **Styles Task Pane** open.

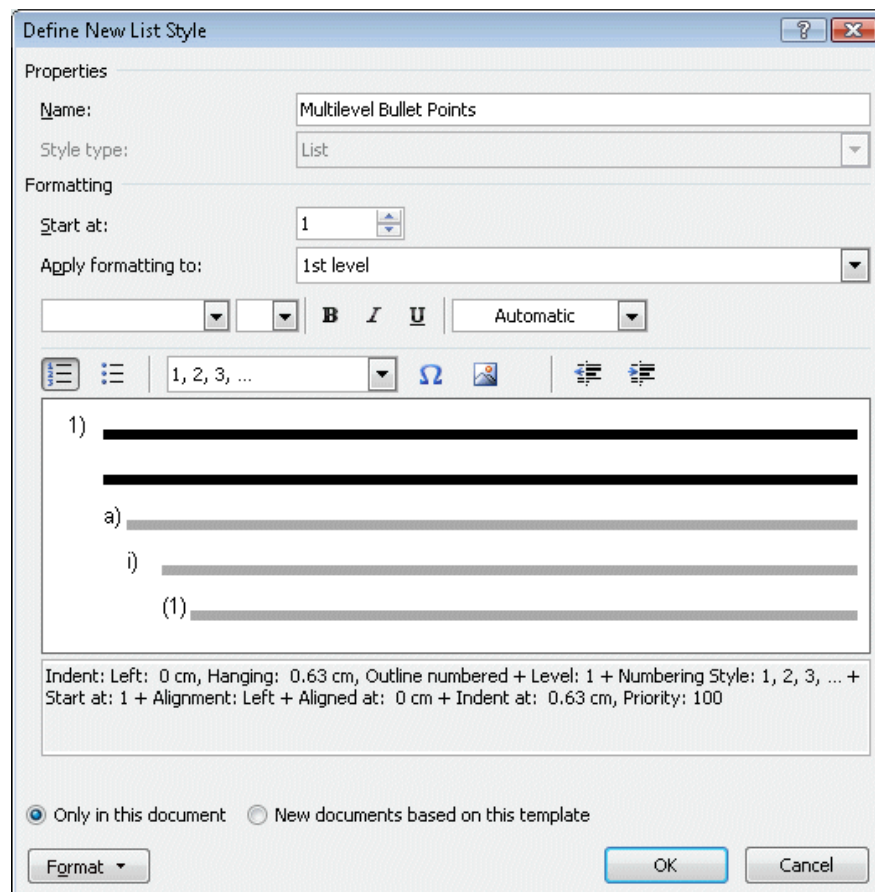
Exercise 13 - Multi-Level Styles


Guidelines:

Styles for bulleted or numbered lists can be created, to contain up to nine levels. A different format can be assigned to each level.

Actions:



1. The **My Master** template should still be open, if not open it. Click **Clear All** at the top of the **Styles** pane, this clears all style formatting from any text to be entered. Type **First**, press <Enter>, **Second** <Enter>, **Third** <Enter>, click and drag to select the list.
2. From the **Paragraph** group on the **Home** tab, click the **Multilevel List** button, then select **Define New List Style**.
3. Change the **Name** to **Multilevel Bullet Points**.

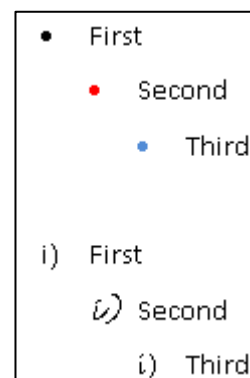
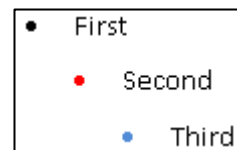


4. The dialog box allows nine different levels to be set, but only three are required here. Ensure that **Apply Formatting to:** displays **1st level**, then click the **Bullets** button, , to change the numbering to bullets then use the drop down list to select a standard bullet point, ensure that the colour is **Black**.

continued over

Exercise 13 - Continued

5. From **Apply Formatting to**; select **2nd level**. Click the **Bullets** button again, then from the **Font Color** box, select **Red**.
6. Similarly, change the **3rd level** to **Bullets** and change the colour to **Blue**. Click **OK** after checking the preview is correct.
7. The levels are not apparent at the moment. Click in front of **Second** and press <Tab>.
8. Click in front of **Third** and press <Tab> twice.
9. Click at the end of the bulleted text. Press <Enter> several times until the bullets stop appearing. Then press it one more time to create a blank line after the bullets.
10. Open the **Define New List Style** dialog box and change the **Name** to **Numbered Points**.
11. Ensure that **Apply Formatting to**: displays **1st level**. Click the **Numbering** button, .
12. Select the **Lowercase Roman Numerals** numbering style from the box to the right of the **Numbering** and **Bullets** buttons, .
13. Leave **Level 1** as it is, change **2nd level** to the same **Lowercase Roman Numerals** and change the font to **Lucida Handwriting**. **Level 3** should also be in the **Lowercase Roman Numerals** but the font should be **Bradley Hand ITC**, (choose alternative fonts if these are unavailable). Click **OK**.
14. Click **OK** then close the **New Style** dialog box.
15. Create a list as for the bullets and apply the **Numbered Points** style by clicking on the **Multilevel List** button in the **Paragraph** group and selecting the **Numbered Points** style from the **List Styles** section at the bottom.
16. Use <Tab> to create the three levels.
17. Delete all text on the page, save the template and leave it open.



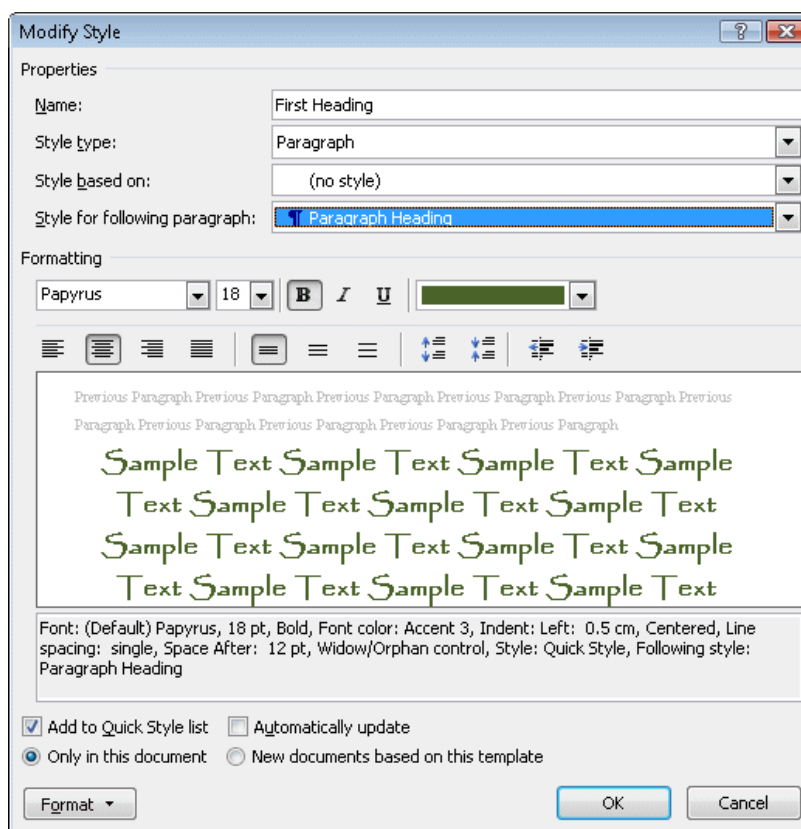
Exercise 14 - Follow-On Styles

Guidelines:

One style can be set up to be automatically followed by another style. This can be a useful timesaving device, as it is not necessary to go through the process of applying a style to text manually.

Actions:

1. From the **Task Pane**, click the drop down arrow for the style **First Heading**.
2. Click **Modify**. From the **Style for following paragraph** drop down list, select **Paragraph Heading**.




3. Click **OK**. The **First Heading** style will now be automatically followed by the **Paragraph Heading** style when <Enter> is pressed.
4. Amend the remaining styles as follows:
Paragraph Heading to be followed by **Main Body**
Main Body Emphasis to be followed by **Main Body**

*Note: The styles **Main Body**, **Multilevel Bullet Points** and **Numbered Points** are followed by the same style by default, i.e. **Main Body** by **Main Body**, etc.*

continued over

Exercise 14 - Continued

5. Try out the follow on styles. Select **First Heading** from the **Task Pane** (or use the **Styles** group) and type **First Heading**.
6. Press <Enter> and type **Paragraph Heading**.
7. Press <Enter> and type **Main Body**.
8. Press <Enter> and type **This is still Main Body**.
9. Press <Enter> then select **Normal** from the **Style Pane** to place the cursor back to the left of the document and then select **Multilevel Bullet Points** from the **Multilevel list** button, .
10. Type **Bullet Points** and press <Enter>, then type **Bullets are followed by Bullet Points**.
11. With the cursor at the front of this line, press <Tab> to create the second level bullet.
12. At the end of the line, press <Enter> twice then type **Numbered Points**.
13. Press <Enter> then type **Numbers are followed by Numbered Points**.
14. Highlight these two lines then select **Numbered Points** from the **Multilevel List** button.
15. Place the cursor at the left of the **Numbers are followed by...** line and press <Tab> to create the second level numbering.
16. Use <Ctrl A> to select all of the text and then delete it.
17. One more linked style is to be created. Create the style, **Table**, based on **Main Body**, but with a **Font size** of **10 pt**, no left indentation, no space before or after and with single line spacing. This is to be followed by **Main Body**. Click **OK**.

First Heading

Paragraph Heading

Main Body

This is still Main Body

 - Bullets Points
 - Bullets are followed by Bullet Points
 - i) Numbered Points
 - i) Numbers are followed by Numbered Points
18. Create a screen print of the **Styles Pane** to show evidence of the styles created.
19. Open the **Dummy Evidence** document and paste in the screen print.
20. Save and close the document.
21. Close the **Task Pane**, save the template and then close it.

Exercise 15 - Revision

Assessment

To pass the assessment for this unit, you must: use a style sheet/palette consistently (min 5), set character, line indents and paragraph spacing for a style (min 3), set size, colour, alignment and emphasis for a style (min 3), create styles with multi-level bullets/numbering, create at least one independent and one linked style.

1. Open the **Revision Evidence** document and the **Publicity Brochure** template.
2. Create a screen print of the default **styles in use** in this template (annotated **Screen Print 6**) and leave both documents open.
3. Create the following styles, using alternative fonts if necessary all fonts are **single line spaced** and **Black** unless otherwise stated) (objectives **1b, 2b, 2c, 2d, 2e**):

Main Title	Independent, Harrington , 20 pt, bold, Dark Red , centred, space after 12 pt.
Paragraph Title	Linked to (based on) Main Title , 16 pt, left aligned.
Text	Independent, Century Gothic , 11 pt, justified, left indent 0.4 cm, space after 9 pt.
Multilevel Bullets	Left aligned. This is a multi-level style with bullets at 4 levels. The colour for level 1 is Dark Red , for level 2 is Purple , for level 3 is Blue and for level 4 is Green .
Number List	This multi-level list has 3 levels. Level 1 uses Tahoma , uppercase roman numerals, and Bold . Level 2 is regular, uppercase roman numerals in Times New Roman . Level 3 is regular, lowercase roman numerals in Bradley Hand ITC
4. Modify the **Main Title** style to be followed by **Paragraph Title** and **Paragraph Title** to be followed by **Text**.
5. Create a screen print of the created styles and paste it into the **Revision Evidence** document (**Screen Print 7**).
6. Save and close **Revision Evidence**.

*Note: Completing this section of the guide has allowed the following elements of the **Evidence Checklist** to be completed. In your checklist, the ticks must be replaced by the page numbers of your portfolio where the relevant evidence is located. This task may have to be delayed until the portfolio is complete and page numbers have been applied.*

continued over

Exercise 15 - Continued

1	select and use software to create a complex master document/template	Page Number	
1a	select and use appropriate application software		<input type="checkbox"/>
1b	set master document/template properties including style sheet/palette incorporating at least 5 different styles	✓	<input type="checkbox"/>
1c	set document file type		<input type="checkbox"/>
1d	set file properties		<input type="checkbox"/>
1e	set user preferences		<input type="checkbox"/>

2	create and use complex style sheets/palettes and formatting techniques	Page Number	
2a	use a style sheet/palette consistently (min 5)		<input type="checkbox"/>
2b	set character, line indents and paragraph spacing for a style (min 3)	✓	<input type="checkbox"/>
2c	set size, colour, alignment and emphasis for a style (min 3)	✓	<input type="checkbox"/>
2d	create style(s) with multi-level bullets/numbering	✓	<input type="checkbox"/>
2e	create at least one independent and one linked style	✓	<input type="checkbox"/>

7. Save and close the template.