Understanding Styles in Microsoft Word 2010

Styles in Microsoft Word are used to design and develop the format of a Word Document. There are several preset styles one can use in Word to prepare a document for a project.

- This tutorial will review the basic styles of Microsoft Word.

Step One: Open a blank Word Document.
Step Two: On the HOME tab of the top toolbar go to the STYLES Section. You will see eight STYLE options. Select the down arrow on the right of the last style option. A drop down menu will appear.

Step Three: There are sixteen preset STYLES options for Microsoft Word.
Step Four: Each **STYLE** appears differently in a Word document. The typical **STYLE** you will use for most documents is the **NORMAL STYLE**. However, in the image below you will see a different style applied to the Word document.

This is a sample of the **Normal Style** in application. Most documents are set in this format.

This is a sample of the **Title Style**, it is different from the Normal Style with larger title sections and the use of a different color.

**Introduction**

One of the benefits of online learning is the opportunity it gives students to participate in a course or program of study regardless of where they reside. A broad search of online course and program offerings reveals that colleges and universities, both on-ground and online, are continuing to expand their recruitment efforts to reach international students beyond the United States (U.S.). The opportunity to earn a degree from a U.S.-based institution via distance is an appealing alternative for international

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*Note: To learn more about the application of Styles in Microsoft Word check out the tutorials that follow this topic.