

USING HEADINGS

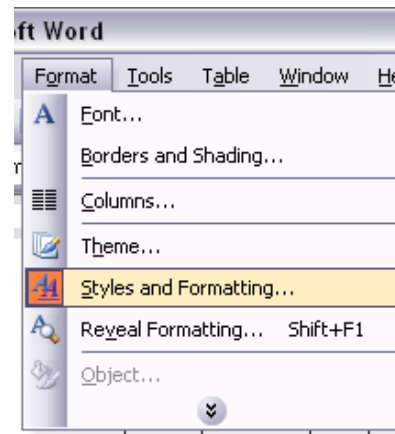
When you have a very long document such as a report you may want to split it into sections to make it easier for the reader. You could just highlight the information and format the headings using the buttons available on the toolbar or go to **Format** then **Font** to change its appearance.

Another way is to use styles. A style is a set of formatting characteristics that you can give to text. Word contains many built in styles such as Title, Heading 1, Normal, Body Text and many others. Using this tool will mean that your work is consistent throughout and you won't have to go back and keep checking what you have already used to format the text.

How to do it

Go to the **Format** menu and choose **Styles and Formatting**.

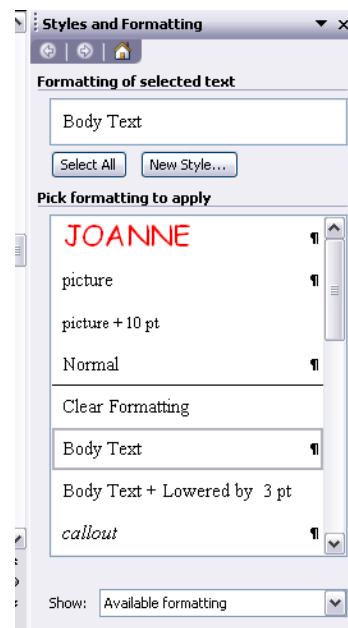
When you want a main heading apply the Title style by highlighting the text you want to change and clicking Title. For your next level of headings choose Heading 1 and so on. The names of the styles reflect the logical structure of a document.



You may not like the styles so you can change them if you want. Just click on the **New Style** button.

A screenshot of the 'New Style' dialog box in Microsoft Word. The dialog has a 'Properties' section with fields for 'Name' (containing 'Style1'), 'Style type' (set to 'Paragraph'), 'Style based on' (set to 'Body Text'), and 'Style for following paragraph' (set to 'Style1'). The 'Formatting' section shows font settings for 'Tahoma', size '12', and bold, italic, underline, and text color buttons. A preview window shows the text 'You may not like the styles so you can change them if you want. Just click on the New Style button.' Below the preview, it says 'Body Text + Font: (Default) Tahoma, 12 pt'. At the bottom, there are checkboxes for 'Add to template' and 'Automatically update', and buttons for 'Format', 'OK', and 'Cancel'. Four callout boxes with arrows point to specific parts of the dialog: 'Give your style a name' points to the 'Name' field; 'Choose how you would like it to look' points to the 'Formatting' section; 'Or use the Format button and choose that way' points to the 'Format' button; and 'Click OK' points to the 'OK' button.

Here you can see how the new style that I made appears in the list. I called it Joanne and made it Comic Sans, size 20 and red.



You can make styles appear however you want them to. Every time you select some text and choose that style it changes automatically.

Now you can make all your heading in that style if you want too. This is very useful in long documents because once you tell Word that something is defined as Heading 1 for example, you can make a single change and every instance of that style is changed.

A note about using different fonts

Did you know that some fonts are easier to read than others particularly for students who are dyslexic?

- This is Times New Roman looks and it is a Serif font. It has little flicks on the letters which can make it difficult to read for some students. Word is usually set up like as a default.
- This is Century Gothic. It is an example of a Serif font. Because these fonts do not have flicks they are easier to read.

Sans is French for without and Serif is the name of the short cross lines at the ends of the letters; it's these cross lines that cause 'clutter' on the page.

SERIF FONTS	SANS SERIF FONTS
Century Schoolbook	Comic Sans
Georgia	Arial
<i>Monotype Corsiva</i>	Verdana