Templates and Styles in Word 2010

Contents

Before you type the first word in a new document, a number of decisions must be made. The size and orientation of the page, the margins, type face, font size, and line spacing all have to be specified. This collection of specifications that determine the appearance of a document is known as a template. Every document created using Word, even the simplest, is based on a template.

Microsoft Word uses a default template, called the Normal template, when you create a new blank document. Unless it has been modified, the Normal template specifies a letter-size page with the portrait orientation, and one-inch margins on all sides.

A template also supplies a set of styles for a new document. In the Normal template, the default style is the Normal style, which uses a default type face, font size, and line spacing. However, there are many other styles to choose from, including the heading styles that define the document's structure.

What Styles are available in the MDE Styles Template

The template offers "Body Text" which is a version of "Normal" text (but not quite, so make sure you're using "Body Text"), Heading 1, 2, 3 and 4, Emphasis (italics), Strong (bold), List Paragraph, Caption, Header and Footer. You may also use the various types of lists in the Paragraph menu area, including bullet list and number list.

Styles Overview

Use styles for all your text formatting. When applying styles, remember that the last-applied style determines the formatting. Also, when you apply a character style over a paragraph style, the character style will be dominant.

To open the Styles pane, select the Styles icon in the bottom right corner of the Styles area in the ribbon.
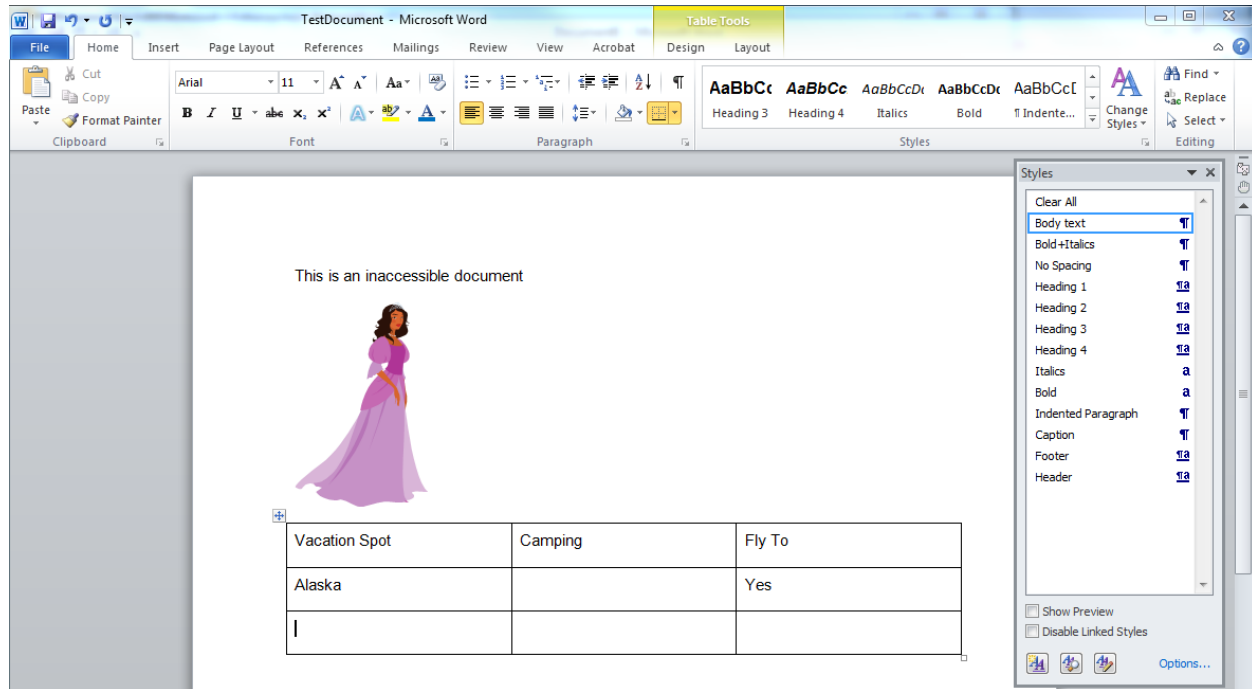
There are two types of styles:

- Paragraph Styles (also known as Block Styles) are identified by the paragraph symbol after the style name. To apply a paragraph style, place your cursor anywhere in the paragraph in front of the paragraph marker, and then click on the style name.

- Character Styles are identified by the lower-case a after the style name. To apply a character style, highlight the desired text, then click on the style name.

Copy and Paste text from Notepad

Text from any other application, including e-mails, may have hidden code that you will not see; however, this code becomes part of the new Word document and interferes with the template structure, which can cause problems when you are formatting or during an accessibility check. Even if you have no formatting issues visible, once the document is checked for accessibility, these problems will show up and often require revising the document from the original Word version.

Font size or style type

Font size and type are important for accessibility. Only use the Styles supplied in the template.