# Task 3.2    Applying a style using the Styles pane

You can apply styles easily using the *Quick Styles* gallery. However, to work fully with styles you will need to use the *Styles* pane.

Buttons at the bottom of the pane allow you to create new styles, inspect the formatting of a style and manage your styles.

You can use *Options* to change what you see in the pane. From the *Style Pane Options* dialog box, you can choose from:

| | |
|---|---|
| *Recommended* | Word's predefined list of styles. |
| *In use* | Lists only the styles actually applied in the current document. |
| *In current document* | Lists the styles available for use in the current document, including ones not actually applied. |
| *All styles* | Full list of styles. |

## Try this...

1. With the document *Intro_chapter 1.docx* open, click on the dialog box launcher  in the *Styles* group on the *Home* tab to display the *Styles* pane.

2. Click in *Show Preview* at the bottom of the *Styles* pane to select it.

*This shows you how styles will look when applied.*

3. Click on *Options* at the bottom of the pane.

4. In the *Style Pane Options* dialog box, click on the down arrow at *Select styles to show*, select *All styles* and click **[OK]**.

5. Scroll through the *Styles* pane and examine the range of styles available.

6. Click on *Options* again, and at *Select styles to show*, select *In current document*. Don't close the dialog box yet.

7. In *Select how list is sorted*, select *Alphabetical*.

*This makes it easier to find specific styles in the *Styles* pane.*

8. In *Select how built-in style names are shown*, select *Show next heading when previous level is used* and click **[OK]**.

*Note that *Heading 2* now appears in the *Styles* pane and in the *Quick Styles* gallery.*

9. Click anywhere in the paragraph *Introduction and overview*.