# Task 3.5   Creating additional heading styles

Later in this course you are going to modify your Heading styles to add numbering to them. However, you might not want the headings in the front section (Preface, Acknowledgements etc.) to be numbered as well, although the formatting (such as font type and size) should be the same as the Heading styles. To achieve this, you can create a new style to use to format the front section headings.

In this exercise, you will use a different method to create a new style. This time, you will use the *Manage Styles* option to create a style that is *not* applied directly to the text.
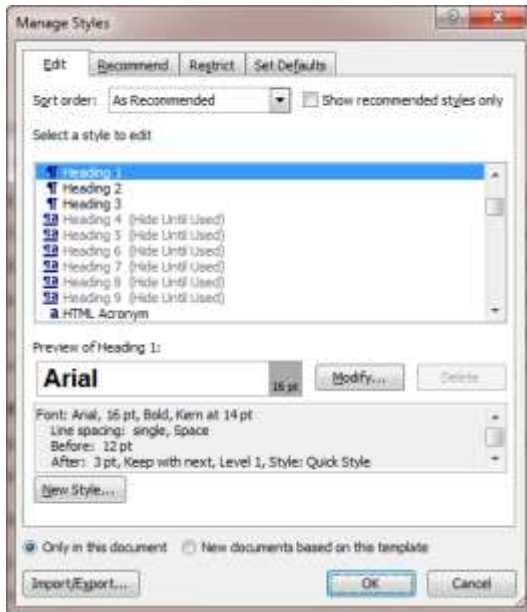
In the *Manage Styles* dialog box, make sure the style you want to use as the basis is selected, and click *New Style*.

Try this...

1.   Click in the heading *Spatial ability introduction and literature review*.

2.   Open the *Styles* pane if it is not already open, and click on *Manage Styles* at the bottom to display the *Manage Styles* dialog box.

3.   In the *Select a style to edit* panel, make sure *Heading 1* is selected, then click **[New Style]** to display the *Create New Style from Formatting* dialog box.

Word will use the attributes of the selected style as the basis for the new one.

4.   In the *Name* box, type **PREPAGES**.

5.   At *Style based on* select *(no style)*.

Since you are going to modify your Heading styles later to apply numbering, selecting (no style) here will prevent the numbering being applied to your new PREPAGES style as well.

6.   At *Style for following paragraph*, select *Normal*.

7.   Click on **[Format]** and select *Paragraph*.

8.   Click on the *Indents and Spacing* tab if it is not already selected.