



Types of Styles in Word

There are five types of Styles in Word, three major Style types and two lesser Style types.

- Character Styles.
- Paragraph Styles.
- Linked Styles.
- Table Styles.
- List Styles.

The major Style Types are Paragraph Styles, Character Styles, and Linked Styles.

Notice the difference in the icon to the right of them in the Styles Pane.

A Paragraph Style has the Paragraph Mark, a Character Style has the letter "a" and a Linked Style has both the Paragraph mark and the letter "a" with a line under them linking the two Styles together.

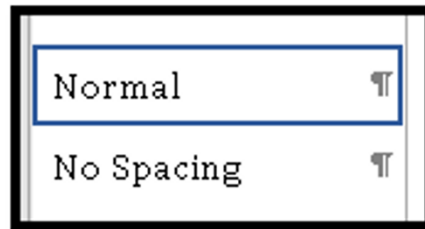


Figure 1 Paragraph Styles.

The Normal Style can only be applied to a paragraph of text. It has attributes that would not work if it were applied to characters. For example, you can't apply line spacing or alignment to characters or words in a paragraph.

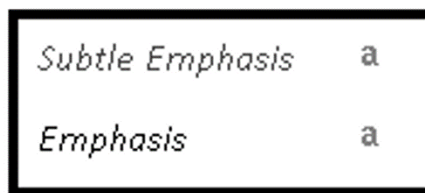


Figure 2 Character Styles.Text

Character Styles can be applied to characters or words. They cannot have attributes that can be applied to paragraphs such as line spacing and alignment that would be applied to an entire paragraph. You can, however, select an entire paragraph and apply a Character Style to it. A good example of this is the Strong Style which can be applied to words,



phrases, or entire paragraphs. However, we try NOT to use the Strong Style on entire paragraphs. We'll find other ways to call out ideas or text as we move through the course.

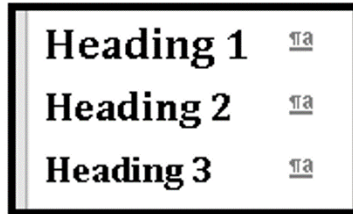


Figure 3 Linked Styles.

Headings are examples of Linked Styles, which means they can be applied to individual characters (usually words for Paragraph Headings) or paragraphs of text (but not to call out text as we'll see in another slide). Headings are navigational points in documents and should be sequential when you are designing your documents or remediating them to be optimally accessible.

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