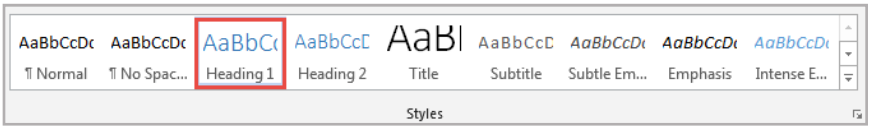
Using Heading Styles in Microsoft Word

Instead of bolding or underlining text to indicate different sections of a document, use heading styles instead. Heading styles enable students using screen readers to jump to different parts of a document without the screen reader having to read through the entire text.

Using Heading Styles in New Documents

1. Click the **File** tab, select **New > Blank Document**.
2. Go ahead and type your document, switching between a heading style (**Home tab > Styles**) when you type a heading and **Normal**, when you type body text.
3. You can also choose from other types of styles by expanding the **Styles** panel.

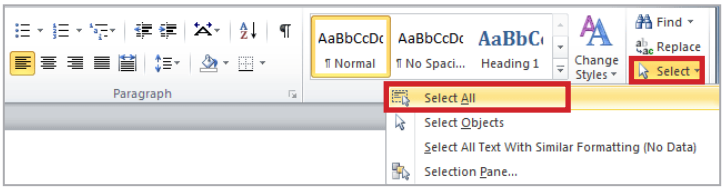


Applying Heading Styles to Existing Documents

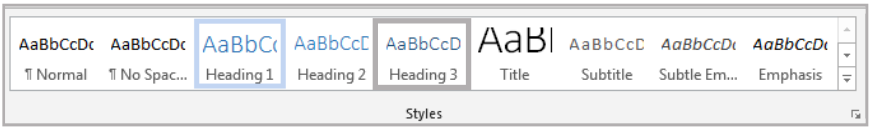
1. Open the document to which you would like to add heading styles.



2. Select all the text by choosing **Select > Select All**.

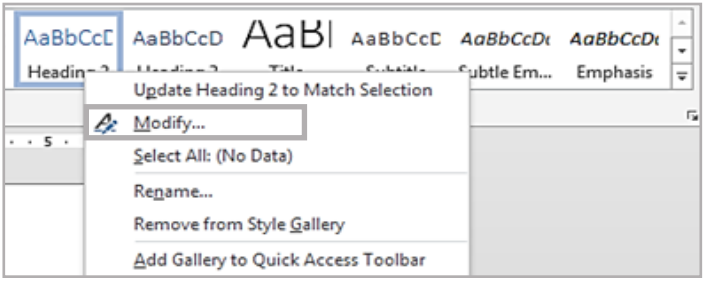


3. Select a heading style to apply to your text.



Creating Custom Heading Styles

1. To modify a heading style, right-click the style in the Styles toolbar, then select **Modify**.



2. To create your own style, expand the **Styles** toolbar by clicking on the last arrow in the scroll bar, and select **Create a Style**.



Microsoft. (n.d.). Customize or create new styles in Word. Retrieved 2018, from https://support.office.com/en-us/articleCustomize-or-create-new-styles-in-Word-d38d6e47-f6fc-48eb-a607-1eb120dec563