

14.1 Creating and Applying Styles

Syllabus 2026 - 2028

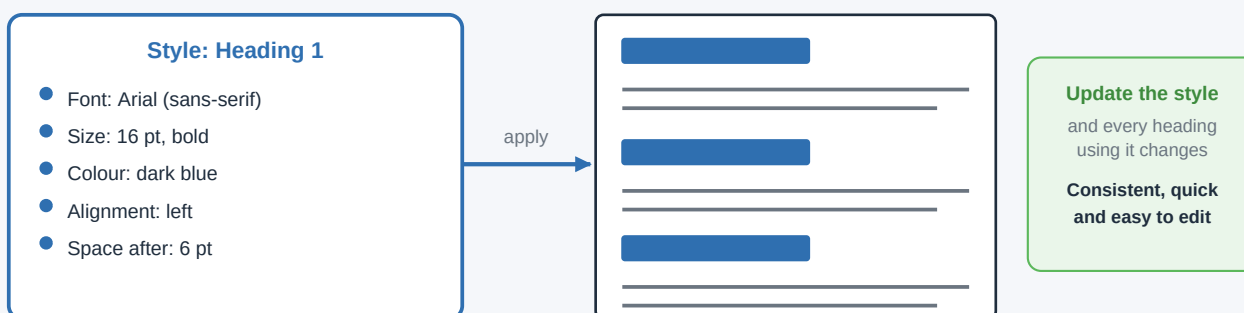
WHAT YOU NEED TO KNOW

- Create, modify, update and apply styles to ensure consistency of presentation
- Font: font face, type (serif, sans-serif), point size and colour
- Text alignment: left, right, centre, fully justified
- Text enhancement: bold, underline, italic
- Spacing: paragraph (before and after) and line
- Bullets: shape, alignment, line spacing and indent

What a style is

A **style** is a saved set of formatting instructions, such as font, size, colour, alignment and spacing, that can be applied to text in one step. Styles are used for headings, body text, bullet lists and captions. Because every item using a style looks the same, the whole document has **consistent** presentation.

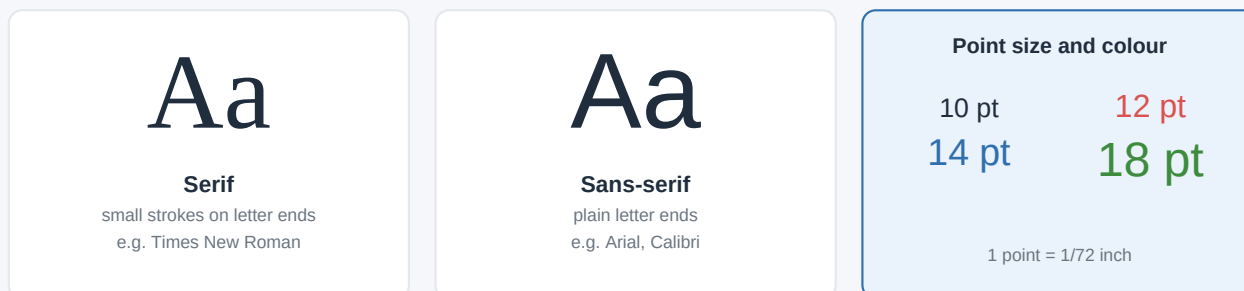
Figure 67: A style stores formatting that is applied in one step



Action	Meaning	Benefit
Create	Define a new style with the chosen formatting and give it a name	Reuses the same look many times
Apply	Select text and choose the style	Quick and accurate formatting
Modify or update	Change the style's settings once	Every paragraph in that style changes automatically

Font

Figure 68: Font face, type, size and colour



- **Font face:** the design of the characters, for example Arial, Calibri or Times New Roman

- **Serif** fonts have small strokes at the ends of letters, which suits printed body text. **Sans-serif** fonts have plain ends and suit headings and screens
- **Point size:** the height of the text; for example 11 or 12 pt for body text and bigger for headings
- **Colour:** should contrast well with the background so that text is easy to read

Alignment and enhancement

Figure 69: Text alignment

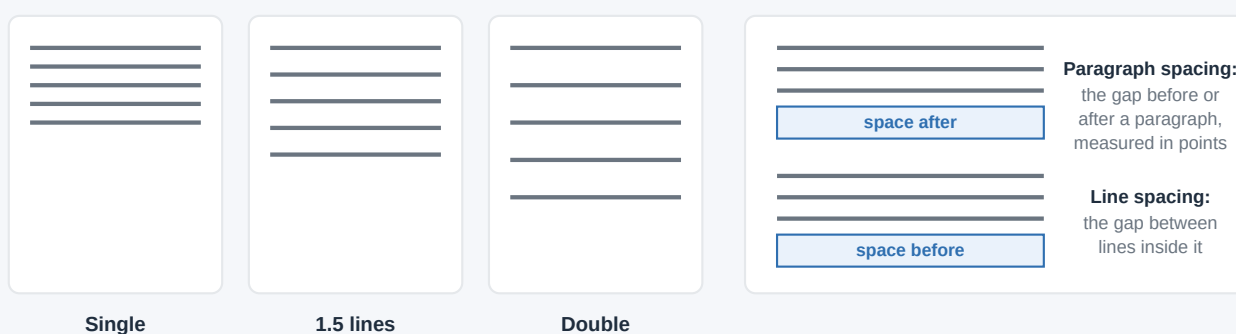


Alignment	Description
Left	Lines start at the left margin; the right edge is uneven; the usual choice for body text
Right	Lines end at the right margin; used for dates and numbers
Centre	Lines are placed in the middle; used for titles
Fully justified	Both edges are straight because spaces between words are adjusted; used in newspapers and formal documents

- **Bold** makes text heavier to emphasise key words or headings
- Underline draws a line below the text; it can be confused with a hyperlink
- *Italic* slants the text for titles, quotations and foreign words
- Use enhancement **sparingly**, since too much reduces its effect

Spacing

Figure 70: Line spacing and paragraph spacing



- **Line spacing** sets the gap between lines in a paragraph (single, 1.5 or double); more space is easier to read and gives room for notes
- **Paragraph spacing** sets the space **before** and **after** each paragraph so paragraphs are clearly separated without blank lines

Bullets

Figure 71: Bullets, alignment and indent



Bullet formatting options

Shape: circle, square, diamond, arrow
 Alignment: left, centre or right
 Line spacing between bullet points
 Indent: how far the bullet and text sit in from the margin; sub-points sit further in

- Bullet points list short items or ideas; use the **same shape** for each level
- **Indent** sets how far the bullet and text are from the margin; sub-points sit further in
- Set **line spacing** and **alignment** in the bullet style so lists look neat and consistent

EXAM TIP

When a question asks why styles are used, link it to **consistency** and **time**: 'a heading style is defined once and applied to all headings, so they match, and a change to the style updates every heading automatically'.

Key terms

Term	Meaning
Style	A saved set of formatting that can be applied in one step.
Font face	The design of a set of characters.
Serif	A font with small strokes on the ends of letters.
Sans-serif	A font without strokes on the ends of letters.
Point size	The height of text measured in points.
Justified	Text aligned to both left and right margins.
Indent	The distance text or a bullet is set in from the margin.
Line spacing	The gap between lines of text.

Practice questions

Answer each question in full sentences. Command words used: State (give a short answer), Describe (say what it is like), Explain (give reasons), Analyse (break it down and examine it), Suggest (apply your knowledge to a situation), Compare and contrast (similarities and differences), Evaluate (weigh up and reach a judgement).

No.	Question	Marks
1	State two examples of text enhancement.	[2]
2	Describe the difference between a serif font and a sans-serif font.	[3]
3	Explain why styles are used when creating a long document.	[3]
4	Describe how a style can be modified so that every heading in a document changes colour.	[3]
5	Compare and contrast left alignment with fully justified alignment.	[4]
6	Suggest suitable fonts, sizes and spacing for the body text of a printed school report.	[4]
7	Analyse the effect of using too many different fonts and enhancements in one document.	[4]
8	Evaluate the use of styles instead of formatting each paragraph by hand.	[5]

Total: 28 marks