Do you have a specific format that you use repeatedly for certain lines of text?

If so, you can cut down on the amount of time and key strokes it takes to change font size and formatting by creating and saving your own "Style."

1. In a Word 2007 document, move the cursor to the section that you would like to format.

2. Select the "Home" tab.

3. Go to the "Styles" pane.

4. Select the down-arrow bar in the lower right corner.

5. In the Styles display box, click on the "new Style" icon on the lower right.

6. In the "create new style from formatting' screen:

    a. Name the new style.

    b. Specify the formatting features of the new style.

    c. Check the "add to quick style list" box.

    d. Select the format drop-down box to specific more features such as line spacing, borders, indentation, etc.

    e. Click "ok."

7. Your new style will appear in the Styles pane on the Home ribbon.

To view a video of this tip, click here:

http://screencast.com/t/95JookrskALD