Voice Over Script for
Creating New Styles in a Microsoft Word Document

File Name	Script	VO Notes
1.1 Welcome	Welcome to creating styles in a Microsoft Word Document. This short module will explain how to create and apply the new styles template for our company and client documents. If you'd like information on how to navigate the course, please select the navigation button. If you're ready to begin, select start.	
1.2 Navigation	For this module, the menu provides the contents of the course, so you can check on your progress. What to see something again? Select the refresh button. Need to pause the course? Select the play/pause button. Need to adjust the volume? Select the audio button. The previous and next buttons allow you to move through the course. So, let's get started, select the next button to continue.	
1.3 Introduction to Problem	Are you frustrated when receiving a new document from a client and nothing is lined up correctly? Does it take three times as long to format the document before adding any new information? We have noticed over the past two years; our company's documents are inconsistent. We are here to help save time and energy. By using the "templates and add-ins" feature to create new styles in a Word document, we will be able to have all our documents formatted the same. Styles in Microsoft Word are a set of formatting characters that can be applied to text, tables and lists. The styles template will allow you to keep the format consistent throughout the entire document. Once the new style is created and saved, it can be applied to any document.	

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1.4 Learning Objectives	Our company technical documents will have a consistent main heading, subheading, and paragraph text for each section. By creating these styles, you can save time formatting the rest of the document. In this training, we will only focus on the main heading style. This style will be Arial font 18 with all caps. So, by the end of this module, you will be able to. Identify the Styles menu Create a new style And apply the new style in a document The following video and try it section will show you how it's done. When you are ready to continue, select next	
1.5 Camtasia Video Script	Let's open a document to create our new main heading style. Our technical documents might look similar to this when downloading them from our clients. Our main heading section format will be Arial font, size 18 with all caps. To start, place your cursor next to section 1. To create the main heading style, we need to click on the arrow in the Styles section in the home tab. The styles pop up box will appear. At the bottom of the style pop up box, click on the first tab – New Style. The create New Style from Formatting pop up box will appear. It will automatically prompt you to create a name. Main Heading. Under the formatting section, Change the font to Arial Size to 18 We now want to make this all caps.	

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	Format tab Font And then select all caps We Click OK when finished We can preview the main heading style by looking at Section 1. Everything looks great. We can click OK. Now that our main heading style has been create. It is located in the Styles section. We can quickly go through the document and change all the section headings to this format. Click next to Section 2 As you can see, in our technical report document, all the main heading sections are now the same. By using the main heading style, we can quickly make the changes to our documents. Congratulations, you are now ready to create the main heading style for our technical documents.	
2.1 Try It Section	Now it's your turn to create a main heading style. When you're ready, click next to begin.	
2.2 Style Drop Down Tab	The Microsoft Word document is open, let's begin creating a new main heading style. Our cursor is next to Section 1. To open the Styles pop up box, click on the arrow in the styles section in the home tab.	
2.3 New Style Tab	Click on the New Style tab.	
2.4 Name Bar	The creating new style from formatting pop up box is open. Click on the name bar and type – main heading.	

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	Press enter when finished.	
2.5 Font Drop Down Box	Now we can change the font to Arial. Click on the drop down box.	
2.6 Arial	Click Arial	
2.7 Font Size Box	Let's change the font size to 18. Click on the drop down box.	
2.8 Select 18	Click 18	
2.9 Format	Now we need to change the font to all caps. To do this, click on the Format tab.	
2.10 Click Font	Click Font	
2.11 All Caps	And under effects, on the right side, click on the all caps box.	
2.12 OK Font Tab	Then click OK	
2.13 OK for New Style Formatting	We can preview the Main Heading style by looking at Section 1. Everything looks good. Now click OK.	
2.14 Section 1	Now that our main heading style is created. We can quickly go through the document and change all the section headings. We can do this by clicking next to Section 2. Now in the Styles tab box, click Main Heading.	
2.15 Section 2	We put our cursor next to section 3. And now select the Main Heading tab again.	
2.16 Section 3	Great job! You are ready to create new styles in our company technical documents.	
3.1 Summary	Now that you have completed this module, you can… Identify the Styles menu	

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	Create a new style And apply the new style in a document If you need to review any of the steps, click on the review tab. If you are ready for the assessment, click on the assessment tab.	
3.2 Assessment Overview	It's time to apply what you've learned! For this assessment, follow the instructions on the screen. There will be six questions and you need a score of 80% or better to pass. When you're ready, click start to begin.	
3.11 Conclusion	Congratulations!! By completing this module, you are able to create a Main Heading style for our technical documents. Thank you for being committed to making our company successful. We appreciate your time. More information will be coming regarding the changes for the rest of our technical documents. A reference sheet for Creating New Styles can be downloaded under the resources tab. Thank you again, you may close this browser to exit the course.	