Headings in Word

To apply a heading style:

1. Select the text to be formatted with the heading style.

    a. Press Ctrl + Alt + the number 1 for a heading level 1.

    b. Press Ctrl + Alt + 2 for a heading level 2.

    c. Press Ctrl + Alt + 3 for a heading level 3.

If you are not familiar with keyboard commands, use the Apply Styles Pane by pressing Ctrl + Shift + S.
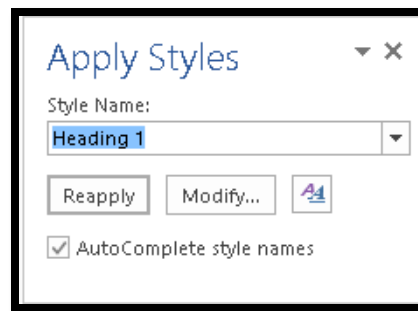

Figure 1 Apply Styles Pane.

You can either type the name of the style you want to apply or press Alt + Down Arrow and use first character navigation to locate it. Press Enter and the style is applied to the selected text.

When you are finished working with the Apply Styles Pane, pressing Ctrl + Space, C while focus is in the Apply Styles Pane will close it. To put focus back on the Apply Styles Pane, press Ctrl + Shift + S again.

You can use the Quick Styles Gallery on the Home Ribbon to apply a Style by selecting the text and clicking on the Style you want to apply.
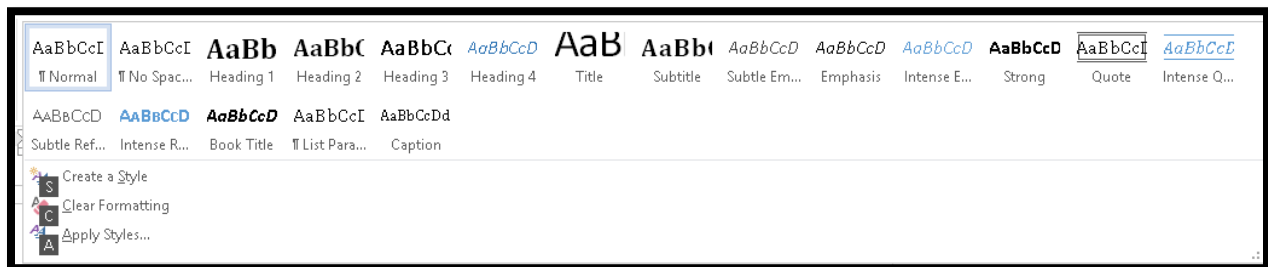

Figure 2 Quick Styles Gallery from the Home Ribbon.

Find more how to documents on the Karlen Communications Handouts web page.