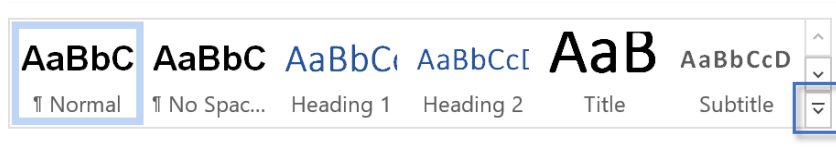


# Styles

## Tab Home – Group Styles

## Styles

Styles cung cấp các kiểu định dạng nhanh cho văn bản. Trong đó, nhóm Heading hỗ trợ tạo cấp bậc cho đề mục



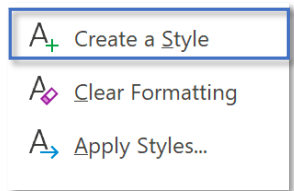
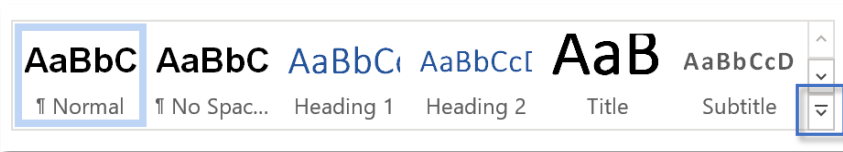
Click vào đây để hiển thị thêm nhiều styles



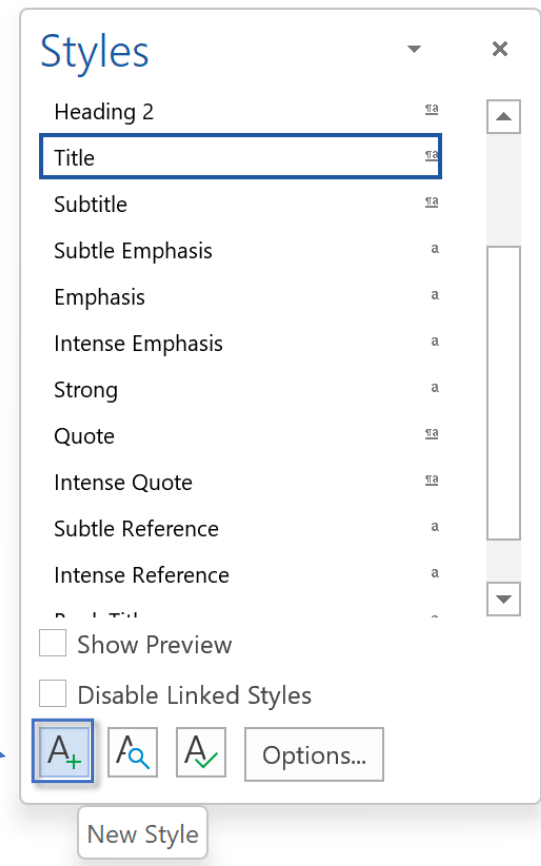
Thư viện styles có sẵn

# Tab Home – Group Styles

# Styles

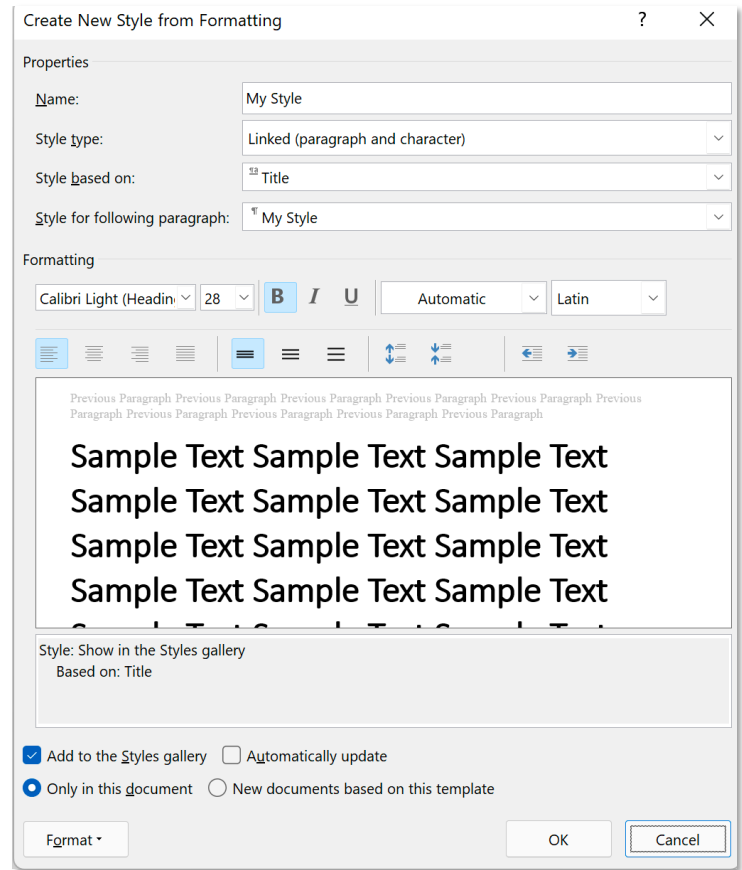
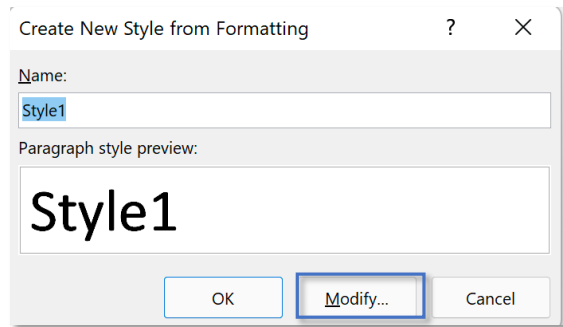
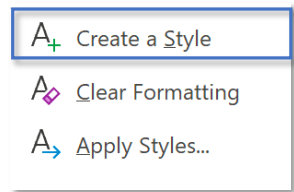
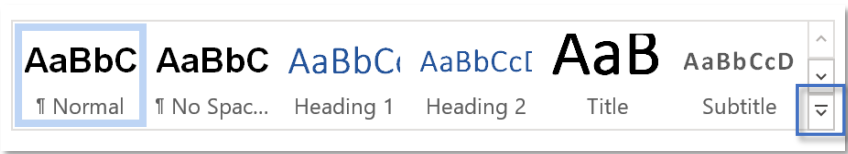


Hoặc mở rộng nhóm lệnh Styles



# Tab Home – Group Styles

# Styles



Create New Style from Formatting ? X

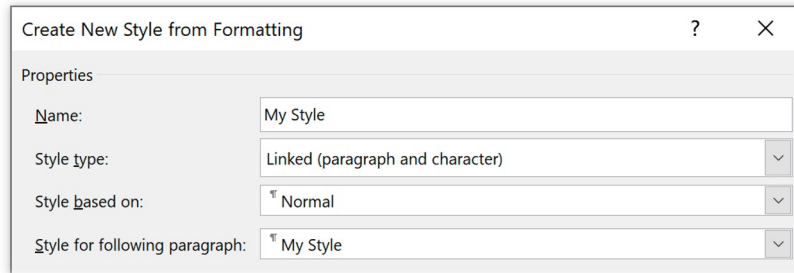
Properties

Name:	My Style
Style type:	Linked (paragraph and character) v
Style based on:	Normal v
Style for following paragraph:	My Style v

**Name** – tên style

## TAB HOME – GROUP STYLES

## Create a Style



Create New Style from Formatting

Properties

Name: My Style

Style type: Linked (paragraph and character)

Style based on: Normal

Style for following paragraph: My Style

**Name** – tên style,

**Style type** – kiểu style,

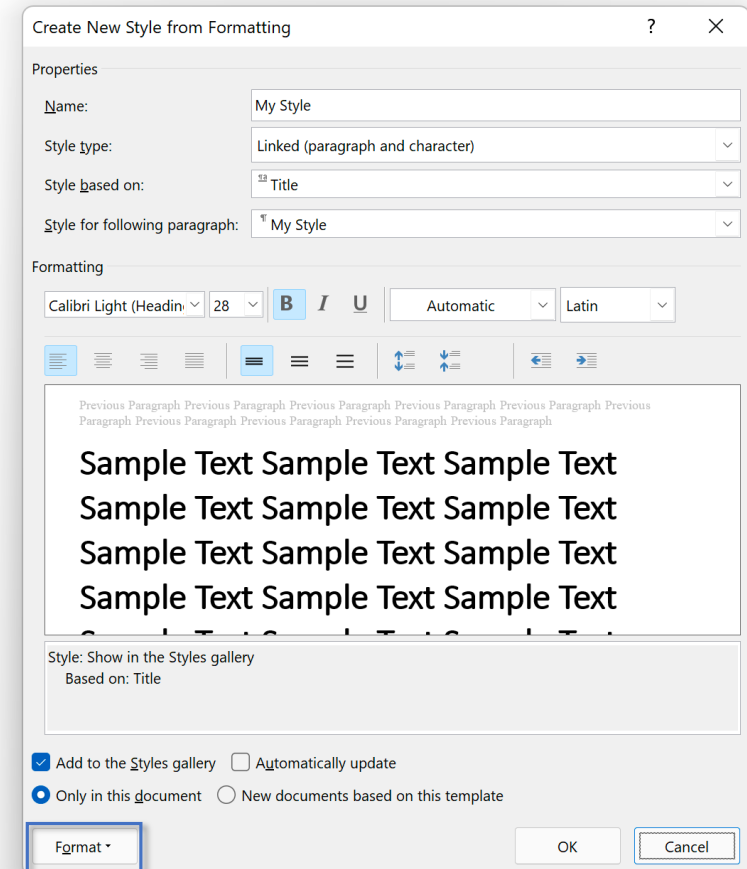
**Style based on** – dựa trên định dạng của style nào,

**Style for following paragraph** – style cho đoạn văn theo sau

## Tab Home – Group Styles

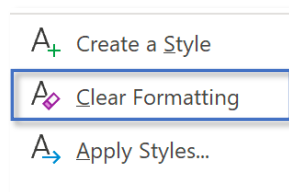
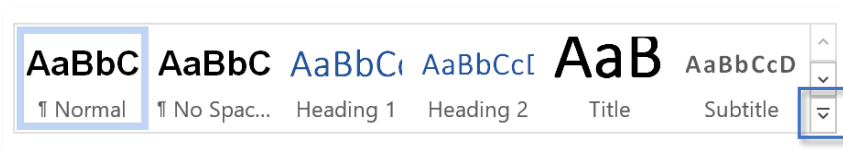
## Styles

- Định dạng văn bản – **Font*** Font...
- Định dạng đoạn – **Paragraph*** Paragraph...
- Thiết lập tab leader - **Tabs*** Tabs...
- Tạo viền – **Border*** Border...
- Chọn loại ngôn ngữ của style – **Language*** Language...
- Tạo khung cho văn bản – **Frame*** Frame...
- Đánh số thứ tự - **Numbering*** Numbering...
- Gắn phím tắt – **Shortcut Key*** Shortcut key...
- Tạo hiệu ứng cho văn bản – **Text Effects*** Text Effects...



## Tab Home – Group Styles

## Clear Formatting



*Xoá tất cả định dạng*



*Yêu cầu: đếm trong văn bản có bao nhiêu đoạn được áp dụng Style - Heading 1 (Heading 2, Heading 3,...)*

## Chapter 1

Video provides a powerful way to help you prove your point.

## Chapter 2

Video provides a powerful way to help you prove your point.

## Chapter 3

Video provides a powerful way to help you prove your point.

## Chapter 4

Video provides a powerful way to help you prove your point.

## Chapter 5

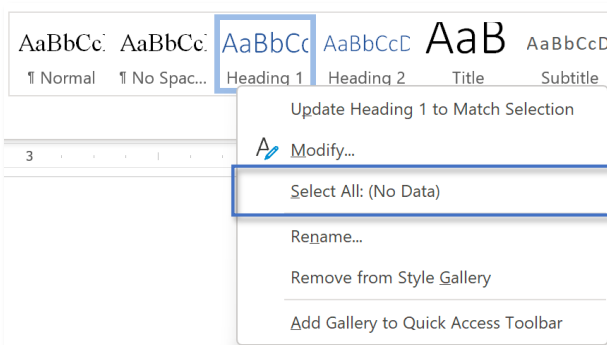
Video provides a powerful way to help you prove your point.

## Tab Home – Group Styles

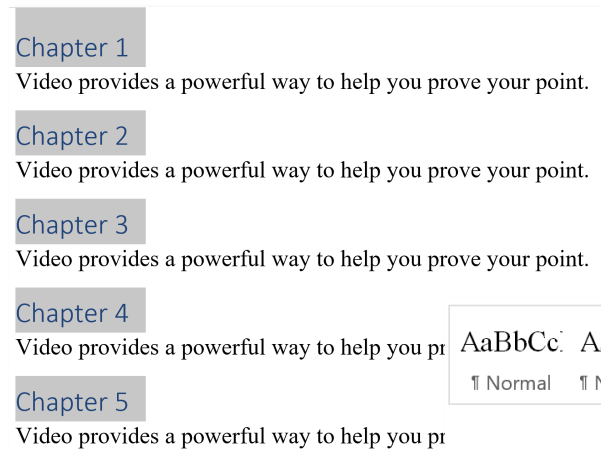
## Select Style

*Yêu cầu: đếm trong văn bản có bao nhiêu đoạn được áp dụng Style: Heading 1 (Heading 2, Heading 3,...)*

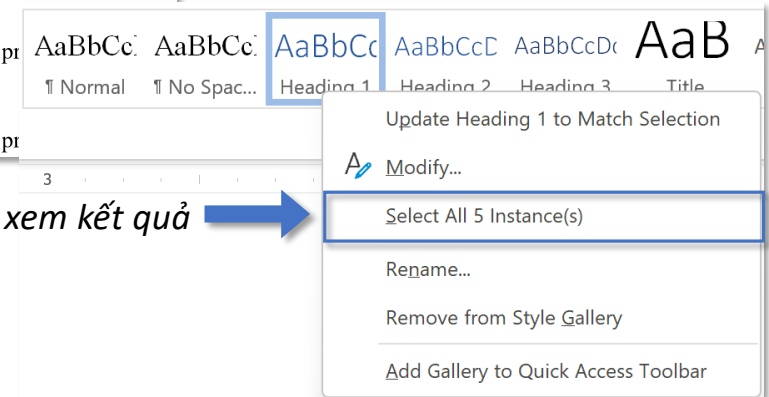
*Chọn loại style muốn đếm (ở ví dụ này chọn Heading 1) ► **Select All: (No Data)***



*Các đoạn sử dụng Heading 1 sẽ được chọn (bôi đen)*

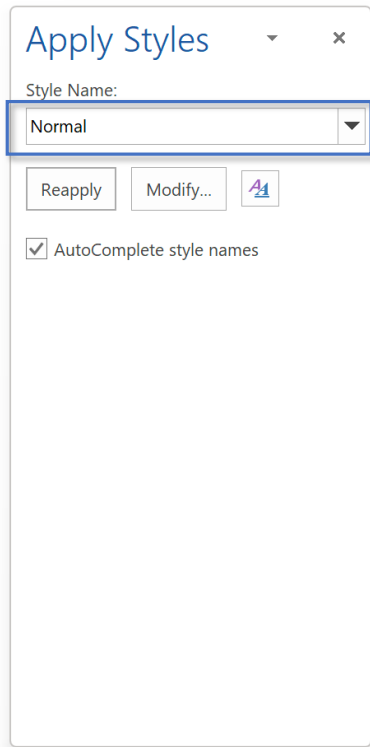
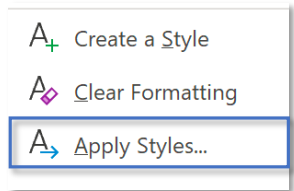
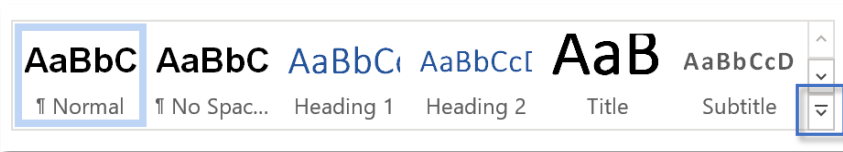


*Lặp lại thao tác đầu để xem kết quả*

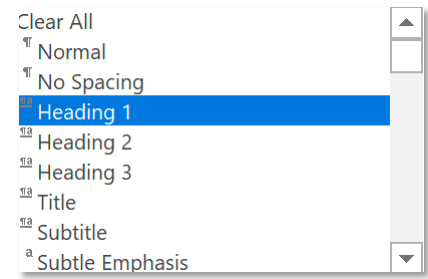


# Tab Home – Group Styles

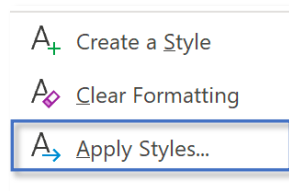
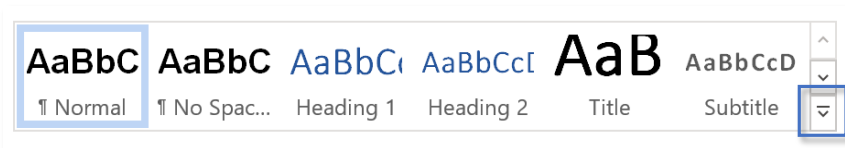
# Apply Styles



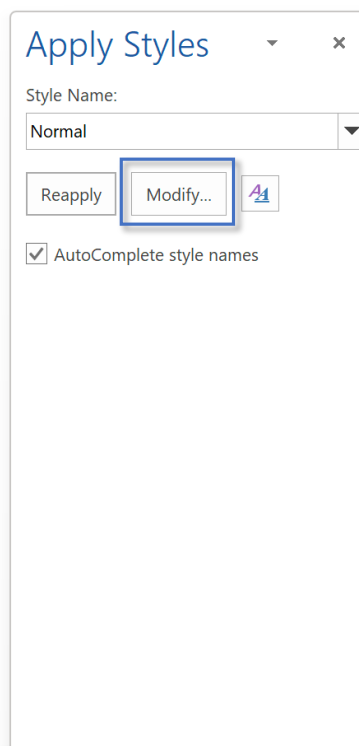
*Chứa định dạng có trong Word*



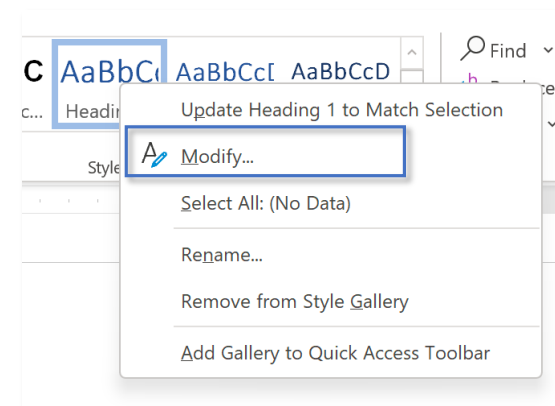
## Tab Home – Group Styles



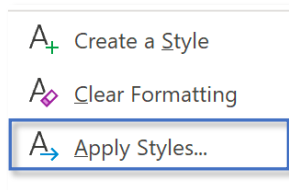
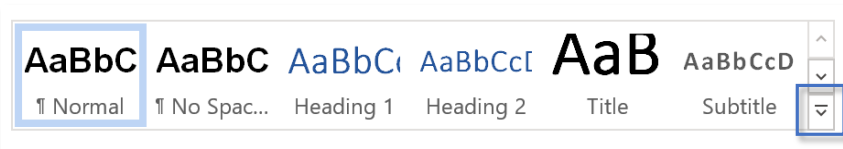
## Apply Styles



*Tương tự với thao tác right-click vào style và chọn **Modify***

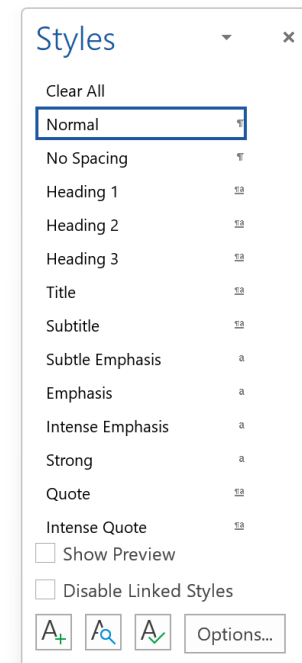
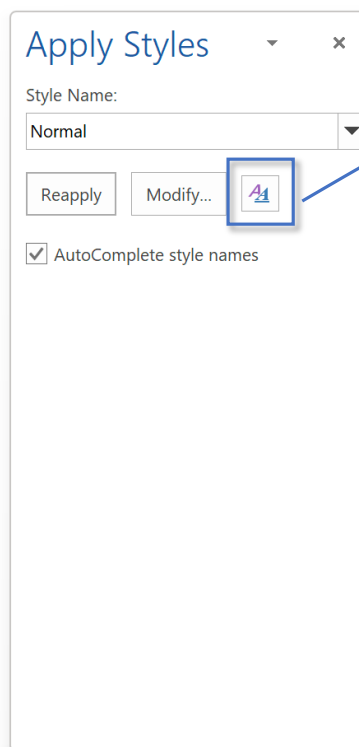


## Tab Home – Group Styles



## Apply Styles

*Tương tự thao tác mở rộng nhóm lệnh Styles*



# Tab Home – Group Styles

# Styles

Styles

- Clear All
- Normal**
- No Spacing
- Heading 1
- Heading 2
- Heading 3
- Title
- Subtitle
- Subtle Emphasis
- Emphasis
- Intense Emphasis
- Strong
- Quote
- Intense Quote

Show Preview

Disable Linked Styles

**A+** **A** **A** Options...

AaBbCcD **AaB** AaBbCcD

Heading 2 Title Subtitle

**A+** Create a Style

**A** Clear Formatting

**A** Apply Styles...



## Tạo style

Create New Style from Formatting

Properties

Name: My Style

Style type: Linked (paragraph and character)

Style based on: Title

Style for following paragraph: My Style

Formatting

Calibri Light (Headin... 28 B I U Automatic Latin

Sample Text Sample Text Sample Text  
Sample Text Sample Text Sample Text  
Sample Text Sample Text Sample Text  
Sample Text Sample Text Sample Text

Style: Show in the Styles gallery  
Based on: Title

Add to the Styles gallery  Automatically update

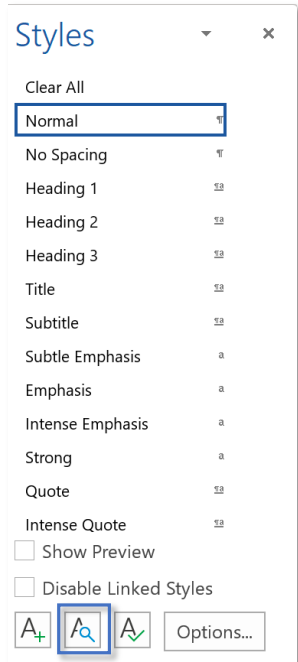
Only in this document  New documents based on this template

Format OK Cancel

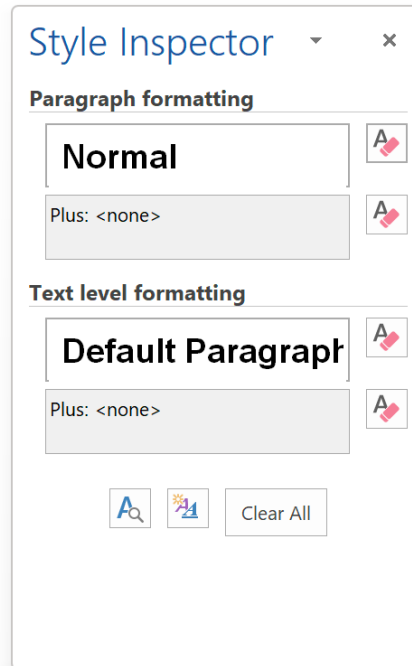
## Tab Home – Group Styles

## EXPERT

## Style Inspector



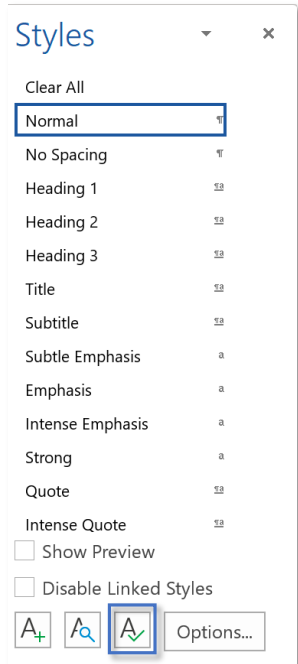
*Công cụ kiểm tra style của văn bản*



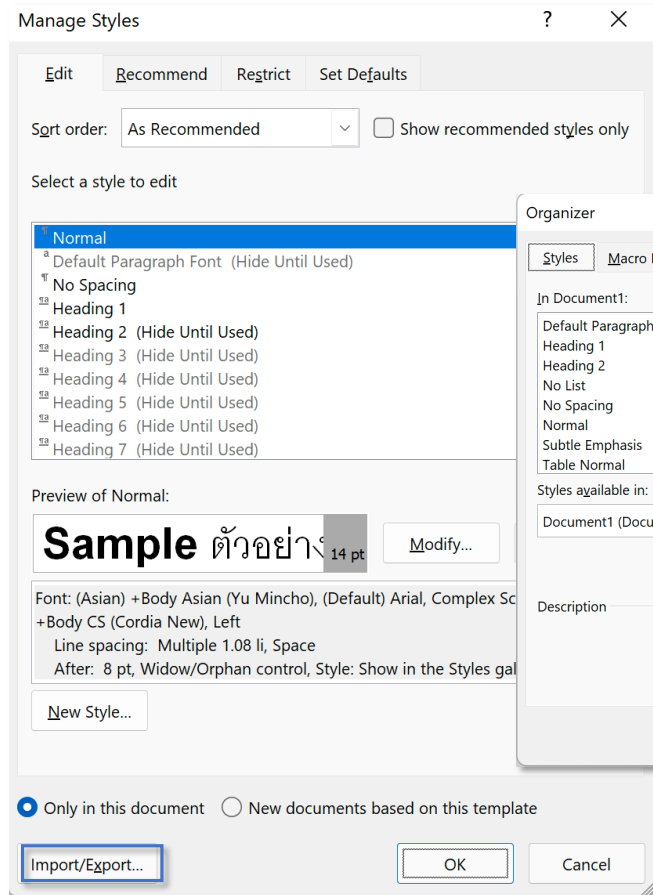
Tab Home – Group Styles

EXPERT

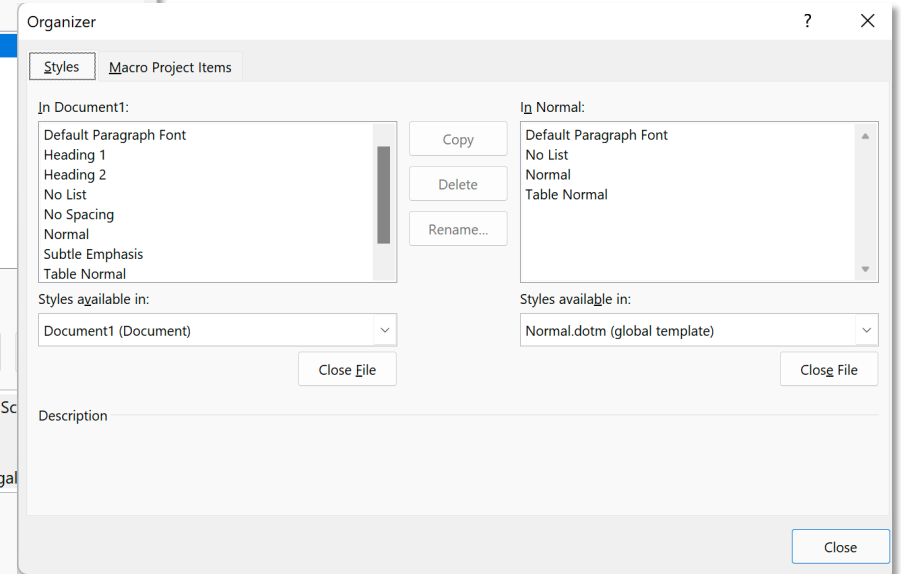
Manage Styles



Trình quản lý Styles

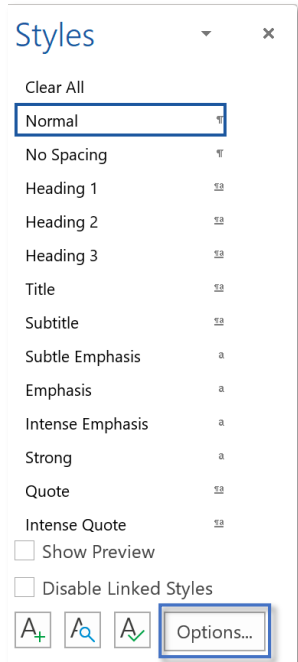


Tổ chức styles  
(xuất nhập styles với file Word khác)

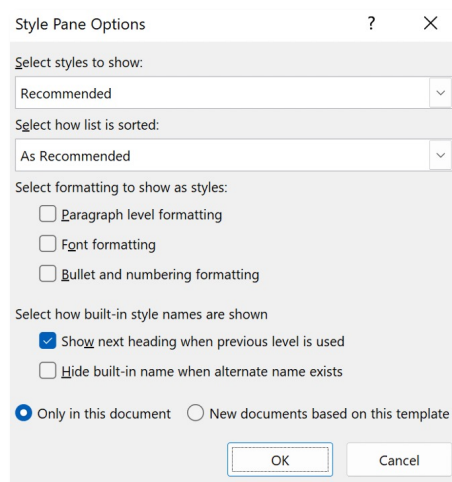




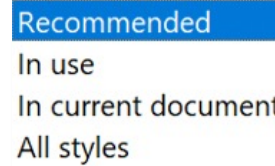
## Tab Home – Group Styles



*Các tùy chọn thiết lập hiển thị cho Style Pane*

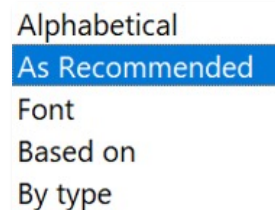


**Select styles to show** – chọn style muốn hiển thị:



**Recommended** – được đề xuất,  
**In use** – được sử dụng,  
**In current document** – trong văn bản này,  
**All styles** – tất cả style

**Select how list is sorted** – sắp xếp danh sách style theo:



**Alphabetical** – thứ tự bảng chữ cái,  
**As Recommended** – theo đề xuất,  
**Font** – font chữ,  
**Based on** – kiểu style dựa theo,  
**By type** – loại style