

Class 10 · Information Technology (402) · Part B Unit 1 · Textbook Ch 1 · CBSE 2026-27

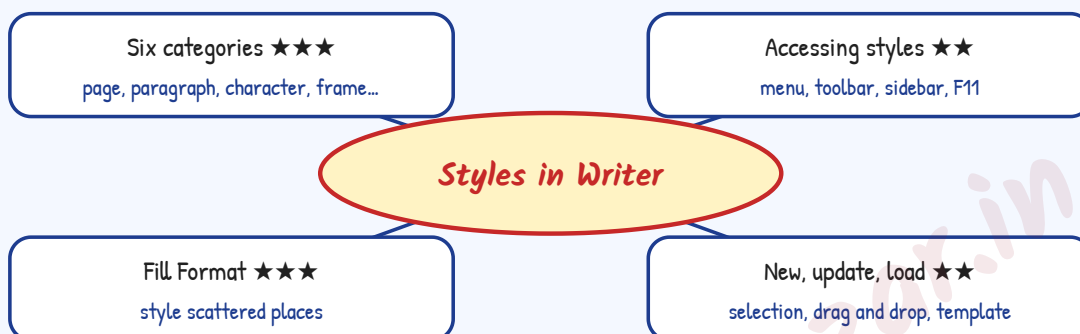
Chapter 6

Introduction to Styles



Style and its advantages · six style categories: Page, Paragraph, Character, Frame, List, Table · Styles and Formatting (F11, sidebar) · applying styles · Fill Format · creating a new style (from selection, drag and drop) · updating a style · load styles from a template or document

Chapter map (★ = asked most often in the board exam)



Syllabus and weightage

Unit 1 **Digital Documentation (Advanced)** carries **8 marks** in the theory paper (Q2: choose 5 of 6 MCQs, plus 2-mark and 4-mark questions). Styles give 1-3 MCQs every year (Styles, Fill Format, Page style, Format menu) and a 2-mark question (frame style).

★ **Exam tip:** Manual formatting must be repeated for every part and easily becomes inconsistent. A **style** saves a set of formats once and applies them everywhere; change the style and every place using it changes.

6.1 What is a style? ★★★

Definition ✎ A **style** is a collection of all formatting information (font name, size, colour, spacing, alignment, borders....) which you save and then apply to a document. It lets you apply a **group of formats at the same time** (2024 Q2).

Example: "Title style" = Bookman Old Style, size 16, bold, blue. Apply it to every title; to change all titles later, just update the Title style.

Advantages of styles over manual formatting

- **Consistency**: the same look everywhere in the document.
- **Saves time and effort**: format once, apply many times.
- **Easy to change**: update the style and every part using it changes automatically.
- Lets you focus on **content** instead of appearance.
- Heading styles act as **bookmarks** for browsing and are used to build a Table of Contents.

When manual formatting is better: a one-time change in a short note; highlighting a single word for emphasis; a quick one-page notice.

6.2 Style categories ★★★

Writer provides **six** style categories:

Category	Used for
Page	basic page layout: page size, margins , placement of header and footer , footnotes, borders, background (2026 Q2). A document can have one or many page styles; otherwise the Default page style is used.
Paragraph	a paragraph (begins and ends with Enter): tab stops, alignment, line spacing, borders; usually includes character attributes too
Character	a block of letters/words inside a paragraph: text colour, size, highlighting, emphasis, without affecting the rest
Frame	frames organise a page into sections with different appearance; frames are containers holding text, graphics and lists; frame style sets size, position, border and how text wraps around (2025 Q11)
List	numbered or bulleted lists; bullet type, number format
Table	borders, text/border colours, alignment inside cells, patterns

6.3 Styles and Formatting ★★

Predefined styles can be accessed in four ways:

1. **Styles** option from the **menu bar** (in older versions: **Format** → Styles and Formatting; 2024 Q2).
2. **Set Paragraph Style** drop-down list on the Formatting toolbar (View → Toolbars → Formatting if hidden); it shows the current paragraph style.
3. **Sidebar** → Styles icon (Style sub-menu).
4. Keyboard shortcut **F11**.



Buttons at the top of the Styles deck (sidebar)

Clicking a category button lists its styles; **Show Previews** at the bottom shows each style's look. A filter drop-down at the bottom (default **Hierarchical**) controls which styles appear.

Applying a style

1. Select the text (characters, words, lines, paragraph, page, frame or table).
2. Click the matching category button at the top of the Styles deck.
3. Double-click the desired style in the list.

Activity: select the title "Noise Pollution" → Styles → Paragraph → Headings → double-click **Heading 4**. **Page style:** Insert → Page Break, place the cursor on page 2 → Page Styles → double-click **Landscape** (applying a page style can affect the whole document).

6.4 Fill Format ★★★

Fill Format (second button from the right in the Styles deck) applies a style at **many scattered places** in a document without selecting and applying it each time: pages, frames, tables, lists, paragraphs or characters (2025 Q2, 2026 Q2).

1. Open the document; open the Styles window (F11).
2. Select the style category and the desired style.
3. Click the **Fill Format** button (the pointer changes to a paint can).
4. Click on each place where the style is needed.
5. Repeat until all places are done.
6. To quit, click Fill Format again or press **Esc**.

Situation: applying the same heading style to 20 sub-headings spread over 15 pages of a project report.

6.5 Creating a new (custom) style ★★

When predefined styles don't suit, create a **custom style**. Two methods:

(a) New Style from Selection

1. Format some text (or page, frame...) the way you want and select it.
2. Open the Styles deck; choose the category.
3. Click the **Styles action** button (last button) → **New Style from Selection**.
4. Type a name (e.g. myStyle) → OK. The new style appears in the list.

(b) Drag and drop

1. Format and select the text; choose the category in the Styles deck.
2. Drag the selected text into the Styles deck.
3. In the Create Style dialog, type a name → OK.

X Don't do this: Drag and drop **cannot** be used to create a **Page** style.

6.6 Updating a style ★★

Instead of creating a new style for a small change, modify an existing one:

1. Make the formatting change on text that uses the style and select it.
2. In the Styles deck, select the style to update.
3. Styles action button → **Update Selected Style**.

Every place using that style changes. Drag and drop can also update a custom style: drag the formatted text and choose the existing style name. Predefined styles **cannot** be updated by drag and drop.

6.7 Load styles from a template or document ★★

Copy all styles of a template or another document into the current document in one go:

1. Open the Styles deck → Styles action button → **Load Styles**.
2. In the Load Styles dialog, choose a category (e.g. My Templates) and the template.
3. Tick the style types to copy: Paragraph and Character, Frame, Page, List; tick **Overwrite** to replace existing styles with the same name.
4. Click OK. To copy from a document instead, click **From File** and choose the file.

A new document always starts with the **Default** style, shown on the status bar. The **status bar** shows page number, number of pages, word count, page style.

Summary of the Styles action button: New Style from Selection · Update Selected Style · Load Styles.

CBSE PYQs 2024–2026 (fully solved) ★★★

CBSE 2025 Ravi wants to save certain formatting features and apply them on his project report. He can use the _____ feature of Writer. (A) Styles (B) Image (C) Mail Merge (D) Preview

Ans. (A) Styles.

CBSE 2024 Which feature allows one to apply a group of formats at the same time?

Ans. Styles.

CBSE 2024 In Writer, the styles and formatting option is available under the _____ menu.

Ans. Format (in newer versions there is also a separate Styles menu; F11 opens the deck).

CBSE 2025 Shanta wants to apply the same style on headings/titles across the entire document as done at the beginning. She can use: (A) Fill Style (B) Fill Format (C) Apply Feature (D) Apply Character

Ans. (B) Fill Format.

CBSE 2026 Ramesh wants to apply a paragraph style to multiple non-contiguous sections without applying it manually each time: (A) Update Style (B) Fill Format (C) Drag and Drop (D) Load Styles

Ans. (B) Fill Format.

CBSE 2026 Style category used to define layout elements such as margins, headers and footers: (A) Paragraph (B) Page (C) Frame (D) Table

Ans. (B) Page Style.

CBSE 2025 Briefly explain the Frame style category.

Ans. Frames are like **containers** that can hold text, graphics and lists; using frames a page can be organised in sections, each with a different appearance. Frame styles format a frame by specifying its **size, position, border** and how text is placed (wrapped) around it.

Textbook exercises solved

A. MCQ 2. Styles menu (sidebar) provides options to work on: (a) Paragraph (b) Frame (c) Page Styles (d) All of the above — **(d)**.

3. Style template is: **(b)** one kind of model style. 4. Status of the document (page number, number of pages): **(a)** Status bar. 5. Access the style menu: **(d)** all of these (F11, sidebar, formatting toolbar).

B. Fill in the blanks

Ans. 1. style 2. long documents (answer key: LibreOffice) 3. consistency 4. styles 5. Heading Style 6. Default 7. objects 8. Paragraph 9. Fill Format 10. cannot

C1. What are styles? C2. Advantages over manual formatting?

Ans. A style is a saved collection of formatting that can be applied in one go. Advantages: consistency, saves time, easy global changes, focus on content, headings work as bookmarks/ToC.

C4. Steps to update a style.

Ans. Change the formatting of text using the style → select it → in the Styles deck select that style → Styles action → Update Selected Style.

C5. What are custom styles?

Ans. Styles created by the user (from selection or by drag and drop) and saved with their own name when predefined styles don't meet the need.

C6. The 11 manual steps used to format the "Introduction" paragraph: how can styles help?

Ans. Do the steps once, then save the result as a paragraph style (New Style from Selection, e.g. "IntroStyle"). For every other such paragraph just double-click the style (or use Fill Format) instead of repeating all 11 steps.

C9. Steps to load style(s) from a template.

Ans. Styles deck → Styles action → Load Styles → choose the template category and template → tick the style types (and Overwrite if needed) → OK.

Practice set

1. Name the six style categories.
2. Which key opens the Styles deck?
3. Which style category would you use to (a) make the page landscape (b) colour one word (c) add bullets (d) border a table?
4. Name the two methods to create a new style.
5. How do you stop Fill Format?
6. Which button holds New Style, Update Style and Load Styles?

Answers

- Ans.** 1. Page, Paragraph, Character, Frame, List, Table.
 2. F11.
 3. (a) Page (b) Character (c) List (d) Table.
 4. New Style from Selection; drag and drop.
 5. Click the Fill Format button again or press Esc.
 6. The Styles action button (last button of the Styles deck).

Multiple choice: 20 MCQs

1. A collection of formatting information saved with a name:
 (a) frame (b) template (c) style (d) page
2. Number of style categories in Writer:
 (a) 6 (b) 4 (c) 5 (d) 8
3. Shortcut key to open Styles:
 (a) F5 (b) F7 (c) F2 (d) F11
4. Margins, header and footer are set by:
 (a) paragraph (b) page style (c) list (d) character
5. Changing the colour of one word uses:
 (a) page style (b) character style (c) frame style (d) table style
6. Containers that hold text, graphics and lists:
 (a) lists (b) tables (c) pages (d) frames
7. Bullets and numbering are styled with:
 (a) list (b) page (c) frame (d) character
8. Applying a style at scattered places:
 (a) Load Styles (b) Update Style (c) Fill Format (d) New Style
9. Key to quit Fill Format:
 (a) F1 (b) Enter (c) Tab (d) Esc
10. Cannot be created by drag and drop:
 (a) paragraph style (b) page style (c) character style (d) list style
11. Copying styles from a template:
 (a) Fill Format (b) Update Style (c) Load Styles (d) New Style
12. Style used for every new document:
 (a) Default (b) Title (c) Landscape (d) Heading 1
13. Heading styles act as:
 (a) frames (b) bookmarks (c) images (d) footnotes
14. Main advantage of styles:
 (a) bigger file (b) slower work (c) consistency (d) more steps
15. Option to replace existing styles while loading:
 (a) Insert (b) Delete (c) Merge (d) Overwrite
16. To copy styles from a document file, click:
 (a) From File (b) From Template (c) Browse (d) Import
17. Default filter of the style list:
 (a) Hierarchical (b) All styles (c) Applied (d) Custom
18. Tab stops, alignment and line spacing belong to:
 (a) page (b) frame (c) table (d) paragraph
19. Styles created by the user:
 (a) default styles (b) custom styles (c) built-in (d) predefined
20. To show how styles look in the list, tick:
 (a) Outline (b) Zoom (c) Show Previews (d) Status bar

1 (c) · 2 (a) · 3 (d) · 4 (b) · 5 (b) · 6 (d) · 7 (a) · 8 (c) · 9 (d) · 10 (b) · 11 (c) · 12 (a) · 13 (b) · 14 (c) · 15 (d) · 16 (a) · 17 (a) · 18 (d) · 19 (b) · 20 (c)

Assertion-Reason (6)

(a) Both A and R true, R explains A. (b) Both true, R does not explain A. (c) A true, R false. (d) A false, R true.

1. A: Updating a style changes every place it is used. R: A style is a saved set of formats applied by name.
2. A: Fill Format is useful for headings spread over many pages. R: It applies the selected style wherever you click.
3. A: A page style can be created by drag and drop. R: Drag and drop works for all style categories.
4. A: Character styles change only part of a paragraph. R: Character styles work on words, not the whole paragraph.
5. A: Load Styles copies styles from a template. R: F11 opens the Styles deck.
6. A: Manual formatting is best for a 100-page report. R: Manual formatting keeps a long document consistent.

Key: 1 (a) · 2 (a) · 3 (d) · 4 (a) · 5 (b) · 6 (d)

- **Last-night summary:** style = saved collection of formats; consistency, saves time, easy update; heading styles = bookmarks.
- Six categories: Page (size, margins, header/footer), Paragraph, Character, Frame (containers), List, Table. Access: Styles/Format menu, toolbar drop-down, sidebar, F11.
- Fill Format = apply at scattered places (Esc to quit). Styles action: New Style from Selection, Update Selected Style, Load Styles (template/From File, Overwrite). Drag and drop can't make a Page style. New documents use the Default style.