Styles overview

Styles can be defined as a series of text formatting that can be applied quickly to paragraphs and characters.

As in the past, Microsoft Office Word 2007 allows you to create your own styles. Office Word 2007 also introduces Quick Styles, which make it easy for you to create a professional and well-designed document in minutes.
About formatting styles
If you are used to applying all of your formatting directly, for example, to format a heading, you can use the Bold button and the Font and Font Size boxes. Or you can use the Font and Paragraph dialog boxes, which have more options, to help you design text and set alignment and spacing.

You can do it all this way. But it is a lot of work; and what if you want to use the same formatting for another heading or even for another document?

This is where styles come in. A style is a specially packaged set of formats that are applied all at one time. The style is there for you to use again and again.

Using Quick Styles
In Microsoft Office Word 2007, you can apply a specific style quickly and easily on the Home tab in the Styles group. You can also choose a set of styles that work together to create a cohesive and attractive document designed for a specific purpose.

For example, one set of Quick Styles can include styles for several heading levels, body text, a quote, and a title. All of the style colors and formats in a single style set are designed to be used together to create an attractive and readable document.

All that you need to do is choose the Quick Style set that is appropriate for the kind of document that you are creating, and then you apply the styles from the convenient Quick Styles gallery as you create your document.

Quick Styles are sets of styles created to work together. Although a Quick Style set likely contains all of the styles that you need to build a document, you may want to add a brand new style.

Create a new Quick Style
1) Select the text that you want to create as a new style.
   a) For example, perhaps you want the word “business” always to appear as bold and red in your document.
2) On the Ribbon, click Bold and Red to format the text.
3) Right-click the selection, point to Styles, and then click Save Selection as a New Quick Style.
4) Give the style a name — for example, “business” — and then click OK.
Apply a style
Applying a style to a selection of text in Microsoft Office Word 2007 is as easy as clicking a button in the Quick Styles gallery.

1) Select the text to which you want to apply a style.
2) On the Home tab, in the Styles group, click the style that you want.
   a) For example, if you select text that you want to style as a title, click the style called Title in the Quick Styles gallery.
3) If you don't see the style that you want, click the More button to expand the Quick Styles gallery.

Note: You can see how selected text will look with a particular style by placing your pointer over the style that you want to preview.
**Change a style**

In most cases, you won’t change styles in a Quick Style set because the styles have been designed to complement one another, and it’s easier to use a different Quick Style set. But, under certain circumstances, you might want to change the attributes of a style in a Quick Style set. This can be done a couple of different ways.

**Change a style by selecting text**

1) Select text that is styled with the style attributes you want to change.
   a) For example, to change the attributes of the Heading 1 style, select text that has the Heading 1 style applied.
   b) Tip: To view the attributes of a particular style, click the Styles Dialog Box Launcher, and then rest your pointer over a style in the list.

2) Format the selected text with the new attributes that you want.
   a) For example, you might decide that you want to change the point size for the Heading 1 style from 16 points to 14 points.

3) On the **Home** tab, in the **Styles** group, right-click the style that you want to change.

4) Click **Update to Match Selection**.

   Note: All text with the style that you changed will automatically change to match the new style that you defined.

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Most topics came directly from Microsoft Word Help. Check the Help section for additional information regarding styles.
Or, change a style in the Quick Style gallery

1) On the **Home** tab, in the **Styles** group, right-click the style that you want to change in the Quick Style gallery.
   a) For example, right-click Heading 1 to change the color of the font style. To find and change more styles in the set, click the up arrow or down arrow next to the Quick Styles gallery.

2) Click **Modify** on the shortcut menu.

3) In the Modify Style dialog box, change the style any way that you want, and then click **OK**.
   a) For example, under Formatting, click the arrow next to the Color box, and then click a new font color. All instances of the style are updated automatically throughout the document.

![Modify Style dialog box](image)

Use the Modify Style dialog box to make changes to a style.

Note: at the bottom of the dialog box, if this is a style you have saved with your template, and want all future documents based on this template to reflect this change, you must select “New documents based on this template” prior to clicking OK. Otherwise, your changes will be made in the current document only.

Remove a style from the Quick Styles gallery

1) On the **Home** tab, in the **Styles** group, right-click the style that you want to remove from the gallery.

2) Click **Remove from Quick Styles gallery** on the shortcut menu.
   a) Note: Removing a style from the Quick Styles gallery does not remove the style from the entries that appear in the Styles task pane. The Styles task pane lists all of the styles in the document.
Choose a Quick Style set for a document

In Microsoft Office Word 2007, you can choose a set of styles that are designed to work together. The style colors and formats in a single style set create an attractive and readable document.

All you have to do is choose the Quick Style set that is appropriate for the document that you are creating and then apply the styles from the convenient Quick Styles gallery while you create your document. You can also apply a different Quick Style set at any time.

Choose a Quick Style set to apply to a blank document

When you start to work on a new document, you can choose from several predesigned Quick Style sets, such as Modern. Each Quick Style set may include styles for several heading levels, body text, quotes, and titles that are designed to work together in a single document.

1) Create a new blank document.
2) On the **Home** tab, in the **Styles** group, click **Change Styles**, and then point to **Style Set**.

3) Click a Quick Style set, such as Modern.
   a) The gallery of Quick Styles changes to reflect the Quick Style set that you clicked. You can then use all of the styles in the gallery to build your document.
   b) Tip: You can see how a Quick Style set will look in a document by pointing to a Quick Style set without clicking it. When you click the Quick Style set, it is applied to the document.

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Create a Quick Style set

Although a Quick Style set likely contains all of the styles that you need to build a document, you may want to add a brand-new style or change a few of the styles in a Quick Style set to reflect your document style preferences. After you add or change styles, you can save the new style combination as a custom Quick Style set with a different name.

1) Any Quick Style set can be displayed at this point - Add any styles you wish to display in the new Quick Style set.
2) Remove any styles you do not want to display in the new Quick Style set.
3) On the Home tab, in the Styles group, click Change Styles, and then point to Style Set.
4) Click Save as Quick Style Set.
5) In the Save Quick Style Set dialog box, type a name for your new Quick Style set, and then click Save.
6) To view the new Quick Style set, click Change Styles in the Styles group, and then point to Style Set. The new Quick Style set appears in the list so that you can apply it to a document at any time.

Make a Quick Style set the default for all blank documents

You can choose from any of the built-in Quick Style sets when you create a new document. You can also make any Quick Style set the default set when you open a blank document.

1) Create a new blank document.
2) On the Home tab, in the Styles group, click Change Styles, and then point to Style Set.
3) Click the Quick Style set that you want.
4) The gallery of Quick Styles changes to reflect the new Quick Style set and the current theme, which includes fonts, colors, and effects.
5) On the Home tab, in the Styles group, click Change Styles, and then click Set as Default.

Removing styles from the Normal template

Once a style is created, you can remove it from any gallery, but it still remains part of the Normal template. To keep styles under control, delete any styles you will not use again.

1) Open the Normal template
   a) Open / Choose “Templates” from the “Favorites” section of the Open dialog box / double click “Normal.dotm”
   b) If you do not see “Templates” in the Favorite section, the default location of the Normal template is: C:\users\username\AppData\Roaming\Microsoft\Templates
      i) This is normally a hidden folder. If you do not see any of the folders listed, change your View settings under Folder and Search Options within Windows Explorer (Organize button).
2) Display the Styles pane, if necessary
3) Hover over the name of your style – do not click the name – click the down pointing arrow / choose to delete the style, or revert it back to a previous style / confirm the deletion.
4) Close the Normal template.