
Using Styles in Word 2007

Find Word 2007 styles under the **Home** tab on the Ribbon.

Word styles help make a document's formatting consistent. And, if you save your carefully drawn styles as a **style set**, you can use them to create a series of documents with the same look.

Five styles display by default in the ribbon bar, but clicking the down arrow reveals more, and clicking the bottom arrow reveals all of them. Clicking the small arrow on the far right-hand side of the Styles area opens the Styles dialog box, where you can select from a list of styles.

PREVIEWING STYLES

Try it! Select some text, and then hover your cursor over any style icon without clicking. The currently selected text or the paragraph at the current cursor location temporarily changes to that style to show you how it would look.



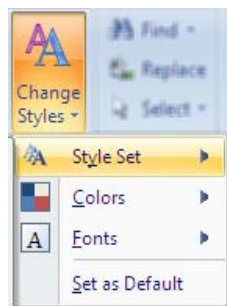
If you like what you see, click the style icon.

You can always Undo (use the Undo icon beside the Office button or Control-Z).

TWO REASONS TO USE STYLES

1. The most important styles are **HEADINGS** (numbered 1 to 9 in the style presets) and **NORMAL**—the settings for most of your information and the first listed style. Using headings intelligently helps your readers scan and understand your document quickly. Headings show how you've organized your material and what you think is important. If every line uses the same size and weight of the same font the result is a mass of grey text that tires the eye and dulls comprehension. *By bringing headings up front, Word tries to help you make your work more readable.*
2. And, styles produce consistency—but why is that important? If you, say, sometimes use bold headings and sometimes not, or switch from a serif to a sans-serif typeface arbitrarily, your readers will be distracted by questions like “Is this a heading or just a comment?” or “Why is the font different here?” *Consistent formatting comforts readers and allows them to concentrate on content.*

STYLE ADVANTAGES IN WORD 2007



If you use built-in headings and other styles, you can take advantage of Word's new ability to preview and change the look of your entire document. On the ribbon's Home tab, click **CHANGE STYLES**.

Your choices are **STYLE SET** (versions of all the standard styles with different colors, fonts and settings), **COLORS** (changing the palette), and **FONTS** (different font combinations).

Click a Change Styles choice and then **hover your cursor** over the options to see a preview of how your document would look with that choice. If you don't want to change, just move the cursor away. If you want to actually change to one of the options, click it and the document changes to that preset.



Remember, you can always undo the change by pressing the undo icon beside the Office button (Quick Launch toolbar) or by using the keyboard shortcut Control-Z.

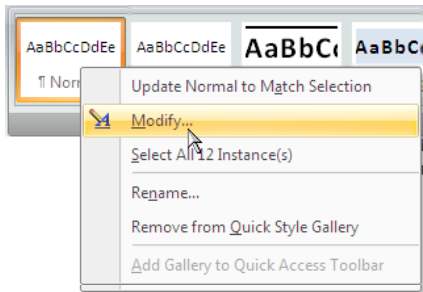
APPLYING STYLES

To apply a preset style (one already listed in the ribbon's style list):

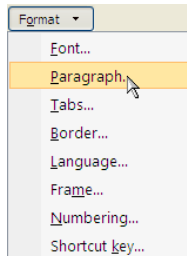
- Click a style and then type, or highlight text and click the style icon to apply it.
- For already typed text, you can preview a style before applying it: click inside a paragraph and hover your cursor over a style icon to have the entire paragraph take on that style's attributes.

CHANGING INDIVIDUAL STYLES

Alter styles by right clicking (control-clicking on a Mac) on the style name and choosing **Modify**



The **Modify Style** window opens. In the Modify Style window, you have control over many elements of the style, including font types and color, size and emphasis, justification, paragraph spacing, indents, and more.



For even more control, the **Format button** at the bottom of the Modify Style window gives you access to more detailed formatting dialog boxes. Here you can modify many aspects of a style so that you can create really professional-looking documents.

Once you've:

- Modified the style and
- Accepted the modification by clicking OK

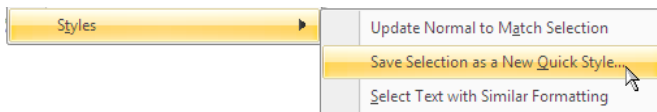
—all text in that style within that document takes on the modified attributes of the style. Not only does this save a great deal of time, it gives you perfect consistency.

MAKING A STYLE REUSABLE

When you modify a style, you can choose to make it available in other documents. Here are two methods:

1: Quick Styles:

1. Format text or paragraphs as you want.
2. Highlight the formatted text and right click (control-click on a Mac).
3. Click **Save Selection as a New Quick Style**

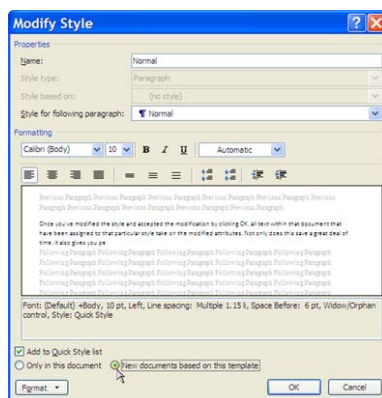


4. Type in a name and click **OK**

The new style's icon appears in the Styles group on

the Home tab

2: Modifying the template:



All new documents are based on the Normal template. If you modify or add a style to the template, it will be available in the future (Caveats: only on the one computer under your login).

1. Add or modify a style
2. Right click (control-click on a Mac) the style's icon on the Home tab
3. Click to choose Modify to open the Modify Style window

At the bottom of the Modify Style window, click the box beside **Add to Quick Style list** and also the circle beside **New documents based on this template** and then click **OK**

Now the style will be part of your Normal template for new documents

SAVING STYLE SETS

You can create different **groups** of styles and save them as **style sets** for later reuse. Once you have the styles you want for a particular type of document, click the **Change Styles** icon on the Home tab. Then click **STYLE SET → SAVE AS QUICK STYLE SET** and name your set. Then you can make documents have a consistent look by choosing your Style Set after you open a new document. Your set appears as one of the **Change Styles** icon's Style Set choices.