

Word 2007 Styles Group

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Word 2007 Styles Group

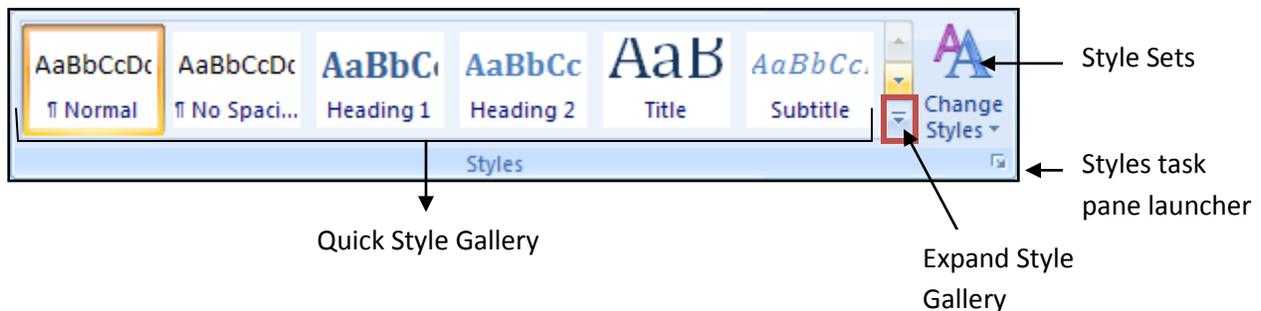
Overview

Styles are a packaged set of formats that can be applied to a document at once. In short styles are an easy way to format a document. The grouped styles are there for convenience, put together specific formatting, give it a name, and you have created a style. You can also design styles for specific documents. The benefit to using styles is creating a cohesive look in a particular document without having to select font and paragraph options.

In 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.

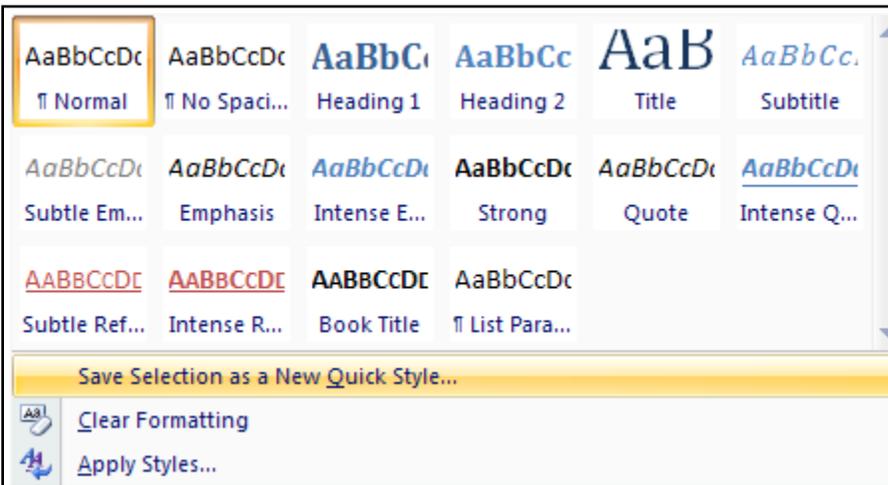
If you later decide that you want headings to have a different look, you can change the Heading 1 and Heading 2 styles, and Word automatically updates all instances of them in the document. You can also apply a different Quick Style set or a different theme to change the look of the headings without making changes to the styles.

Where are styles located?



The Style options are located on the Home tab, on the far right of the ribbon. The first options that are visible are the Quick Style Gallery options. To view the options by row use the scroll key  or select the  button to view all gallery options at once (as shown below).

Other options



Save Selection as a New Quick Style allows you to save a particular formatting as a new style in your Quick Gallery. ***Remember the Quick Gallery is the first few styles you see on the Home Tab Ribbon.

Clear formatting allows you the ability to remove formatting from a particular section. To remove formatting simply place your cursor in the text and select clear formatting.

Apply Styles provides a dialogue box several style options. Select a style from the drop down menu and it will be applied the selected area. Also, note that you can modify a style or select the Styles button



to view all options in the gallery.

Style Types

Paragraph styles

In this scenario, if you select a paragraph and then apply the Alert style, all the text in the paragraph is formatted as bold and red, but nothing else about the paragraph changes. However, if you select the paragraph and then apply the Headline style, the text become bold and red, extra space is inserted before the paragraph, and the paragraph is centered between the left and right margins.

Character styles

Affects the styles for a specific set of characters, this includes font, font size, color, super/subscript, underscore, and other options located on the font menu. Word includes several built-in character styles, such as Emphasis, Subtle Emphasis, and Intense Emphasis. Each of these built-in styles combines formatting, such as bold, italic, and accent color, to provide a coordinated set of typographic designs. For example, applying the Emphasis character style formats text as bold, italic, in an accent color.

*Keyboard shortcut
Ctrl+Shift+S opens the
Apply Styles task pane.
This allows you to select,
apply, and modify a style.*

To apply a character style, you select the text that you want to format, and then you click the character style that you want.

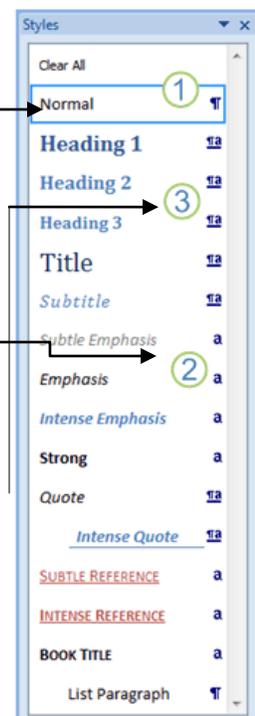
1. Click in the word you want to format.
2. Mouse over the Quick Styles to see a preview of the formatting in your document. When you point to a character style, only the word where you clicked is formatted. When you point to a paragraph style or a linked style, the entire paragraph is formatted. Click the character style that you want to use.
3. The word that you selected is formatted with the characteristics of the style that you chose.

Styles Task Pane

1 Paragraph styles are marked with a paragraph symbol: ¶. You can see the paragraph symbol in the Quick Style gallery as well as in the Styles task pane. Click anywhere in a paragraph to apply the style to the entire paragraph.

2 Character styles are marked with a character symbol: a. Click anywhere in a word to apply the style to the entire word. Or you can select more than one word to apply the style to more than one word.

3 Linked styles are marked with both a paragraph symbol and a character symbol: ¶a. Click anywhere in a paragraph to apply the style to the entire paragraph. Or you can select one or more words to apply the style to the words that you selected.



You can tell the difference between a paragraph style or a character style by looking at the styles task pane (preview mode). A ¶ symbol means a paragraph style will be applied. A ¶a symbol means that a character style will be applied

Linked styles

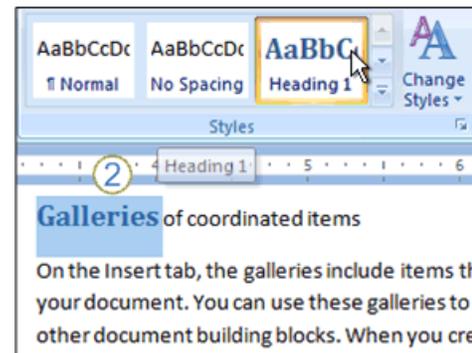
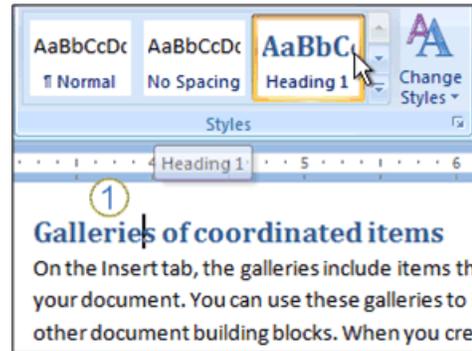
A linked style behaves as either a character style or a paragraph style, depending on what you select. If you click in a paragraph or select a paragraph and then apply a linked style, the style is applied as a paragraph style. However, if you select a word or phrase in the paragraph and then apply a linked style, the style is applied as a character style, with no effect on the paragraph as a whole.

For example, if you select (or click in) a paragraph and then apply the Heading 1 style, the whole paragraph is formatted with the Heading 1 text and paragraph characteristics.

However, if you select a word or a phrase and then apply Heading 1, the text that you selected is formatted with the text characteristics of the Heading 1 style, but none of the paragraph characteristics are applied.

1 *When you select or click in a paragraph and apply a linked style, the style is applied to the whole paragraph.*

2 *When you select a word or phrase and apply a linked style, the style is applied only to the selected text.*



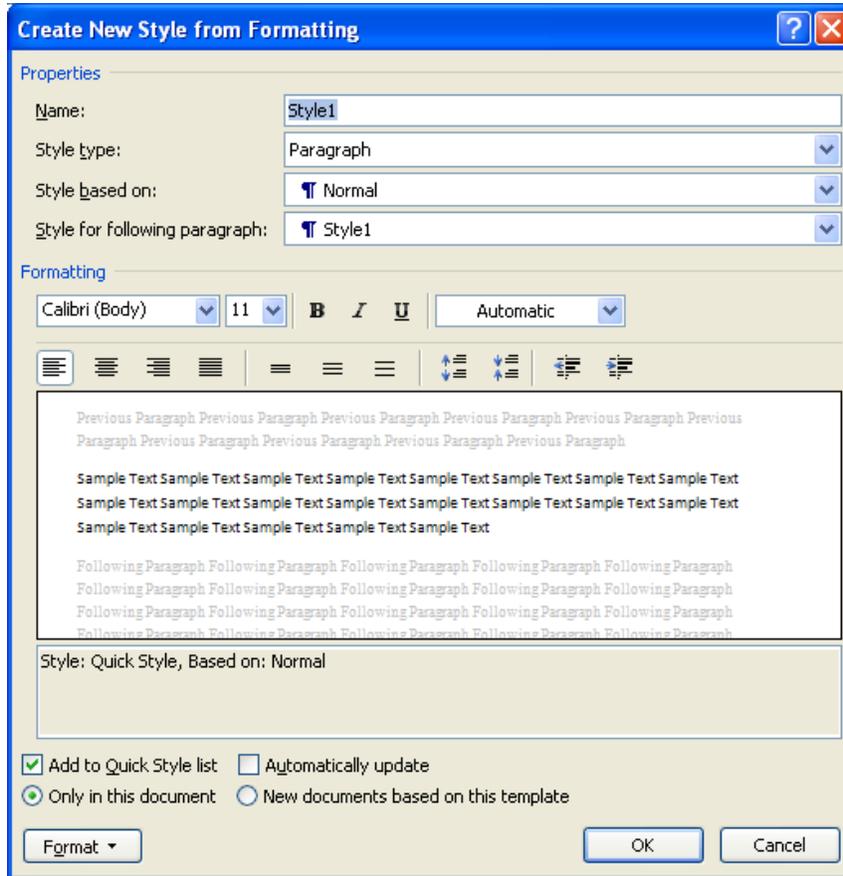
Using Styles

Apply a style

There are several ways to apply styles, but the easiest is to select the text you want to apply a style to and select the appropriate style from the gallery or the apply styles dialogue box. The key is to think through what you have laid out on the screen. For example if you type in a heading consider using style type Heading 1 or 2.

Create or modify a Style

To create a new style click the New Style button located on the styles menu. Next, select the options that you would like to have



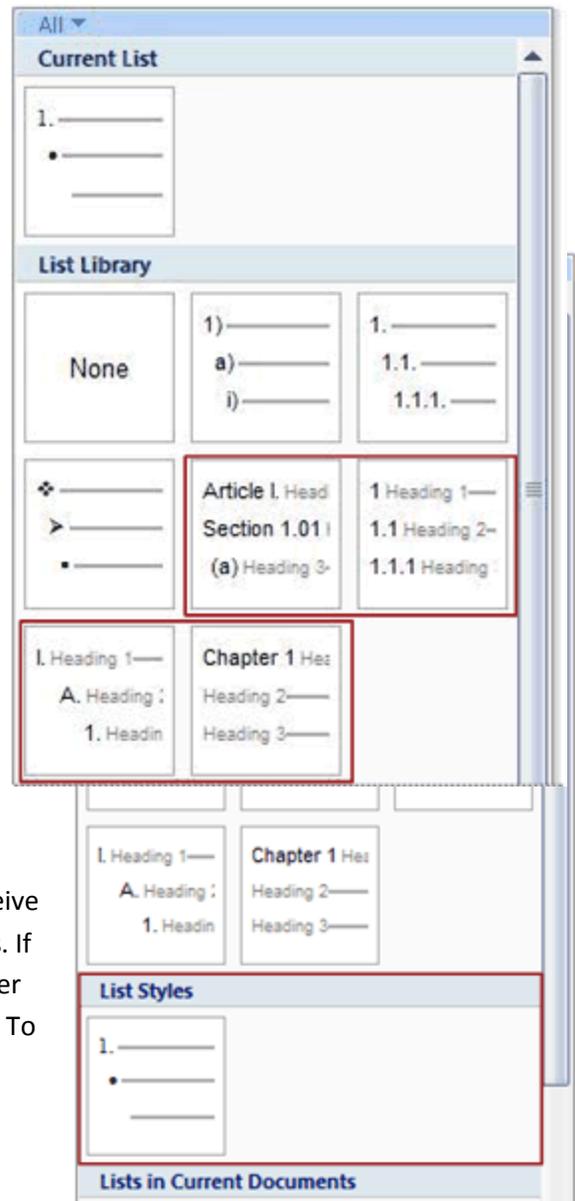
List styles

A list style applies characteristics for formatting a list. A list can include levels of hierarchy, like an outline, that can be indicated by indentation and numbering schemes. For example, level one in a multilevel list can be aligned against the margin and can begin with an Arabic numeral followed by a period. Level two can be indented slightly from the margin and can begin with a lowercase alphabetical character followed by a closing parenthesis.

A list style can define formatting for as many as nine levels of a list. The formatting scheme can include paragraph indentation for each level of the list, any label text (such as, "Item" or "Chapter"), and the numbering or bullet characters to use in the list.

Unlike the other types of styles (paragraph, character, linked, and table), predefined list styles are not available when you first create a document in Word.

NOTE A document may contain list styles if you receive it from someone who created his or her own list styles. If your document contains list styles, they are listed under the **List Styles** heading in the gallery of multilevel lists. To see that gallery, click **Multilevel List** in the **Paragraph** group on the **Home** tab.



List Library

Instead of predefined list styles, Word provides several multilevel list templates, which are displayed under the **List Library** heading in the gallery of multilevel lists. These preformatted designs can be applied to lists in your document, and they can also serve as a handy starting point for creating your own list styles.

Consider creating your own list style when you want to do the following:

Change list formatting consistently throughout your document After list styles are defined and applied, they can be changed. The changes affect all instances where the list style is used in the document.

Use complex list formatting that varies from one multilevel list design to another List styles provide great flexibility, and each one is named separately, which makes it easier to distinguish among them in the list of list styles.

Apply formatting to a multilevel list by using a keyboard shortcut You can assign keyboard shortcuts to list styles that you create, but not to the preformatted multilevel list templates.

TIP If you use the built-in heading styles in your document (Heading 1, Heading 2, and so on), you can use multilevel list templates to apply a numbering scheme to your headings. For example, to number headings so that top-level headings (Heading 1 paragraphs) are numbered 1, 2, 3, second-level headings (Heading 2 paragraphs) are numbered 1.1, 1.2, 1.3, and so on, you click in the first Heading 1 paragraph, and then under **List Library** you click **1 Heading 1, 1.1 Heading 2, 1.1.1 Heading 3**. Multilevel list templates that number headings are marked in the list gallery with **Heading** in gray text.

Create your own list style

The easiest way to create a list style is to start with one of the preformatted multilevel list templates.

1. Select the list that you want to format.
2. On the **Home** tab, in the **Paragraph** group, click the arrow next to **Multilevel List**.
3. Under **List Library**, click the design that most closely matches how you want your list style to look.
4. Click **Multilevel List** again, and then click **Define New List Style**.
5. Make any modifications you want to the preformatted design.
6. In the **Name** box, type a name for your list style.

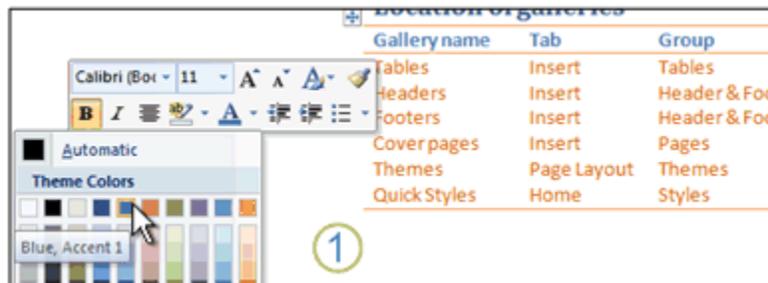
If you want your list style to be available for all new documents that you create, click **New documents based on this template**.

Table styles

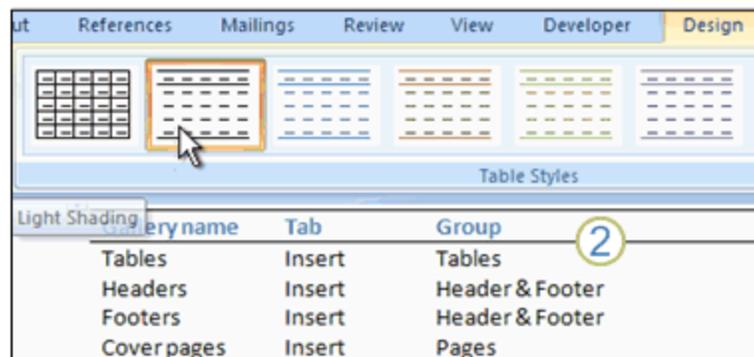
A table style provides a consistent look to borders, shading, alignment and fonts in tables.

To apply a table style, you select the table that you want to format, and then you click a table style from the gallery of table styles on the **Design** tab, on the **Table Tools** contextual tab. Within a table cell, you can use styles and direct formatting to format the content of the cell. Formatting that you apply this way overrides the formatting that comes from the table style.

In other words, if you use a style or direct formatting to format the content of a table cell and then you switch to a different table style, the content that you formatted with the style or direct formatting is not updated to match the new table style.



1 You can apply formatting to the content of a table, such as changing the header row to blue.



2 When you switch to a different table style, the header row remains blue.

TIP You can change the selection of table styles in the gallery by selecting or clearing check boxes in the **Table Style Options** section on the **Design** tab, before you open the gallery of table styles. For example, if your table has no header row, and you don't want rows to alternate shading, clear the **Header Row** and **Banded Rows** check boxes. When you open the gallery of table styles, you see previews that do not include formatting for header rows or banded rows.

Add a style

You can create a new style and add it to the Quick Styles gallery, or you can add a style that does not appear in the Quick Styles gallery but that you use often.

1. Select the text that you want to create as a new style.
2. For example, perhaps you want the words **Business Fact** to always appear as a red Heading 1 in your document.
3. On the Mini toolbar that appears above your selection, click **Heading 1** and **Red** to format the text.
4. Right-click the selection, point to **Styles**, and then click **Save Selection as a New Quick Style**.
5. Give the style a name — for example, **Business Fact** — and then click **OK**. The style that you created appears in the Quick Styles gallery with the name that you gave it, ready for you to apply whenever you type the words Business Fact, or whenever you want to format any text as Bold, Red, and Heading 1.

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.

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.

Styles, Quick Style sets, and themes

When you use styles to format your document, the style definitions interact with Quick Style sets and theme settings to provide many combinations of cohesive, professional-looking designs.

After you apply styles, you can quickly change the look of the document to suit your needs by choosing the Quick Style set that you like. You can refine the look of the document even more by selecting a theme that you like. Within the Quick Style and theme parameters, you can also fine tune adjustments to the color and font schemes.

If you have not paid much attention to styles in previous versions of Word, you may appreciate the ease with which you can use the Quick Style sets and themes to quickly overhaul the look of your entire document.

However, if you are familiar with using styles in previous versions of Word, you may be surprised to see formatting in a particular paragraph change, depending on the Quick Style set, theme, color scheme, or font scheme.

Quick Style sets, themes, and color and font schemes still leave you in control, but they provide a great deal of flexibility, as well as some powerful tools for document design. The key is in understanding how they fit together.

Quick Style

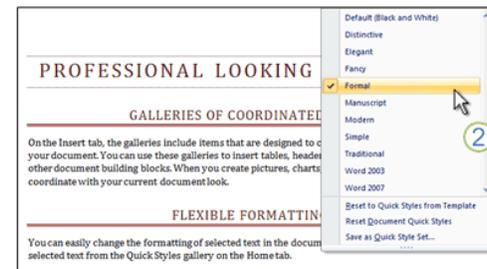
Previous versions of Word included a set of built-in styles that were designed to look good together. But it was only one set. If you wanted headings to be centered in some documents but aligned on the left margin in others, you either used separate templates or you created separate styles for each kind of formatting.

You can see the effect of a Quick Style set by pointing to the various style sets before you click one. On the **Home** tab, in the **Styles** group, click **Change Styles**, point to **Style Set**, and then point to the various style set names.

1 A document with the Word 2007 style set applied. Title, and Heading 1 styles are used to format the title and headings.



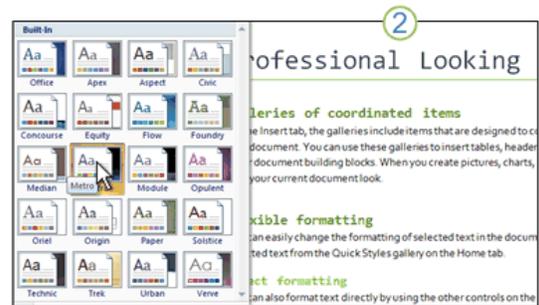
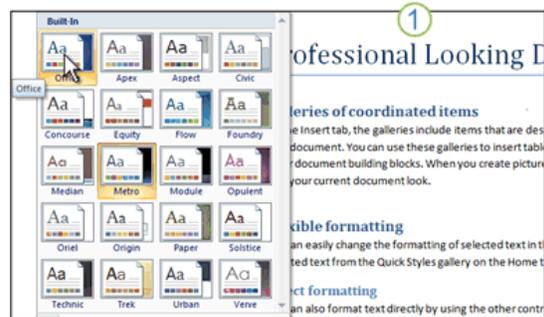
2 The same document, using the same Title and Heading 1 styles, looks very different when the Formal style set is applied.



Themes

When you apply a theme, you simultaneously apply a font scheme, a color scheme, and a set of graphic effects. The font scheme and color scheme from the theme are carried over into the Quick Style sets.

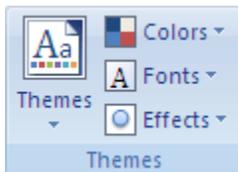
For example, if the Office theme (the default theme) is applied to your document, all of the Quick Style sets use Cambria for headings, Calibri for body text, and the Office color scheme. If you switch to the Metro theme, all of the Quick Style sets — and the text in your document — switch to Consolas for headings, Corbel for body text, and the Metro color scheme.



1 A document with the Office theme applied.

2 The same document with the Metro theme applied switches to a different font set and color scheme.

To apply a theme, click **Themes** in the **Themes** group on the **Page Layout** tab.



You are not required to apply a theme wholesale. You can apply the font scheme and color scheme that you want independently.

For example, if you like the color scheme and graphical effects of the Civic theme, but you don't want to use Georgia as the font for headings and body text, you can apply a different font scheme. On the **Home** tab, in the **Styles** group, point to **Change Styles** and then point to **Fonts**.

Professional Looking Documents

Galleries of coordinated items

On the Insert tab, the galleries include items that define the overall look of your document. You can use these galleries to change the look of your document, including headers, footers, lists, cover pages, and other elements. When you create pictures, charts, or diagrams, they also inherit the document look.

Flexible formatting

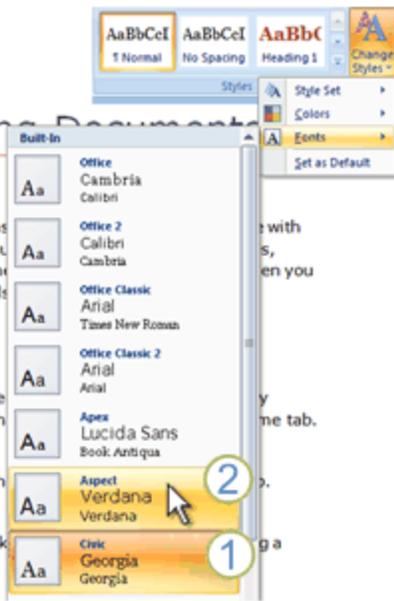
You can easily change the formatting of selected text by choosing a look for the selected text from the gallery.

Direct formatting

You can also format text directly by using the formatting options in the ribbon.

Thematic look

Most controls offer a choice of using the look that you specify directly.



1 The Civic theme uses a red color scheme for headings and uses Georgia as the font for headings and body text.

2 The Civic theme is still in effect, but its font scheme is overridden by applying the font scheme from the Aspect theme. Verdana is now used for headings and body text.

Similarly, if you like the font scheme and the graphic effects of a theme, but you prefer to use different colors, you can apply a different color scheme. On the **Home** tab in the **Styles** group, point to **Change Styles**, and then point to **Colors**.

Similarly, if you like the font scheme and the graphic effects of a theme, but you prefer to use different colors, you can apply a different color scheme. On the **Home** tab in the **Styles** group, point to **Change Styles**, and then point to **Colors**.

1 The Civic theme uses a red color scheme for headings and uses Georgia as the font for headings and body text.

2 The Civic theme is still in effect, but its color scheme is overridden by applying the color scheme from the Office theme. Blue is now used for headings.

Galleries of coordinated items

On the Insert tab, the galleries include items that are coordinated with the look of your document. You can use these galleries to change the look of pages, and other document building blocks. When you change a gallery, they also coordinate with your current document look.

Flexible formatting

You can easily change the formatting of selected text by using the Quick Styles gallery on the ribbon. The selected text from the Quick Styles gallery on the ribbon.

Direct formatting

You can also format text directly by using the other controls on the ribbon.

Thematic look

Most controls offer a choice of using the look from the current theme or specifying directly.



Applying custom font choices

Applying a theme or a font scheme defines font choices for headings and body text that are designed to go together. The font choices stay in effect regardless of which Quick Style set you choose, until you switch to a different theme or font scheme.

If you want to specify that text be displayed in a particular font regardless of the theme or font scheme, [create a custom style](#). Or you can use direct formatting by selecting the text and applying the font that you want.

NOTE If you don't want the font to update to reflect updates to the theme or font scheme, be sure to format the text with a font whose name is not followed by **(Headings)** or **(Body)**. These are listed as **Theme Fonts** in the gallery of fonts.

1 The fonts that you select among the **Theme Fonts** will be updated to a different font scheme if you apply a different theme or font scheme to the document.

2 Click a font among the **Recently Used Fonts** or **All Fonts** to quickly apply a font that is not subject to changing the theme or font scheme.



Applying custom color choices

You can apply a color scheme that is designed as a coordinated set of colors. When you define the color of text, you can choose one of the theme colors, or you can select from a range of standard and custom colors.

If you choose a theme color, the color might change if you switch to a different color scheme or theme. However, if you choose a standard or custom color, text is displayed in that color regardless of the color scheme or theme that you apply to the document.



1 Colors that you select from the **Theme Colors** are updated to a different color scheme if you apply a different theme or color scheme to the document.

2 Colors that you select from the **Standard Colors** are not changed even if you apply a different theme or color scheme to the document.

3 Click **More Colors** to select from a wide array of color choices. These colors also are not changed even if you apply a different theme or color scheme to the document.

Palettes of choices for applying layers of formatting

Let's put all these formatting choices together. Think of themes as palettes that provide font and color schemes, and Quick Style sets are like collections of brushes that you use to apply formatting to your document. The palettes are labeled things like Office, Apex, and Aspect. The brush collections are named things like Word 2007, Manuscript, and Traditional. Each brush collection is prestocked with brushes named Normal, Heading 1, Emphasis, and so on.

When you apply brush strokes (styles) to your document, Word applies the formatting in layers. Each layer overrides the previous layer, providing an increasing degree of fine-tuning and a decreasing degree of flexibility.

The bottom layer is the Normal paragraph style. Text formatted as Normal can automatically change its appearance when you switch themes or Quick Style sets. The top layer is direct formatting. If you select a word and apply the standard red color to it, the word remains red no matter what theme, Quick Style set, or style you apply to it.

NOTE You can see the layers of formatting by using the Style Inspector. On the Home tab, in the Styles group, click the Styles Dialog Box Launcher. At the bottom of the Styles task pane, click Style Inspector.

Customized styles

If you want formatting choices that are not available from the built-in styles, Quick Style sets, and themes, you can create custom styles to suit your needs.

The easiest way to create a custom style is to modify a built-in style and then save it as a new style.

For example, you might want to format a paragraph of quoted material with a half-inch indent from the left and right margins, single spaced. There is no built-in style to accommodate this, but you can create a custom style by doing the following:

1. Click in the paragraph you want to format.
2. On the **Home** tab, click the **Paragraph** Dialog Box Launcher.
3. In the **Indentation** section, type **0.5"** in the **Left** and **Right** boxes.
4. In the **Spacing** section, in the **Line spacing** list, click **Single**.
5. Click **OK**.
6. Right-click in the paragraph, point to **Styles**, and then click **Save Selection as a New Quick Style**.
7. In the **Name** box, type a name for the style, such as **Block quote**.

If you want the style to be included in the gallery of styles on the **Home tab, and if you want the style to be a [linked style](#), click **OK**.

If you don't want the style to be included in the gallery, or if you want the style to be either a [paragraph](#) or a [character style](#), click **Modify and do one or both of the following:

1. At the bottom of the dialog box, clear the **Add to Quick Style** list box.
2. In the **Style type** list, click **Paragraph** or **Character**.

If you switch to a different Quick Style set, you may need to adjust the settings of your custom style. In the example here, if you create the Block quote style while the Word 2007 Quick Style set is applied, and then you switch to the Traditional Quick Style set, you can change the Block quote style to remove the first-line indentation that the Traditional Quick Style set introduces. To change a style, do the following:



1. On the **Home** tab in the **Styles** group, right-click **Block quote**, and then click **Modify**.
2. Click **Format**, and then click **Paragraph**.
3. In the **Indentation** section, in the **Special** list, click **(none)**.

The more characteristics that you specify for the style, the less the style is affected by switching Quick Style sets or themes.