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Word 2007 – Styles



Using Styles

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Using the Quick Style Gallery

A style is a saved set of formatting options. For example, you may have particular text that you want to use for major headings, minor headings, and sub-headings. Microsoft Word allows you to save this formatting and apply it over and over again, saving you tons of time and ensuring that your document remains consistent.

Microsoft Office Word 2007 has taken this feature and gone a step further. It offers 11 Quick Style sets, each with distinctive formatting. It also offers font sets and color schemes so that you can mix and match to produce a document that really reflects you.

Understanding Styles

There are several types of styles:

Character ()

These styles can be applied to individual characters.

Paragraph ()

These styles must be applied to entire paragraphs.

Linked Paragraph and Character ()

Contains both a paragraph style and a character style that are linked.

Table

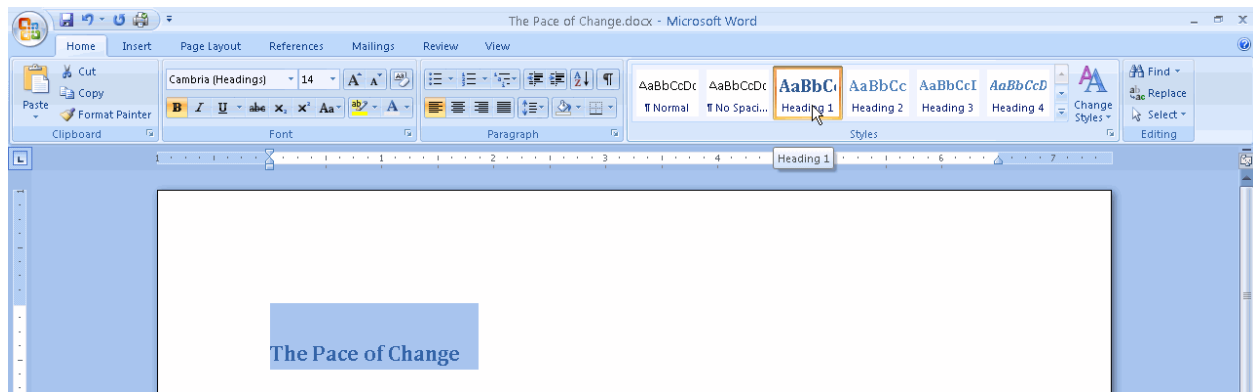
Contains formatting particular to tables.

List

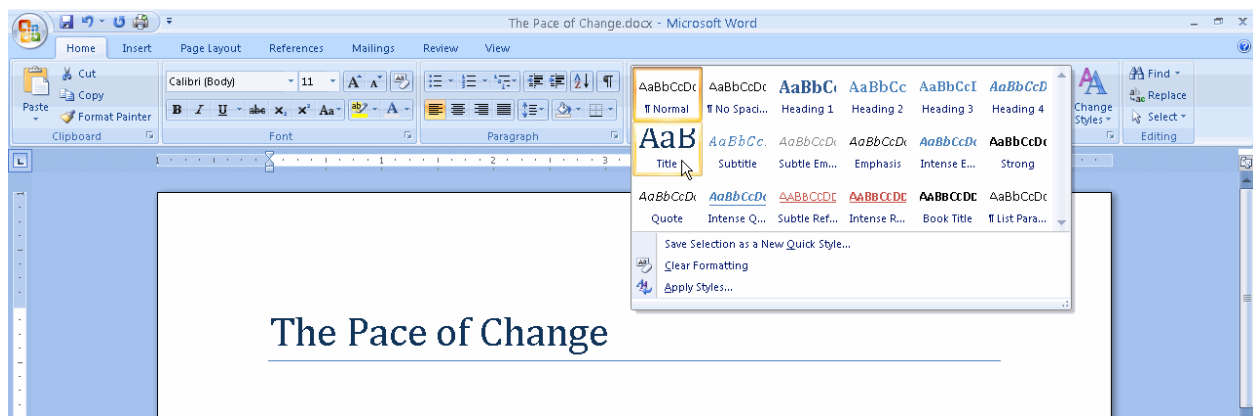
Contains formatting particular to lists.

Applying a Style

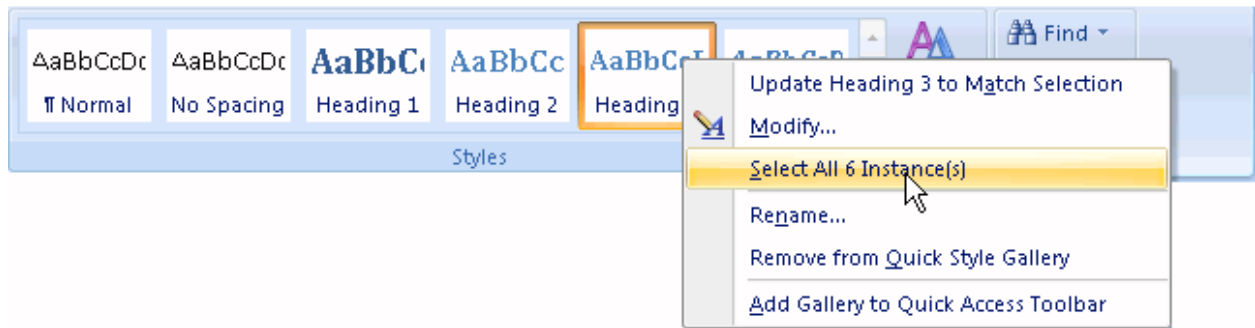
To apply a style, simply select the text that you want to change and click the appropriate style from the Quick Style gallery.



If you don't see a style that you like, click the arrows to the right of the gallery to see more styles. Note that you will see a preview of each style as you mouse over it.



If you have used a style in multiple places and want to make a modification to all text of that type, right-click the style in question and click “Select all x instances.”

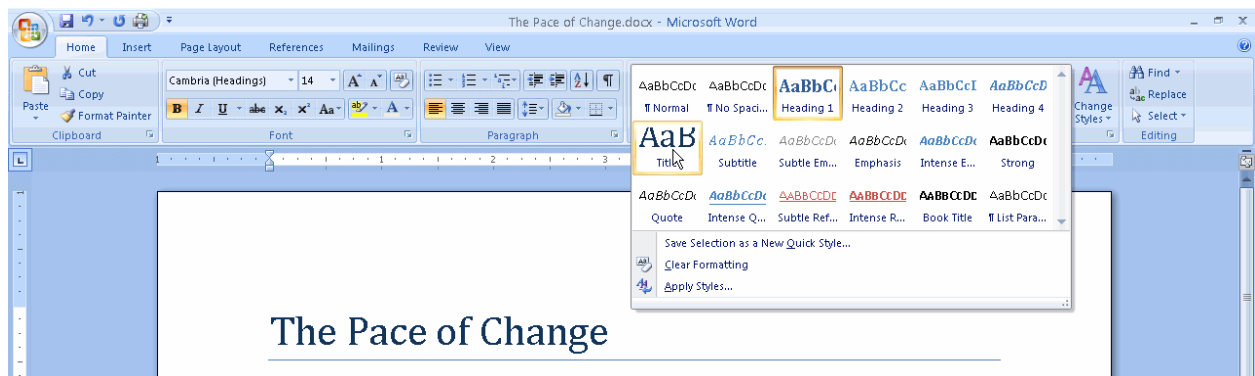


Now you can make formatting changes and they will be applied to all instances of that style. If you don't know what style you used, place your cursor inside the text and use the Select menu on the Home ribbon to select all text with the same formatting.



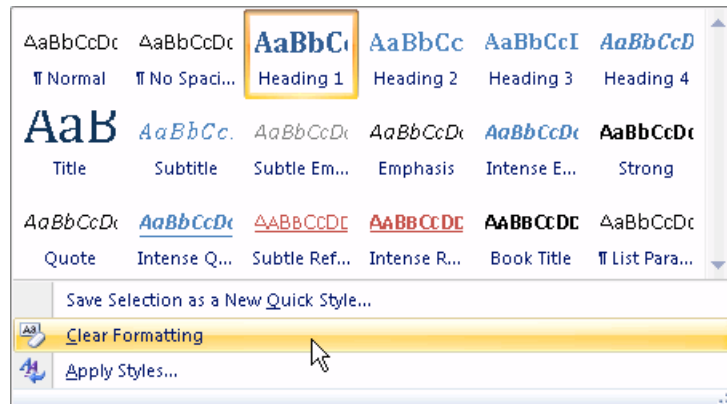
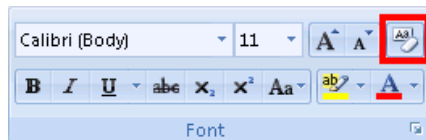
Changing Text's Style

If you later decide to change the style of the text, simply select it and choose another style from the gallery.



Removing a Style from Text

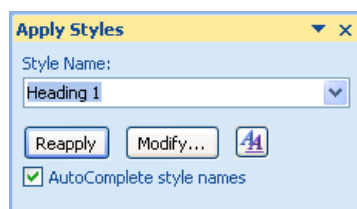
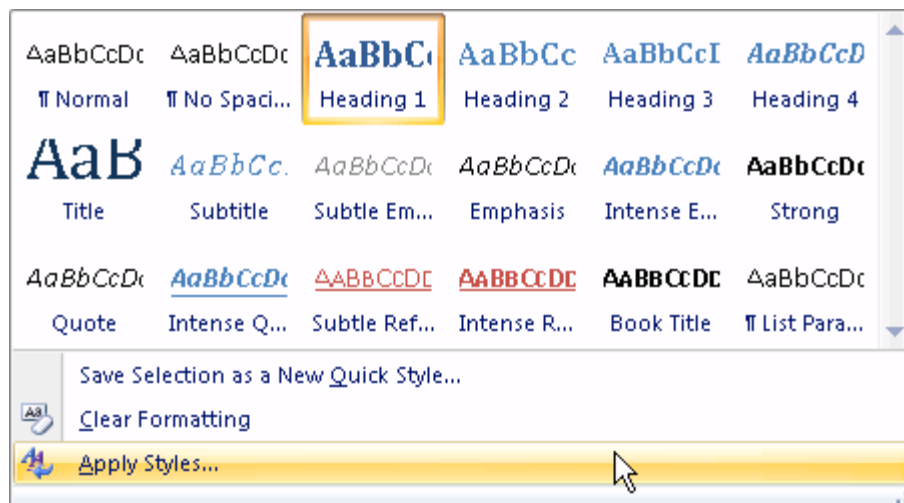
To remove formatting from text, select it and click the Clear Formatting icon on the Font chunk of the Home ribbon, or use the Clear Formatting command in the Quick Style gallery.



Using the Apply Styles Window

The last command on the Quick Style gallery menu is Apply Styles.

If you click this command, you will see this window pop up on the Word screen:



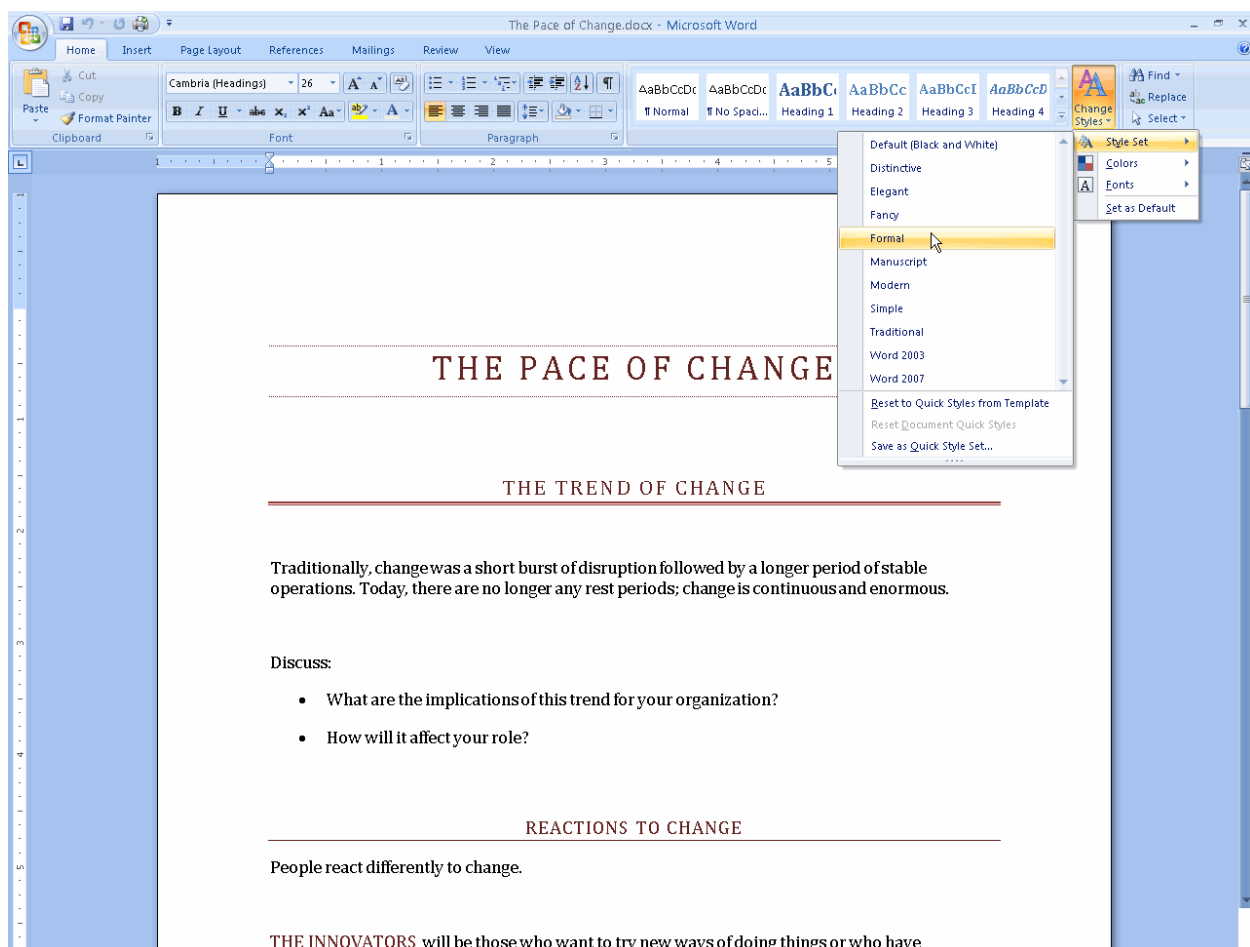
This provides a quick, easy way to apply styles. Simply choose a Style Name, either by typing or by choosing one from the drop-down menu.

Changing Your Styles

In this section, we'll learn how to change your style set, your color scheme, and your font scheme.

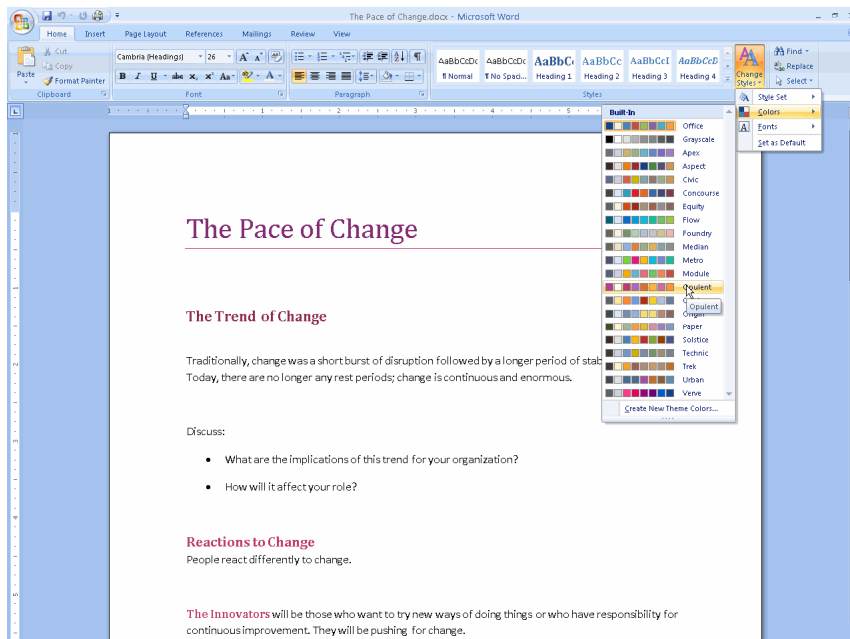
Changing Your Style Set

Microsoft Office Word 2007 offers 11 style sets, each with a font for headings and for the body. Each style set also has different formatting for each built-in style. To change your style set, click Change Styles on the Home ribbon, choose Style Set, and click a style set. Note that as you mouse over each set, you will see a preview applied to your document. Also note that a document can only have one style set applied to it at a time, although you can change the set whenever you like. .



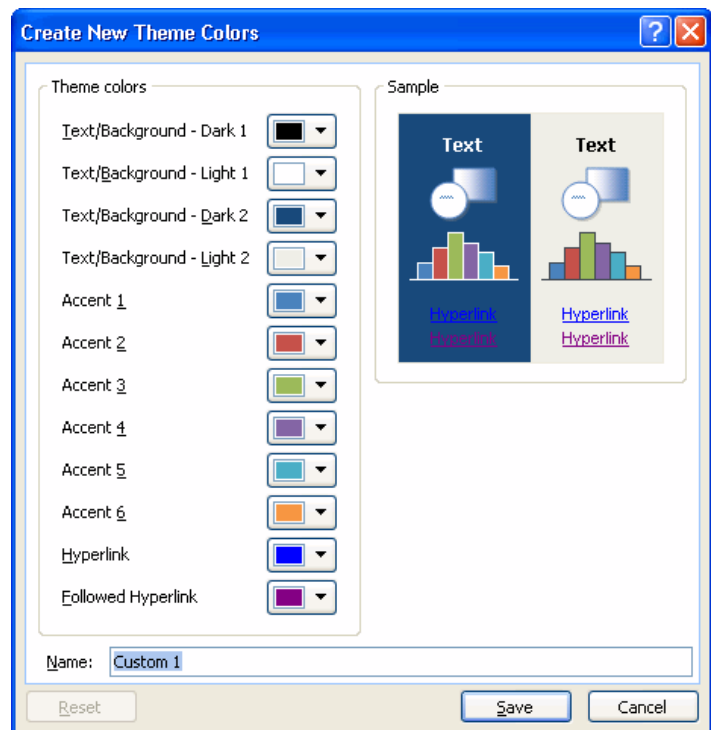
Changing Your Color Scheme

If you like the style that you're using, but you just want some new colors, choose the Colors option on the Change Styles menu.



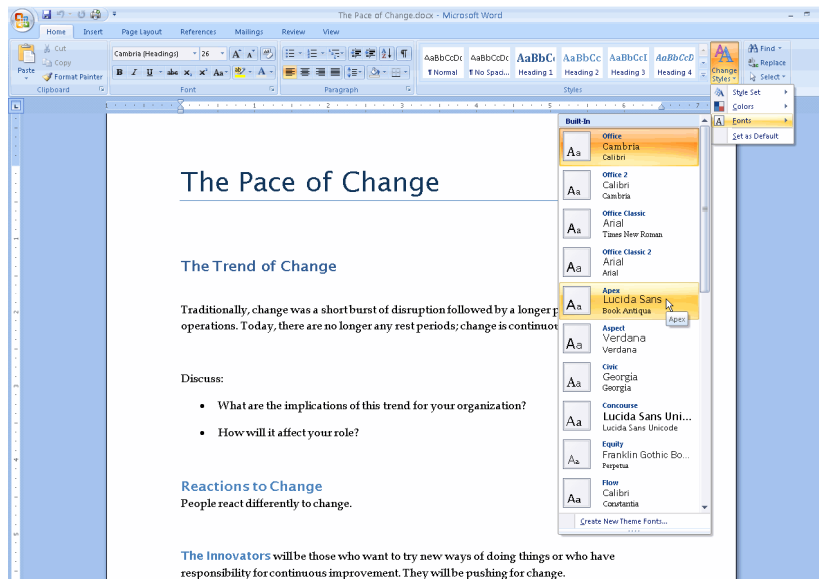
Once again, as you mouse over each color option, you will see the colors in your document change. When you've found a color scheme that you like, click it to apply it.

If you don't like any of the color schemes, click the "Create New Theme Colors" option at the bottom of the Colors menu. This will open a dialogue allowing you to create your own color scheme.



Changing Your Font Scheme

As we mentioned earlier, you can also change your font scheme independently of the styles or the color schemes. To do this, choose Fonts from the Change Styles menu and click a font set from the list. As with other style components, you will see a preview applied to your document as you mouse over the options.

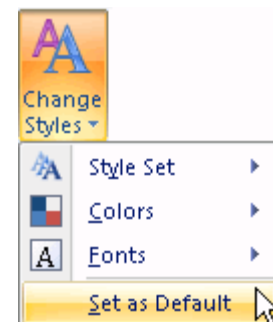


As with colors, you have the option to create your own theme fonts.

Making Changes Permanent

If you've gone to the trouble of selecting a style set and modifying its colors and fonts so that it suits you perfectly, you can make these settings the default so that they are used for all new documents. To do this, click the Change Styles button and click Set as Default.

Be careful when using this command; there will be no prompt to confirm the action and although you can return to the default settings at any time (Word 2007 style, Office color scheme, Cambria and Calibri fonts), there is no Reset button.



Using the Styles Pane

Opening the Styles Task Pane



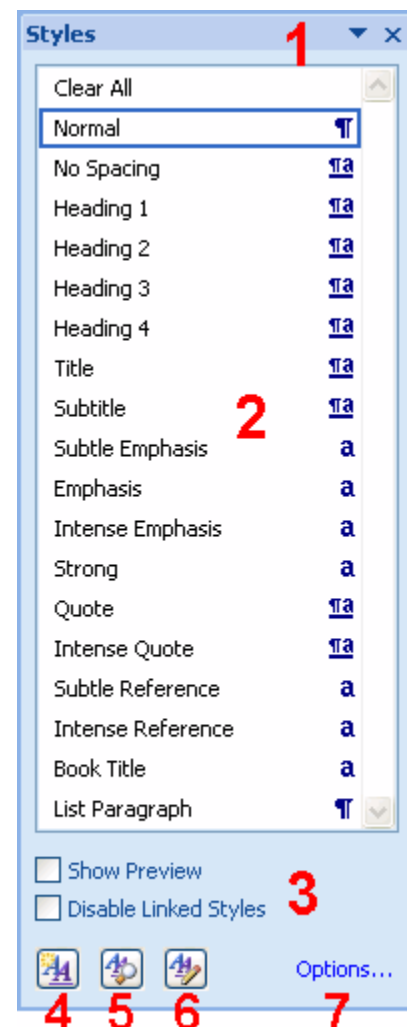
Opening the Styles task pane is easy. Just click the option button in the Styles chunk on the Home ribbon.

Using the Styles Task Pane

- 1 Task Pane** Click the down arrow in the title bar to move, resize, or close the pane. (You can also use the X to close the pane.)
- 2 Style List** This is the list of styles. The icon next to each style denotes what type of style it is. Simply select text and click the style to apply it.
- 3 Options** Enable or disable style preview (so that the list entry shows what the style will look like) and linked styles.
- 4 New Style** Click this button to create a new style. (We'll cover this in detail in a moment.)
- 5 Style Inspector** Click this button to dissect the text around where the cursor is currently placed.
- 6 Manage Styles** Opens the Manage Styles dialogue, which we will cover later on.
- 7 Options** Control various aspects of the Styles pane.

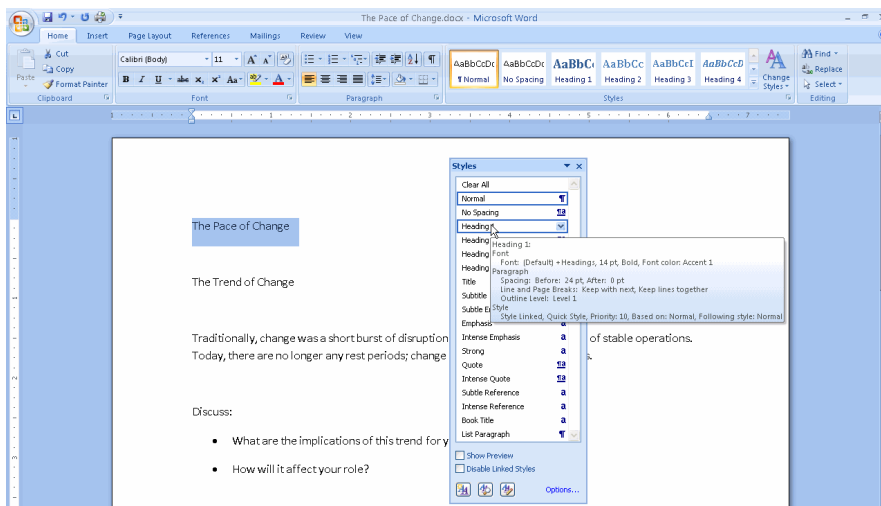
Now that you know how to view your styles, let's look at customizing them.

Let's take a closer look at the task pane that opens when you click that option button. Let's take a look at the different parts of this pane.



Applying Styles

Applying a style is easy. Just select your text and click the style you want to apply from the styles pane. You can also use styles the same way you use other formatting: turn the style on,



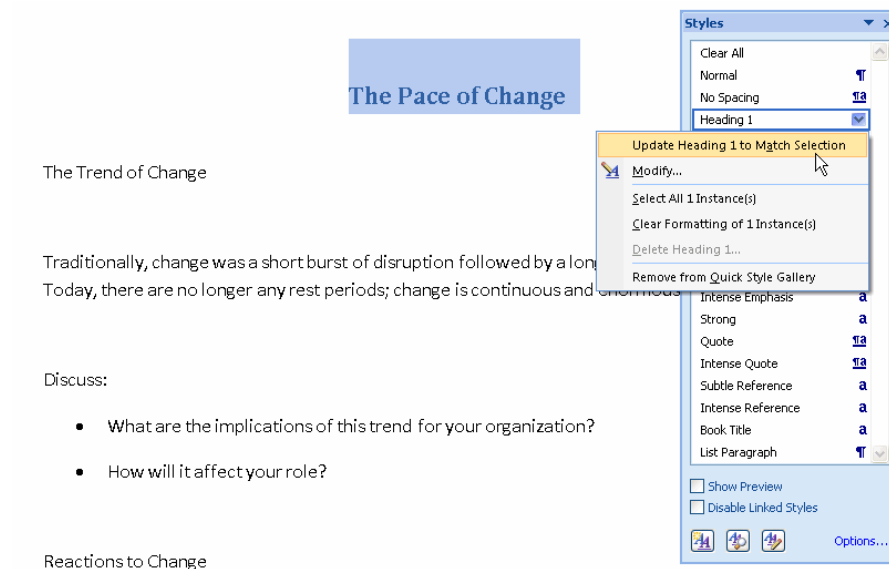
type your text, and then turn the style off. The style you are currently using will be displayed in the pane.

Remember, you can only use one paragraph style at a time. For example, your text cannot be both Heading 1 and Heading 2,

unless you create a style to combine those elements. (We'll get to creating styles in a moment.)

Modifying a Style

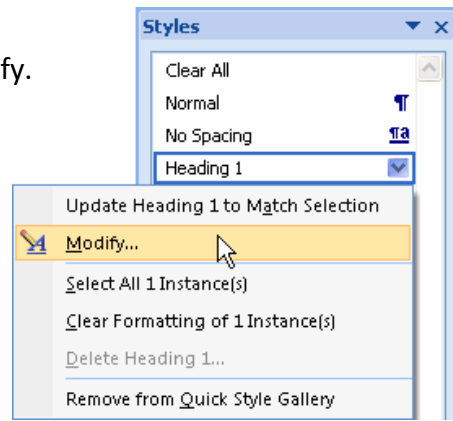
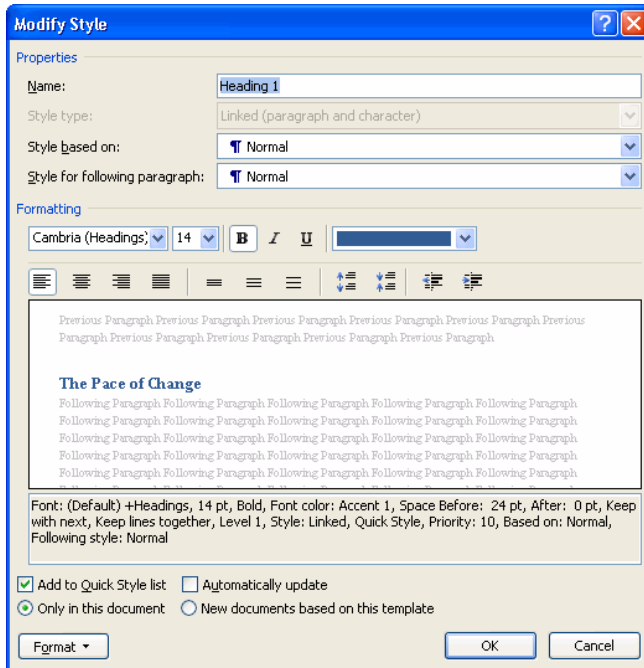
There are a few ways to modify a style. One way is to format a section of text the way that you want the new style to appear. Then, select the text, right-click the style, and click Update to Match Selection. (You can also perform this command from the Quick Style gallery.)



The heading will then automatically be modified to include the new formatting.

You can also right-click the style and click Modify.

You will then see this dialogue:



The formatting options in this dialogue box will reflect whatever is already set for this style.

The first four options allow you to set the properties for the style.

Name

This is the name that will be displayed in the styles list (menu or task pane). You should change this name if you do not want your current style to be overwritten.

Style type

This menu allows you to choose what item your style will apply to: paragraph, character, table, or list. For our purposes, we're going to focus on paragraph styles for now.

Style based on

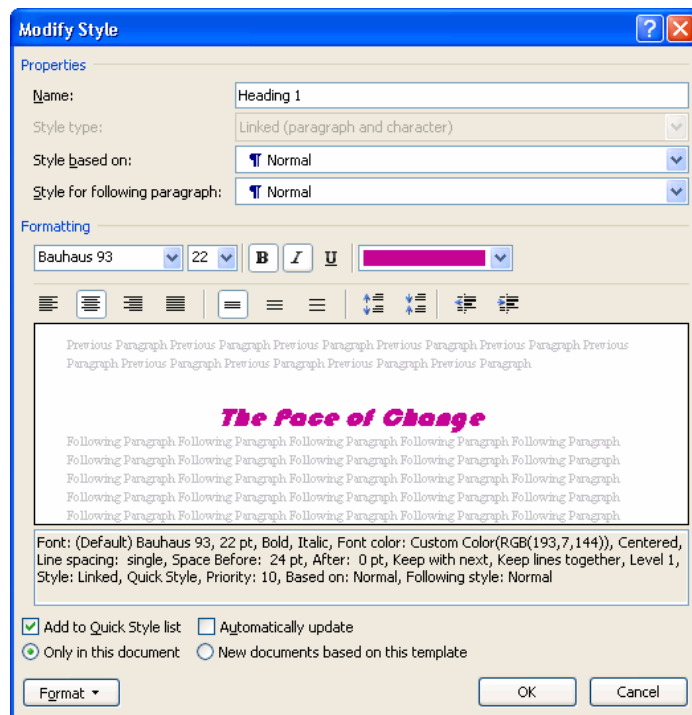
Choose which style you want to use as a starting point.

Style for following paragraph

Choose the style for the paragraph after the current style ends.

Then, the formatting options allow you to set the specifics for your style. You can set typical formatting options from here, including font type and size; effects like bold, underline, and italics; font color; text alignment and spacing; and indents.

You can see a preview of your text in the white window below the formatting options.



The checkboxes along the bottom provide these options:

Add to Quick Style list Adds this style to the Quick Style gallery.

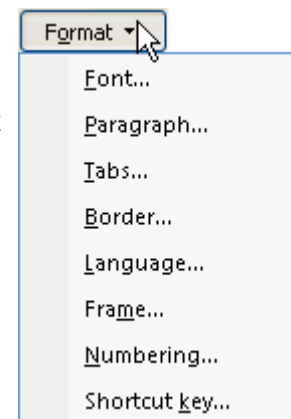
Automatically update When you make a manual formatting adjustment in to text that has this style applied, the adjustment will be applied directly to the style. (This option is recommended for experienced style users only.)

Only in this document Ensures the current style is only available in this document.

New documents based on this template Add the current style to the current template.

You can also click the Format button to see a list of other options.

You can click any of the options listed in the menu for that dialogue box to open. (For example, if you clicked Border, the Borders and Shading dialogue would open.) The options you set will then be added to your style. Once you are done configuring your style, click the OK button to save your changes, or click Cancel to discard them.



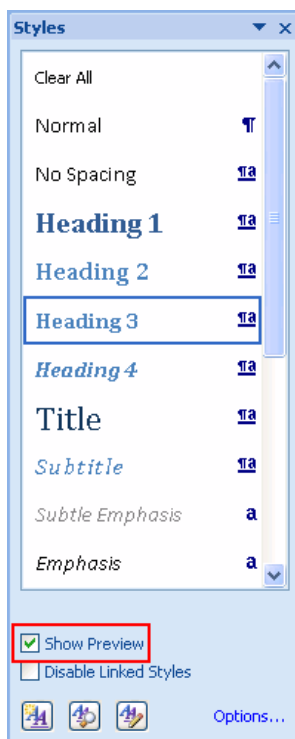
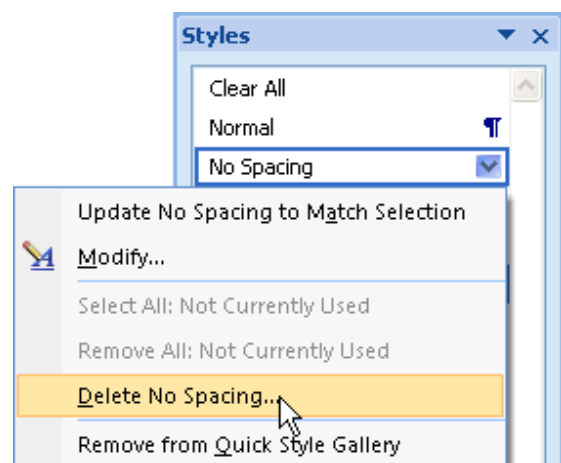
If you click OK, your style will be displayed in the styles task pane. Unless you have chosen to add it to the current template, however, it will not be available outside this document.

If you modify a selection that is in use and overwrite it, your changes will apply to all the text that has that existing style. Let's say you modify the Heading 1 style so that it has red text using the Algerian font face, size 14, with bold italics. Now, every instance of Heading 1 will have this formatting. This is the real power of styles: you can change the formatting of many parts of your document with just one series of commands.

Deleting a Style

You can delete a style by right-clicking it in the task pane and clicking Delete. (Note that you cannot delete the default styles. If you are able to click Delete on a default style, it means that it will be reset to the default settings, removing any formatting changes.)

This will also delete any styles that were based on it. As for the text, it will be returned to the style that the deleted style was based on. If there is no such style, it will be returned to the normal style.

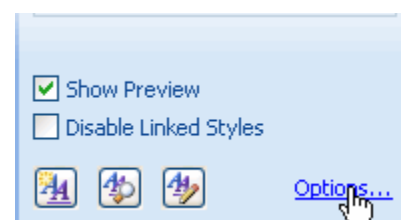


Modifying Style Pane Options

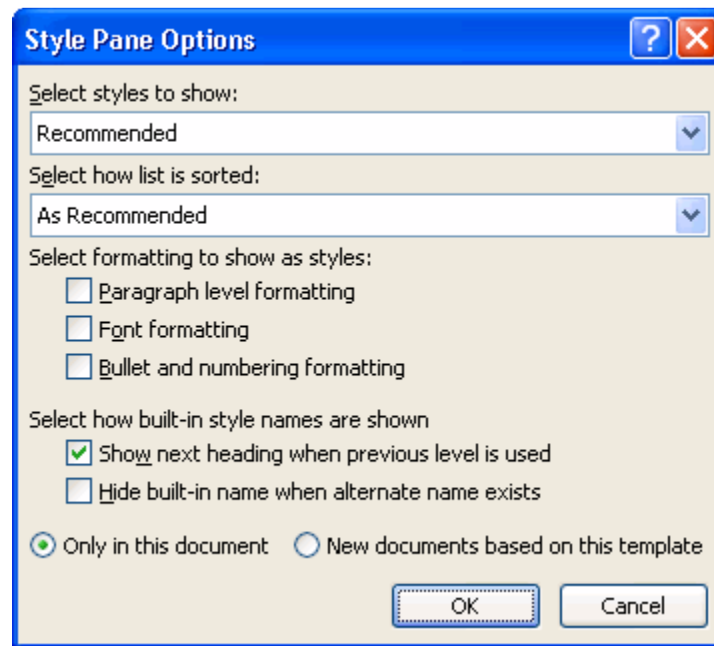
Let's take a look at the options at the bottom of the style pane. The first option lets you see a preview of each style in the Styles pane.

The second option disables linked styles.

For more advanced settings, click the Options link at the bottom of the Styles pane.



You will then see this dialogue:



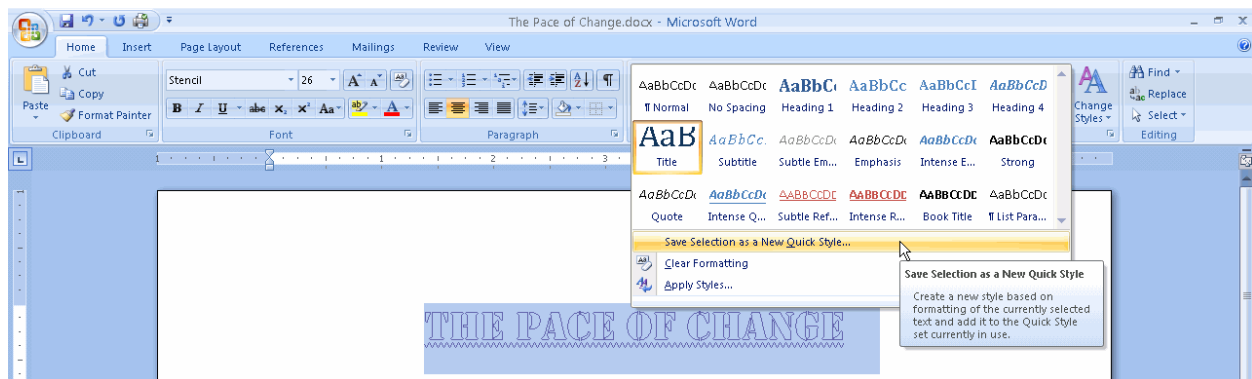
Here, you can choose what styles to show and how the list is sorted. You can also show formatting as styles; this option was enabled in older versions of Word. And, you can choose how built-in style names are shown, and if the options should be applied to this document only or all new documents based on this template. Once you're ready, click OK.

Doing More with Styles

Now that we've mastered the basics of styles, we're going to take a look at some more advanced tasks, including creating styles, using managing styles, and modifying the Quick Style gallery.

Creating Styles from Existing Text

If you want to create your own style, the easiest way to do so is to select text that contains the proper formatting. Then, click the arrow next to the Quick Style gallery and click Save Selection as a New Quick Style.



You will then be asked to give the style a name and confirm its appearance. (If you want to change the appearance, click Modify.) Once you click OK, the style will appear in the Quick Style gallery.



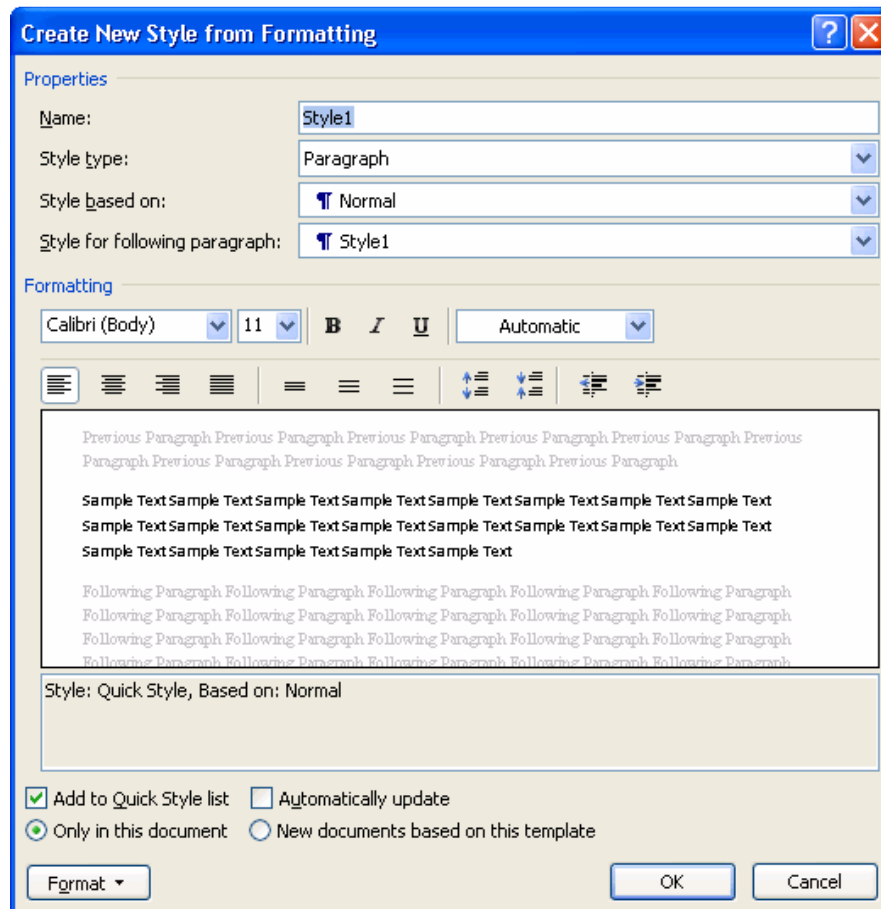
Creating Styles Using the Task Pane

You can also create your own style with the Styles task pane. One way is to right-click an existing style, click Modify, and then give the style a new name in the Modify dialogue. (See Lesson 5.3 for more details.)

If, however, you want to start from a clean slate, click the New Style button at the bottom of the Styles pane.

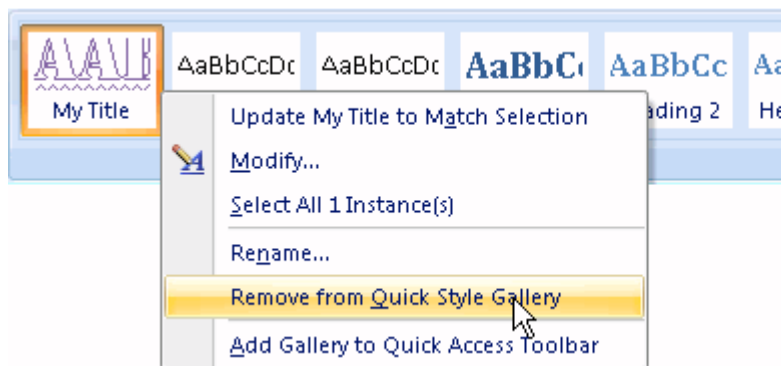


You will then see a dialogue very similar to the Modify Style dialogue. Note that the settings here will be based on the text around your current cursor position. Simply name your style, choose the formatting that you want, and click OK to save it.

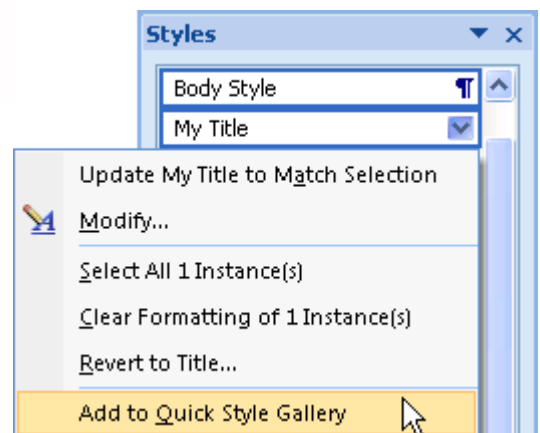


Modifying the Quick Style Gallery

One of the great things about the Quick Style gallery is that it's easily customizable. To remove a style from it, right-click the style and click "Remove From Quick Style Gallery." (You can also perform this command from the Styles pane.)

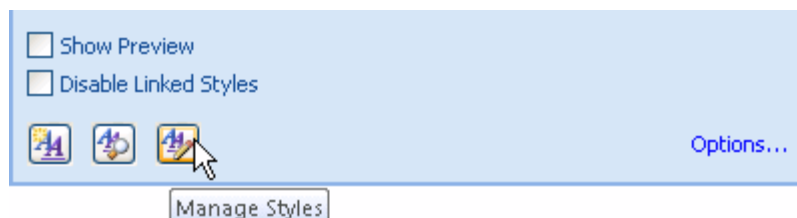


You can also open the Styles pane, right-click any style not included in the gallery, and choose to add it.

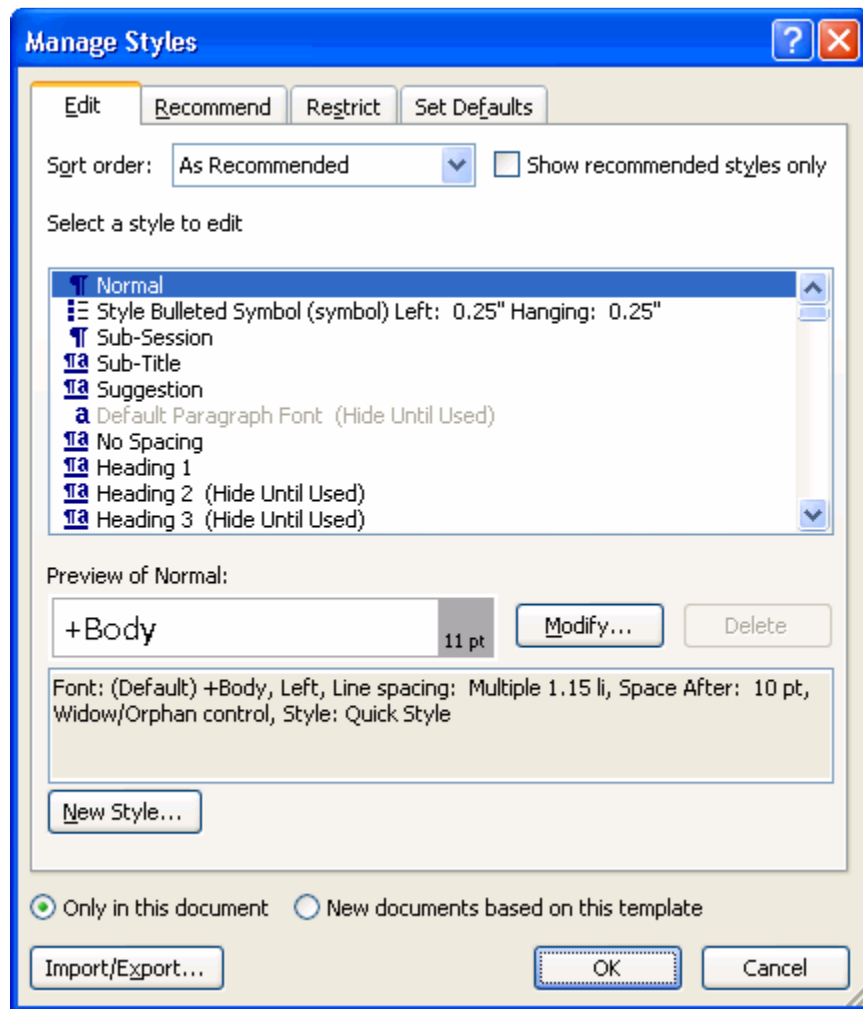


Managing Styles

If you want more control over the way styles act in your document, click the Manage Styles command on the Styles task pane.



Then, you will see this dialogue:



Let's take a quick look at each tab. All tabs offer the option to save settings for this document or all documents based on this template, and to export or import styles to or from another template or document.

- Edit** Choose how to sort styles. Also offers options to edit and create styles.
- Recommend** Set advanced sorting and priority options.
- Restrict** Restrict style and theme usage in the document.
- Set Defaults** Set the default font and paragraph settings.