



Microsoft Word 2010

Styles

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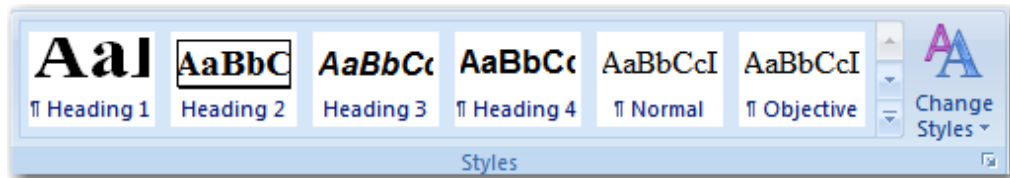
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Understanding styles

Objective Understand paragraph and character styles

What are styles?

- A **style** is a named set of formats that are applied all at once. ↓



- ✓ In Word 2010, styles are grouped in **Quick Style sets**. Each document has multiple Quick Style sets, the specific formatting of which are defined in the underlying template, and affected by the fonts and colors that come from the applied theme.
 - You can apply these styles, change these styles, and create your own styles. Custom styles can be stored in a document, or in the underlying template.
 - There are five kinds of styles: paragraph, character, linked paragraph and character, table, and list.
-

Why use styles?

- Styles let you apply formatting quickly.
 - Styles help you to be consistent throughout a document by applying the same styles to paragraphs with the same function (headings, body text, bulleted lists, etc.).
 - If you store your styles in a template, you can use styles to make your formatting consistent across many documents, and multiple users can use the same styles to produce documents with standard formatting.
 - Styles can be used to automatically generate a table of contents.
-

Example: styles in use in this document

- In this document (and every document like this from this publisher), every paragraph is a defined style. This paragraph is formatted with the *Arrow Bullet* style, a custom list style. Here are a few others.
 - The title of each chapter is *Heading 1* style, a default (built-in) paragraph style, which was modified for these manuals.
 - The title of each page is *Heading 2* style, a default (built-in) paragraph style, which was modified for these manuals.
 - The side headings on each page are *Heading 3* style, a default (built-in) paragraph style, which was modified for these manuals.
 - This paragraph is formatted with *Round Bullet*, a custom list style.
- This document contains several character styles, including those used for Menu Items, *Button Names*, and KEYBOARD COMMANDS.

The five style types

Objective

Identify the five style types and when to use them

What are the five style types?

- Character styles
 - Paragraph styles
 - Linked paragraph and character styles
 - List styles
 - Table styles
-

What is a character style?

- A **character style** is a defined set of formats that may be applied to text. A character style may include any character formatting options in the Font dialog box: font, font size, font color, bold, italics, underline style and color, subscript, superscript, small caps, and other effects.
 - ✓ Character styles do not include formatting that affects paragraph characteristics, such as line spacing, text alignment, and tab stops.
-

What is a paragraph style?

- A **paragraph style** is a defined set of formats that may be applied to entire paragraphs. A paragraph style may include any formatting that can be applied to characters or paragraphs, including fonts and character effects, alignment, spacing, tabs, borders, shading, and indents.
 - All paragraphs have a style. The *Normal* style is the default style. All paragraphs will have the default style, unless you apply a different one (or, if your settings permit it, Word does it for you).
-

What is a linked paragraph & character style?

- A **linked paragraph and character style** behaves as either a character style or a paragraph style, depending on what you select before you apply the style. If you 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.
-

What is a list style?

- A **list style** defines the characteristics of a bulleted or numbered list, including the number format or bullet type, and the hanging indent.
 - ✓ List styles help alleviate some of the difficulty caused by Word's automatic list formats.
-

What is a table style?

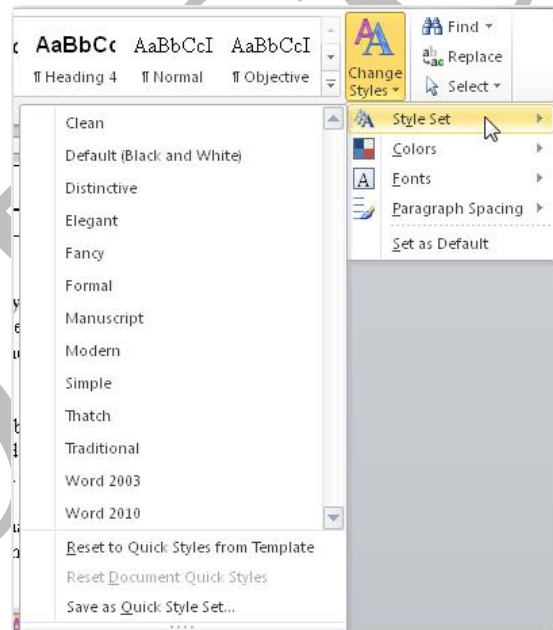
- A **table style** provides formatting for all or part of a table, including borders, font and font attributes, and table properties. Table styles also permit special formatting effects that could otherwise only be done manually, such as stripes (alternating colors by column or row).

Quick Style sets

Objective Select a Quick Style set

What are Quick Style sets?

- In previous versions of Word, there was one set of styles in a document. In Word 2010, there are multiple sets of styles, called **Quick Style sets**. When you change from one Quick Style set to another (say, from Default to Elegant), the formatting of the document changes to reflect the new style definitions. In previous versions, you had to attach a different template to accomplish this kind of change.
- Quick Styles are determined by the template, and influenced by the theme applied to the template. That is, the style definitions change depending on the theme in use. For example, the Elegant style set is defined differently in the Office theme and in the Verve theme.
- Word templates include 12 Quick Style sets – the (oddly) unnamed default set, and 11 named sets. Each of the 20 themes defines the formatting for each of the 250+ styles in each of the 12 Quick Style sets.
- When you create a new document, the Quick Style set in use has no name. You can use this default Quick Style set, or choose another.



How to select a Quick Style set

- 1 On the Home tab, in the Styles group, click *Change Styles > Style Set.* ⇒
- 2 Select a Quick Style set.

Illustration: two Quick Style sets

Heading 2 (default Quick Style set)

What is a Style?

A style is a group of formats identified by a style name. You choose the font, the font size, the font color, the font style, the font size, alignment, paragraph spacing, and borders - then give the group a name. Each time you choose a style, all the selected paragraph.

Heading 2 (“Fancy” Quick Style set)

What is a Style?

A style is a group of formats identified by a style name. You choose the font, the font size, the font color, the font style, the font size, alignment, paragraph spacing, and borders - then give the group a name. Each time you choose a style, all the selected paragraph.

The Normal style

Objective

Identify the Normal style

What is the Normal style?

- The **Normal style** is the default style for paragraphs in a Word document.
- All paragraphs have a style. A paragraph will have the default style – the Normal style – unless you apply a different one (or, if your settings permit it, Word does it for you).
- ✓ The appearance of the Normal style is dependent on the template the document is based on, the theme assigned to the document, and the Quick Style set in use.

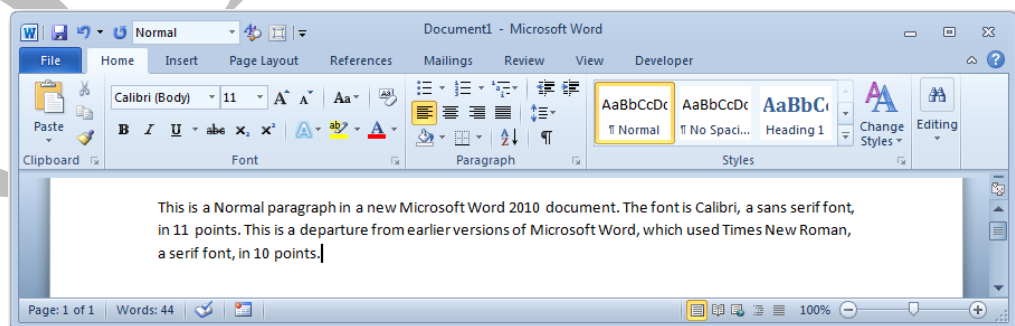
Redefining the Normal style

- You can redefine the Normal style, just as you can redefine any style.
- When you redefine the Normal style for a document, all paragraphs formatted with that style will be automatically changed.
- If you redefine the Normal style, you may be redefining others as well. Each style can be based on another style, and many of Word's default styles are based on the Normal style.
 - ✓ Because it is the source of so many other styles, take care when modifying the Normal style.

Where is the Normal style?

- Styles exist within a hierarchy. All documents are based on a template, and the styles *initially* come from that template. That is, when you create a new document, it inherits its styles from that template. The template's styles are determined by the template's creator and affected by the theme that is applied to the template.
- When you redefine a style or create a new style, you have the option of having the change affect only the current document or the template itself. Redefining a style for the document alone overrides the style definition in the underlying template.

Illustration: a paragraph with the Normal style

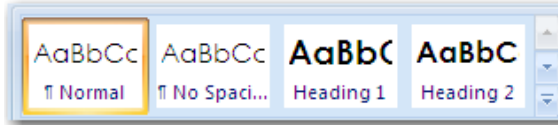


Applying styles with the Quick Style Gallery

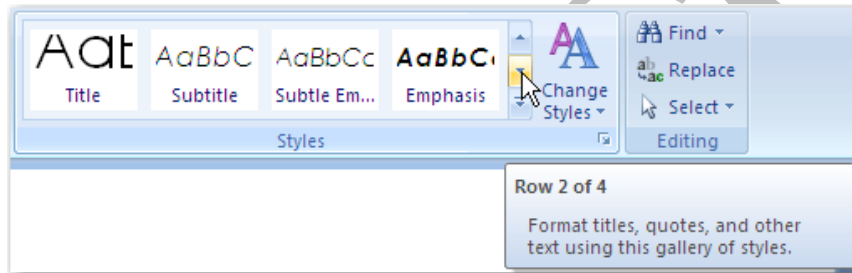
Objective Apply a style from the Ribbon's Quick Style Gallery

How to apply a style with the Quick Style Gallery

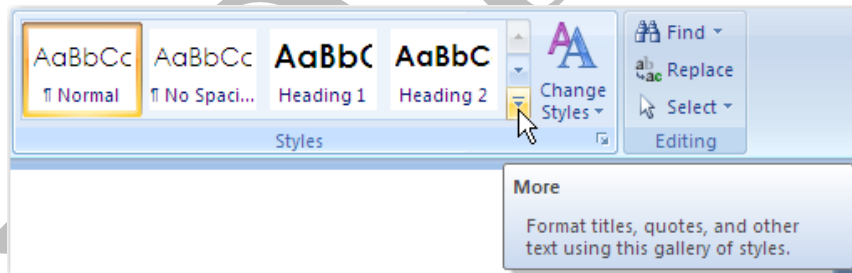
- 1 Place the cursor in the paragraph to change, or select multiple paragraphs.
OR
Select the specific text to change.
- 2 On the Home tab, in the Styles group, do one of the following.
 - Select a style from the visible styles in the Quick Style Gallery. ↓



- Scroll through the rows of choices, then select a style. ↓

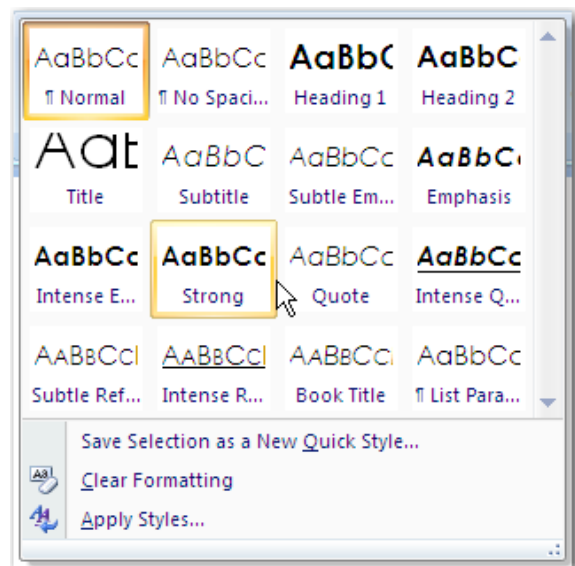
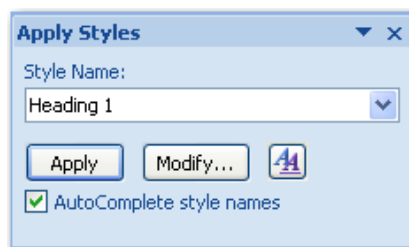


- Click the *More* button to display the entire gallery... ↓



...then select a style from the gallery. ⇒

- To see styles that do not appear in the gallery, choose *Apply Styles*. Select a style from the *Style Name* list, and click *Apply*. ↓



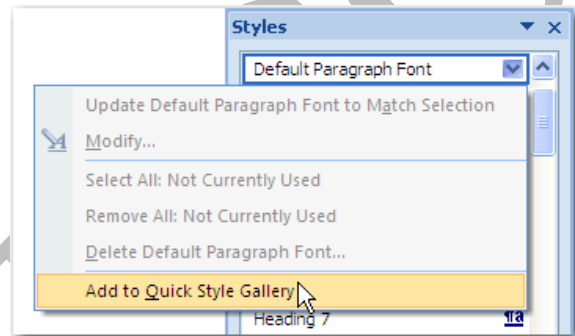
Customizing the Quick Style Gallery

Objective Add and remove styles from the Quick Style Gallery

- What is in the Quick Style Gallery?**
- The Quick Style Gallery (on the Home tab, in the Styles group) includes those styles Microsoft thinks you will use the most. These choices are almost certainly wrong, because your work is unique to you.
 - You can customize the Quick Styles Gallery to show the styles you use most, and to remove styles you do not use.

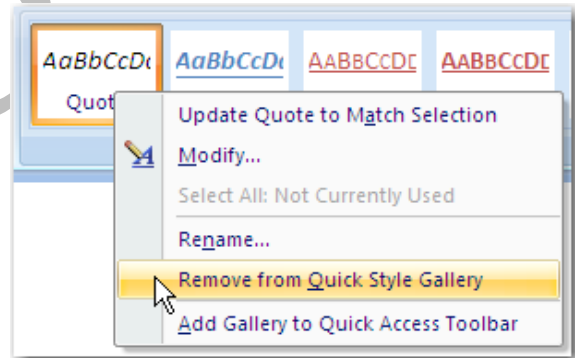
How to add styles to the Quick Style Gallery

- 1 On the Home tab, in the Styles group, click the dialog launcher.
 - ✓ The Styles task pane opens.
- 2 Locate the style to be added to the gallery.
- 3 Right-click the style name.
OR
Mouseover the style name, then click the drop-down arrow that appears.
- 4 Choose Add to Quick Style Gallery. ⇒



How to remove styles from the Quick Style Gallery

- 1 On the Home tab, in the Styles group, locate the style to be removed.
 - ✓ If the style is not visible, scroll through the rows of choices, or click the *More* button to display the entire gallery.
- 2 Right-click the style name.
- 3 Choose Remove from Quick Style Gallery. ⇒








How to change the order of styles in the Quick Style Gallery

- It would be helpful to place the styles you use most on the first row of the Quick Styles Gallery, but there is no direct way to rearrange it.
- An workaround is to remove all styles from the gallery, and then add back the ones you want, in the order you want them to appear.
- ✓ Despite your best intentions to organize it, Word will sometimes add and remove styles from the gallery of its own accord. For example, if you apply Heading 2 to a paragraph, Word will add Heading 3 to the gallery, assuming you might wish to use it next. If you apply Heading 3, Heading 4 will be added to the gallery.

Applying styles with the Styles task pane

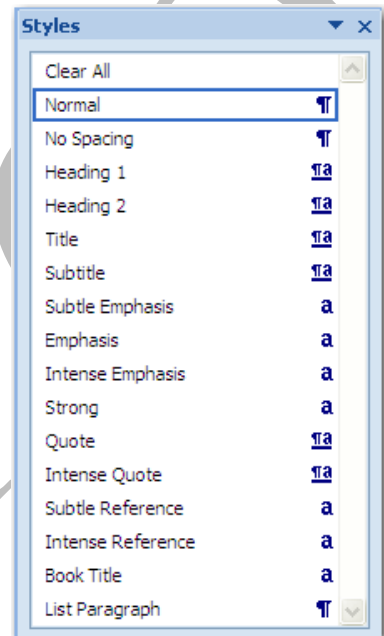
Objective Apply styles by choosing from the Styles task pane

Symbols in the Styles task pane

	paragraph style
	character style
	linked paragraph and character style
	list style
	table style

How to apply a style

- 1 For paragraph styles, place the cursor in, or select, the paragraph(s) to change.
OR
For character styles, select the text to change.
OR
For list styles, place the cursor in, or select, the paragraph(s) to change.
OR
For table styles, select the table cells, rows, columns, or entire table to change.
- 2 On the Home tab, in the Styles group, click the dialog launcher.
✓ The Styles task pane opens. ⇒
- 3 Click the style name to apply it.
☛ All styles may not be shown (see below).



How to choose which styles show in the Styles task pane

- ✓ By default, the Styles task pane does not show all available styles. Word documents include more than 250 pre-defined styles, which can be quite unwieldy. You can choose which styles show in the Styles task pane.
- 1 At the bottom of the Styles task pane, click Options.
- 2 In the *Select styles to show* list, choose one of the following.
 - Recommended: Word's determination of which styles you need to see
 - In use: only those styles that have been applied to text in the document
 - In current document: styles in the document, even if not in use
 - All styles: every one of the 250+ styles in the document
- 3 To expand or narrow the list, *Select (which types of) formatting to show as styles*.
- 4 Click *OK* when done.

Applying styles with keyboard shortcuts

Objective Apply a style using the keyboard

How to apply a style with the keyboard

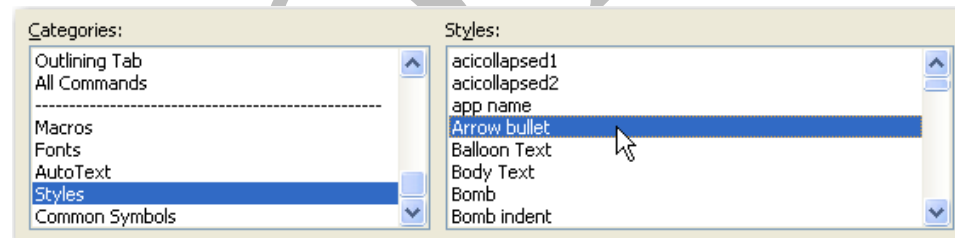
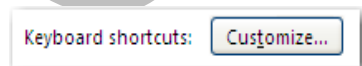
- 1 Select the paragraphs or text to change.
- 2 Press a keyboard combination.

Action	Shortcut
Apply the Normal style	CTRL+SHIFT+N
Apply the Heading 1 style	CTRL+ALT+1
Apply the Heading 2 style	CTRL+ALT+2
Apply the Heading 3 style	CTRL+ALT+3
Open the Styles task pane	CTRL+SHIFT+S
Open the Apply Styles task pane	CTRL+ALT+SHIFT+S

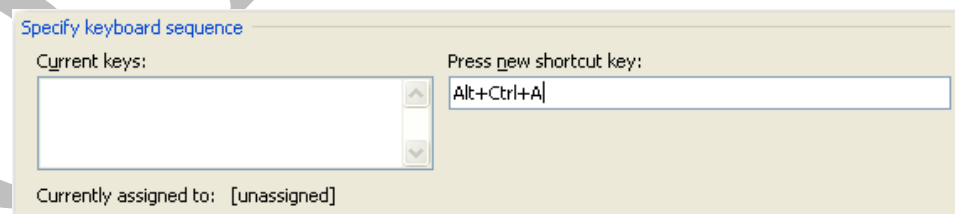
- 3 If you opened the Styles task pane or Apply Styles task pane, select a style.

How to create your own keyboard shortcuts for styles

- 1 Right-click the Ribbon and choose **Customize Ribbon**.
- 2 At the bottom of the box, for *Keyboard shortcuts*, click *Customize*. ⇒
- 3 In the *Categories* box, select “*Styles*.”
- 4 In the *Styles* box, select the style to which you will assign a shortcut. ↓



- 5 Click into the *Press new shortcut key* box, then press the key combination that will apply the style. ↓



- 6 Check the *Current keys* box to see if your choice conflicts with an existing shortcut. If so, you can try a different shortcut key combination, or overwrite the existing one.
- 7 Select where to *Save changes in*: the current document only, the underlying template, or the Normal document template.
- 8 Click *Assign*.

Reverting to the underlying style

Objective

Remove custom formatting and reset text to the underlying style

What is reverting to style?

- **Direct formatting** is applying formatting without using styles. Since all text is formatted with a style, these direct formatting changes override the style settings. You can remove these formatting overrides – that is, you can revert to the underlying style – to maintain consistency in a document.

How to revert to the underlying paragraph style

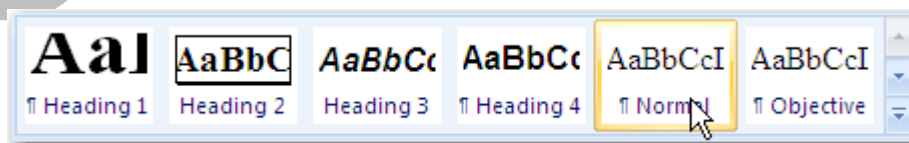
- ✓ This procedure removes any *paragraph formatting* which was applied directly, and which is overriding the underlying paragraph style.
 - 1 Select the paragraph(s) to change.
 - 2 Press CTRL+Q.
OR
Select the same style from the style gallery (on the Home tab, in the Styles group) or the Styles task pane.

How to revert to the underlying font

- ✓ This procedure removes any *character formatting* which was applied directly, and which is overriding the underlying character or paragraph style.
 - 1 Select the text to change.
 - 2 Press CTRL+SPACEBAR.

How to revert to the Normal paragraph style

- ✓ This procedure removes any formatting applied directly or with styles, and applies the Normal style to the paragraph.
 - 1 Select the paragraph(s) to change.
 - 2 On the Home tab, in the Styles group, click *More* > Clear Formatting.
OR
On the Home tab, in the Font group, click *Clear Formatting*. ⇒
OR
Press CTRL+SHIFT+N.
OR
On the Home tab, in the Styles group, select the *Normal* style from the style gallery. ↓



Modifying a style by example

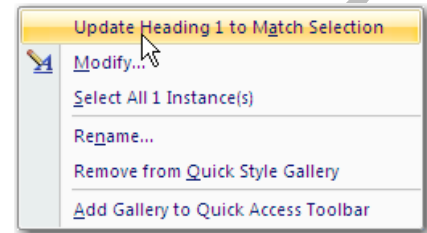
Objective

Change the definition of a style by modifying the text itself

How to modify a style by example

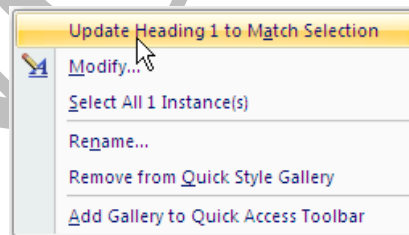
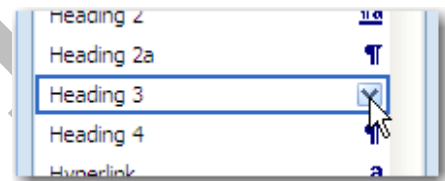
- ✓ There are limits to what can be changed with this procedure. For more options, see *Modifying a style with the Modify Style dialog box*, page 79.

- 1 Select the text with the style you wish to modify.
- 2 Change the format of the selected text.
- 3 On the Home tab, in the Styles group, right-click the style that you want to change.
- 4 Choose Update (style name) to Match Selection. ⇒



OR

- 1 Select the text with the style you wish to modify.
- 2 Change the format of the selected text.
- 3 On the Home tab, in the Styles group, click the dialog launcher.
- ✓ The Styles task pane opens. The style of the selected text is highlighted in the Styles task pane (although you may need to scroll to see it).
- 4 Right-click the style name.
OR
Mouseover the style name, then click the drop-down arrow that appears. ⇒
- 5 Choose Update to Match Selection. ↓



How to update paragraph styles automatically

- ✓ If you believe that you will be changing a style frequently – for example, when you are first developing a set of styles, and have not yet settled on exactly how they will look – you can choose to have any formatting change automatically update the style definition.

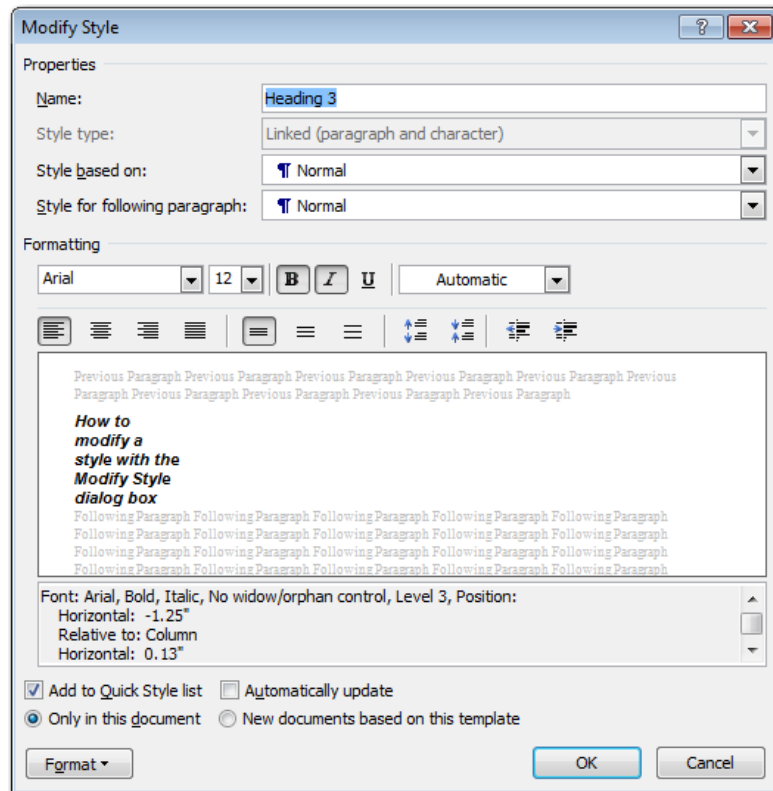
- 1 On the Home tab, in the Styles group, click the dialog launcher.
- 2 In the Styles task pane, locate the style that will be changed automatically.
- 3 Right-click the style name, and choose Modify.
- 4 Select *Automatically update*.
- 5 Click *OK*.

Modifying a style with the Modify Style dialog box

Objective Change the definition of a style by using a dialog box of options

How to modify a style with the Modify Style dialog box

- 1 On the Home tab, in the Styles group, click the dialog launcher.
 - ✓ The Styles pane opens.
- 2 In the Styles pane, right-click the style to be changed, and choose Modify.
 - ✓ The Modify Style dialog box opens. ↓



- 3 Do the following as needed.
 - Change which style this *Style (is) based on*. (When one style is based on another, changes made to the base style affect all styles based on it.)
 - Change the *Style for (the) following paragraph*, the style that will be applied to the next paragraph when you press ENTER.
 - Change the *Formatting* using the choices displayed in the dialog box, or click the *Format* button, then choose the type of format to change.
 - Select *Add to Quick Style list* to display the style in the style gallery.
 - Select *Automatically update* to have the style automatically redefined if any future changes are made to any paragraph with this style.
 - Select where the changes will take effect: *Only in this document*, or in *New documents based on this template* (that is, in the underlying template).
- 4 Click *OK* when done.

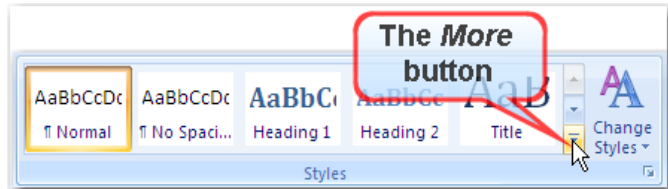
Creating new paragraph styles by example

Objective Create a new paragraph style by formatting text to serve as a model

How to quickly create a paragraph style by example

- 1 In a paragraph, change character and paragraph formatting as desired.
- 2 Select the paragraph.

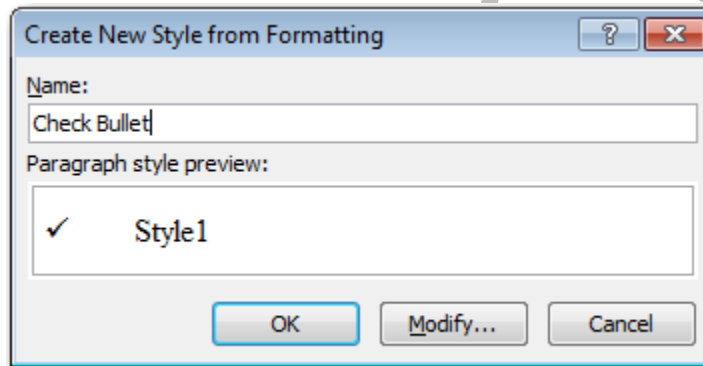
- 3 On the Home tab, in the Styles group, click *More* > *Save Selection as a New Quick Style*. ⇒



OR

Right-click the paragraph and choose *Styles* > *Save Selection as a New Quick Style*.

- 4 Type a name for the new style. ↓



- 5 Click *OK*.
- ✓ Unless you are working directly in the template, this style will be saved in the current document, not in the template.

Creating new styles by example, with options

Objective Create a new style by formatting text to serve as a model, and set options

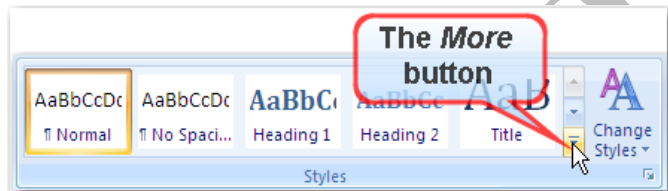
How to create a style by example, with options

1 If creating a new paragraph style or a new linked character and paragraph style, change the character and paragraph formatting exactly as the new style will be defined.

OR

If creating a new character style, change the character formatting only.

2 On the Home tab, in the Styles group, click *More* > *Save Selection as a New Quick Style*. ⇒



OR

Right-click the paragraph and choose *Styles* > *Save Selection as a New Quick Style*.

✓ The Create New Style from Formatting dialog box opens.

3 Click *Modify*.

✓ A more extensive Create New Style from Formatting dialog box opens.

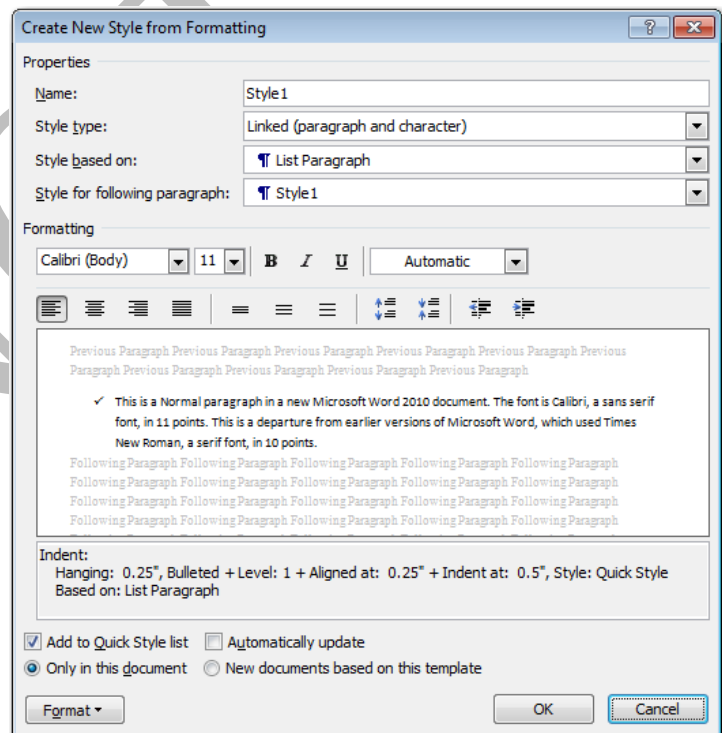
4 Type a style *Name*. ⇒

5 Select a *Style type*.

6 Select which style, if any, this new *Style (is)* based on.

✱ If you do, this style will change if the style it is based on is changed.

7 Select a *Style for (the) following paragraph*; that is, the style the next paragraph will take on if you press ENTER at the end of a paragraph with this style.



8 Select *New documents based on this template* to add the style to the underlying template, or choose to store it *Only in this document*.

9 Click *OK* when done.

Creating new multilevel list styles

Objective Create a new style for multilevel lists

About multilevel list styles

- A **multilevel list** is a bulleted or numbered list in which some list items are subordinate to others. For example:

```
1) A first-level item
2) Another first-level item
   a) A second-level item, subordinate to the item above.
      i) A third-level item, subordinate to the item above.
      ii) Another third-level item, equal with the item above, and similarly subordinate.
   b) Another second-level item.
3) A first-level item.
```

- You can create multilevel lists without using styles (on the Home tab, in the Paragraph group, click *Multilevel list*), but connecting a multilevel list to list styles makes it easy to change and reuse.

How to create a multilevel list style

- 1 On the Home tab, in the Paragraph group, click *Multilevel List > Define New Multilevel List*.
 - ✓ The Define new Multilevel list dialog box opens.
- 2 Click *More* to expand the dialog box.
- 3 Click the level to modify, then set the options for that level (number format, the symbol that follows the numbers or letters, formatting, etc.).
- 4 In the *Link level to style* box, type a new style name. ⇒
OR
Select an existing style from the list.
- 5 Repeat steps 3-4 for additional levels.
- 6 Click *OK* when done.
 - ✓ The styles you named for each level are created. You can now format any list item by applying the style for that level.
 - ✓ If you modify one of these new list styles, all lists that use the style will be automatically updated.

Link level to style:

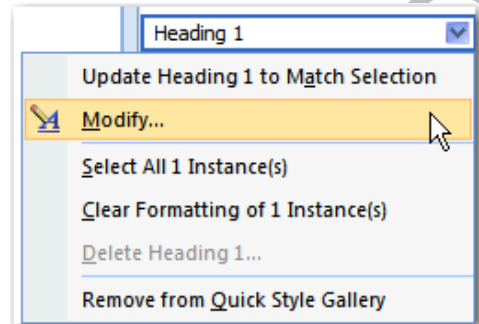
List level 1

Renaming & deleting styles

Objective Change a style name or delete a style

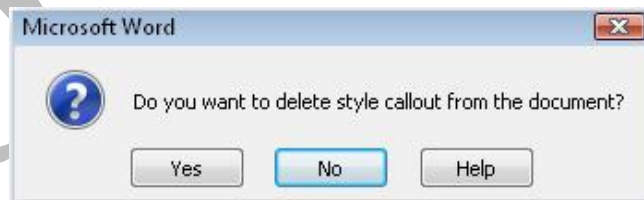
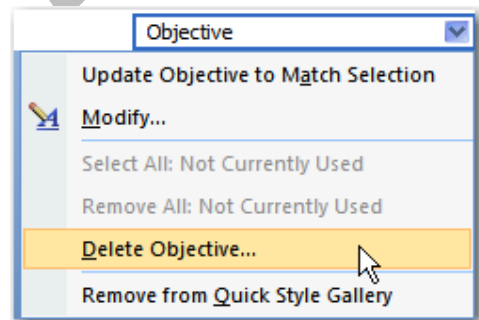
How to rename a style

- ✓ This procedure works for custom (user-created) styles. You cannot rename the default styles provided by Word (Normal, Heading 1, Heading 2, etc.).
- 1** On the Home tab, in the Styles group, click the dialog launcher.
- ✓ The Styles task pane opens.
- 2** In the Styles task pane, right-click the style name, or click the arrow next to the style name, and choose Modify from the menu. ⇒
- ✓ The Modify Style dialog box opens.
- 3** Type a new style *Name*.
- 4** Select *New documents based on this template* to make the change apply to the underlying template, or choose to make the change *Only in this document*.
- 5** Click OK.



How to delete a style

- ✓ This procedure works for custom (user-created) styles. You cannot delete the default styles provided by Word (Normal, Heading 1, Heading 2, etc.).
- 1** On the Home tab, in the Styles group, click the dialog launcher.
- ✓ The Styles task pane opens.
- 2** In the Styles task pane, right-click the style name, or click the arrow next to the style name.
- 3** Choose Delete from the menu. ⇒
- 4** When prompted to confirm, click Yes. ↓



- ✓ If any paragraphs were formatted with that style, they will be changed to the Normal style.


Using the Style Inspector

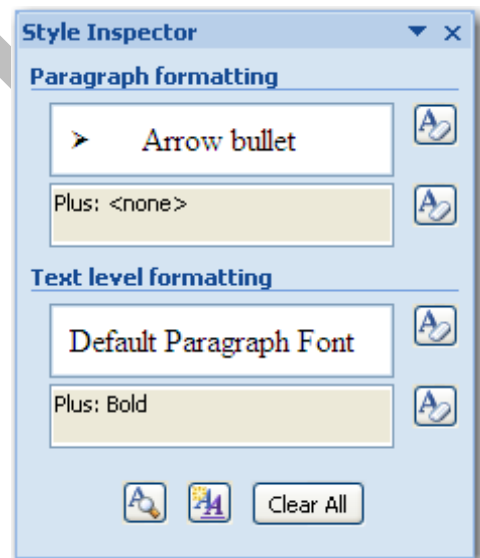
Objective Use the Style Inspector to view document formatting

What is the Style Inspector?

- The **Style Inspector**, a new tool in Word 2007, shows you what styles have been applied to the selected text, and what additional formatting has been added on top of the styles. This can be helpful when you are trying to ascertain why something looks as it does – or, more likely, when something *does not* look the way it is supposed to look.

How to see what formatting is applied to text

- 1 Place the cursor in, or select, the paragraph(s) to examine.
OR
Select the text to examine.
- 2 On the Home tab, in the Styles group, click the dialog launcher.
 - ✓ The Styles task pane opens.
- 3 Click the *Style Inspector* button at the bottom of the Styles task pane. ⇒ 
- ✓ The Style Inspector opens, and displays the *Paragraph formatting* and the *Text level formatting* for the currently-selected text. ↓
- 4 If desired, select different text. The Style Inspector will change to show the formatting for that text. Repeat for additional selections.
- 5 If necessary, do one or more of the following.
 - Click the *Reset to Normal Paragraph Style* button to remove the current paragraph style and reset the paragraph to the Normal style.
 - Click the *Clear Paragraph Formatting* button to remove any paragraph formatting that has been applied in addition to the base paragraph style.
 - Click the *Clear Character Style* button to remove a character style that has been applied, resetting the text to the default font.
 - Click the *Clear Character Formatting* button to remove any character formatting that has been applied in addition to the default font or applied character style.
- 6 Click the *Close* button when done.



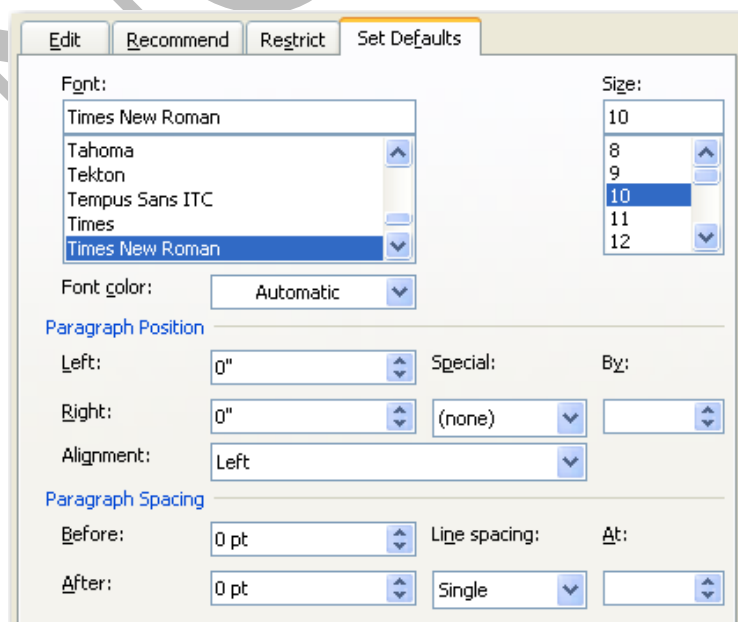
Managing Styles

Objective Control how styles appear and behave in a document

What is the Manage Styles tool? ➤ **Manage Styles**, introduced in Word 2007, allows you to manage all aspects of styles in one place.

How to use Manage Styles

- 1 On the Home tab, in the Styles group, click the dialog launcher.
✓ The Styles task pane opens.
- 2 Click *Manage Styles* at the bottom of the task pane. ⇒
✓ The Manage Styles dialog box opens.
- 3 Select one of the tabs: Edit, Recommend, Restrict, or Set Defaults.
- 4 For the change you are about to make, choose whether to save changes in the underlying template, which will affect *New documents based on this template*, or whether the changes will be in effect *Only in this document*.
- 5 Do the following as needed.
 - On the Edit tab, select a style, then choose *Modify* to change the style, or *Delete* to remove the style.
 - On the Recommend tab, select which styles appear in any style lists (for example, in the Styles task pane), when Word is set to show “Recommended” styles only.
 - On the Restrict tab, set which styles and theme elements that can be changed if the document will be saved with format-change restrictions.
 - On the Set Defaults tab, redefine the Normal style, which also affects the many other styles that are based on it. ↓



- 6 Click *OK* when done.

Copying styles from another document or template

Objective Share existing styles between documents

How to copy a style from one document or template to another

1 On the Home tab, in the Styles group, click the dialog launcher.

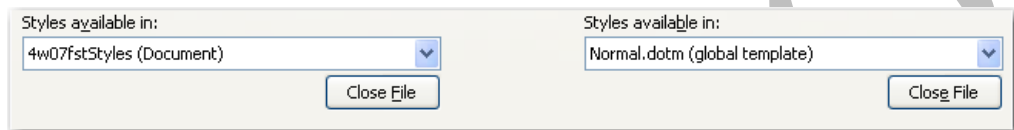
✓ The Styles task pane opens.

2 Click *Manage Styles* at the bottom of the Styles task pane. ⇒

✓ The Manage Styles dialog box opens.

3 On any tab, click *Import/Export*. ⇒

✓ The Organizer dialog box opens. The dialog box has two sides, each displaying the *Styles available in* a document or template. ↓



4 On one side (either left or right), select the source document or template from the drop-down list.

OR

If the document or template is not open, click the *Close File* button. Then, click the *Open File* button, and select the file.

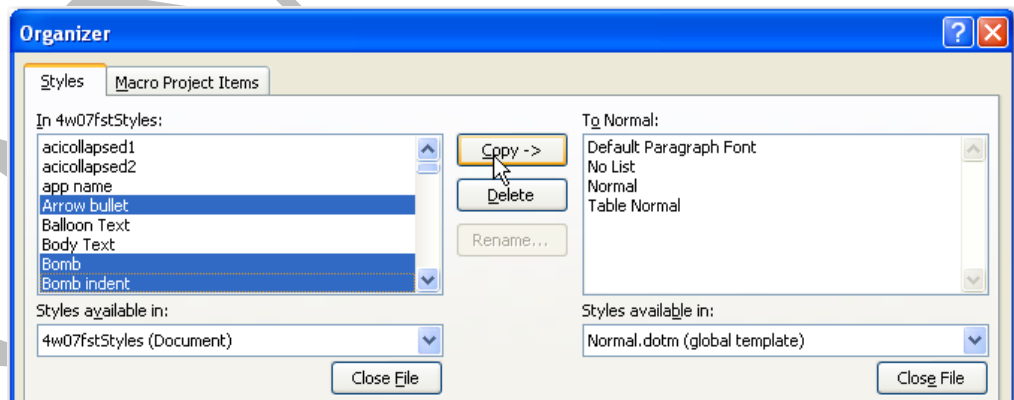
5 On the other side, select the destination document or template from the drop-down list.

OR

If the document or template is not open, click the *Close File* button. Then, click the *Open File* button, and select the file.

6 In either list, select the styles to be copied.

7 Click the *Copy* button. ↓



✓ The styles are copied in the direction of the arrow.

8 Click *Close* when done.

Find & replace styles

Objective Find text formatted one way and replace it with different formatting

How to replace one style with another

- ✓ This procedure also works with directly-applied formatting.
- 1** Press CTRL+HOME to move the cursor to the beginning of the document.
OR
Select part of the document, to limit the action to the selected text.
- 2** On the Home tab, in the Editing group, click *Replace*.
OR
Press CTRL+H.

✓ The Find and Replace dialog box opens.

3 Click the *More* button to expand the dialog box. ⇒

4 Click into the *Find what* box.

5 Click *Format > Style*. ⇒

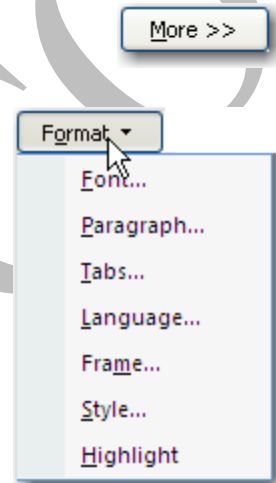
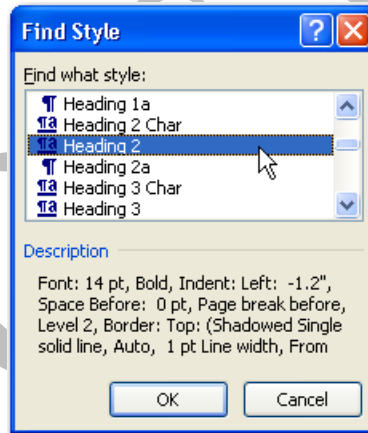
6 In the Find Style dialog box, select the style that the text has now. Click *OK* when done. ↓

7 Click into the *Replace with* box.

8 Click *Format > Style*.

9 In the Find Style dialog box, select the new style for the text. Click *OK* when done.

✓ Both *Find what* and *Replace with* boxes should be empty, with the formats to be replaced shown below. ↓



10 Click *Replace All* to replace all occurrences of the formatted text.

OR

Click *Find Next* to locate the next occurrence of the formatted text, then click *Replace* to make the change, or click *Find Next* to skip that occurrence and locate the next one.

11 Click *OK* if prompted, and click *Close* when done.

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