


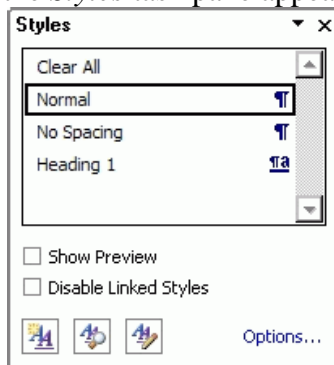
# Advanced Style Options

Styles can help to ease your workload and improve consistency within and across documents. With advanced options, you can rename styles and add keyboard shortcuts for styles. For more general information about styles, refer to *Styles: an Overview*.

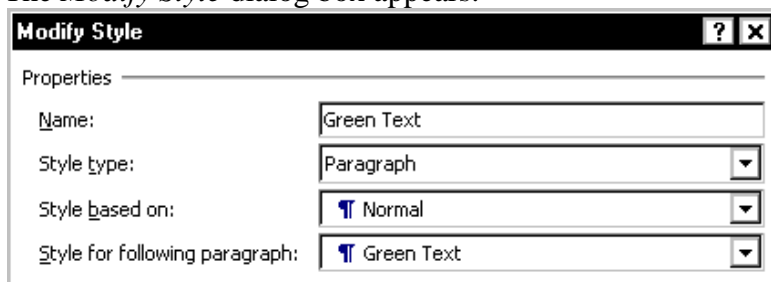
## Renaming Styles

Renaming styles does not affect your text, but it changes the style name throughout your document. Renaming styles can make it easier to remember or to access them. You cannot rename a built-in style, but you can assign a keyboard shortcut to it to make it easier to access.

1. To view the *Styles* group, select the **Home** tab  
The *Home* tab options appear.
2. To display the *Styles* task pane, in the *Styles* group, click **STYLES**   
the *Styles* task pane appears.



3. In the *Styles* task pane, right click the desired style » select **Modify...**  
The *Modify Style* dialog box appears.



4. In the *Name* text box, type a new style name  
EXAMPLE: Type **Green Text**.  
NOTE: You cannot rename a built-in style, but you can assign a keyboard shortcut to it.

5. Click **OK**  
the style is renamed.

## Assigning Keyboard Shortcuts


You can quickly apply the styles you use most often by assigning shortcut key combinations. Then, any time you want to apply a frequently used style, you only need to press a key combination to apply the style to selected text.

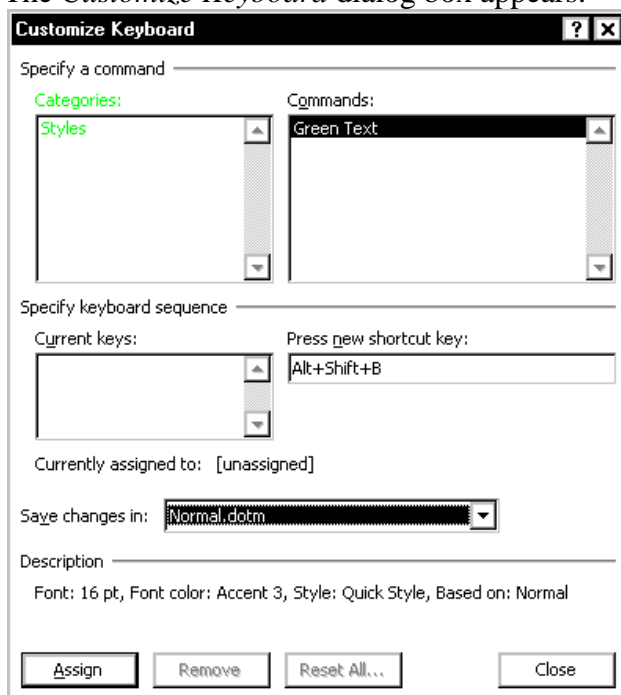
Before you create shortcuts for your styles, you should determine what styles are already built in to Word's template. Word may already have a shortcut key for the desired style(s).

### Assigning a Shortcut

When assigning shortcut keys, the **[Ctrl]** key is already assigned to the majority of the shortcut keys built into Word. You may want to use **[Ctrl] + [Alt]** or **[Shift] + [Alt]** and a letter.

HINT: It is easier to remember key combinations if you use the first letter of style names.

1. To view the *Styles* group, select the **Home** tab  
The *Home* tab options appear.
2. To display the *Styles* task pane, in the *Styles* group, click **STYLES**   
the *Styles* task pane appears.
3. In the *Styles* task pane, right click the desired style » select **Modify...**  
The *Modify Style* dialog box appears.
4. Click **FORMAT** » select **Shortcut key...**  
The *Customize Keyboard* dialog box appears.




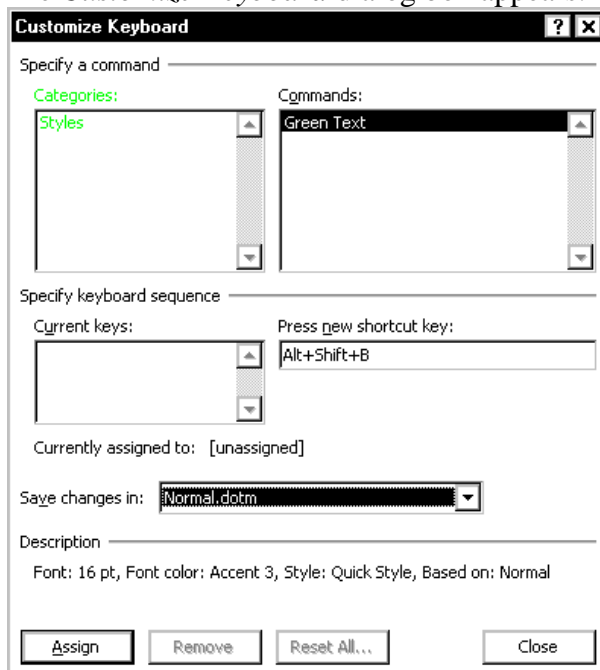
5. In the *Press new shortcut key* text box, press the desired shortcut key combination  
**EXAMPLE:** Press [Alt] + [Shift] + [B]  
the *currently assigned to* prompt appear in the dialog box.  
**HINT:** The *currently assigned to* prompt tells you whether the chosen key combination is currently assigned to another use in Word. If you see an existing description for that particular key combination, you can overwrite the existing Word key assignment or you can try another combination until the *currently assigned to* prompt tells you that it is unassigned.
6. To assign the shortcut key to the style, click **ASSIGN**
7. To return to the *Modify Style* dialog box, click **CLOSE**
8. To return to your document, click **OK**

## Using a Shortcut

1. To apply a style with a shortcut, select the text to be formatted
2. Press the shortcut key combination  
the style is applied to the selected text.

## Removing a Shortcut

1. To view the *Styles* group, select the **Home** tab  
The *Home* tab options appear.
2. To display the *Styles* task pane, in the *Styles* group, click **STYLES**   
the *Styles* task pane appears.
3. In the *Styles* task pane, right click the desired style » select **Modify...**  
The *Modify Style* dialog box appears.
4. Click **FORMAT** » select **Shortcut key...**  
The *Customize Keyboard* dialog box appears.



5. In the *Current keys* text box, select the shortcut key combination
6. To remove the shortcut key combination, click **REMOVE**
7. To return to the *Modify Style* dialog box, click **CLOSE**
8. To return to your document, click **OK**

These documents are based on and developed from information published in the LTS Online Help Collection ([www.uwec.edu/help](http://www.uwec.edu/help)) developed by the University of Wisconsin-Eau Claire and copyrighted by the University Of Wisconsin Board Of Regents. Used by permission.