



Styles: An Overview

Styles are an efficient way to define the appearance of various text elements in your document (e.g., headings, captions, body text). They help you keep your document consistent by applying the same style to various elements in a document. With styles, you can apply character or paragraph formatting or both in one simple operation.

Word 2007 offers convenient one-click formatting options for styles. Additionally, templates allow you to apply preformatted styles to an entire document. The *Style Gallery* offers several common style options, such as different headings, quotes, or captions.

Each document you create is based on a template. When you create a new document, the styles that belong to the selected template are copied into that document. Each template contains a set of standard styles, most of which are available with all Word templates.

Character and Paragraph Styles

In Word, there are two main types of styles you can create and apply character styles and paragraph styles. Both are available on the *Home* command tab. A style is automatically created every time you apply unique formatting to text, and Word automatically saves any styles that are being used by the active document.

Character styles

include any of the options available from the *Font* group, such as **bold**, *italic*, and underline. Character styles store only character formatting and apply it to selected text or to the entire word containing the insertion point. Formatting elements for character styles are found on the *Home* tab in the *Font* group.

Paragraph styles

Store both character and paragraph formatting, as well as tab settings, paragraph positioning, borders, and shading, and apply them to selected paragraphs or the paragraph containing the insertion point. These options are available on the *Home* tab in the *Paragraph* group.

| Formatting | Paragraph Styles | Character Styles |
|--------------|------------------|------------------|
| Font | X | X |
| Font Size | X | X |
| Font Effects | X | X |
| Line Spacing | X | |
| Margins | X | |
| Tab Setting | X | |
| Borders | X | |

Word Templates

A template is a preset document layout with a collection of styles, which are saved to a file and can be applied to other documents. By storing styles in a template, the styles are available for use when you access that template. You can save time and effort by creating new documents based on templates designed for a frequently used type of document.

Word provides templates for many common types of documents. You can use these templates just as they are, you can modify them, or you can create your own templates. Word automatically bases new documents on the *Normal* template unless you specify another template. For more information, refer to *Working with Templates*.

Some useful templates include the following:

- Agenda
- Letter
- Memo
- Report
- Calendar
- Newsletter
- Resume
- Thesis

Quick Styles

Styles in one template may differ from those in another. On the *Home* tab, you can use the options in the *Style* group to preview and change the appearance of the active document by applying the style definitions of another template. When you modify the styles in the *Style*

group, you are not replacing the template; you are only replacing the style definitions. The formatting of the active document will update to the most recent style you select. Once you have applied styles to your document text, you can use the *Style* group options to preview and change the overall appearance of a document.

Using Quick Styles

1. To view the *Style* group, select the **Home** tab
The *Home* tab options appear.
The *Style* gallery appears on the *Ribbon* showing options for formatting styles in your document



2. In the *Style* group, click **CHANGE STYLES**
the *Change Styles* sub-menu appears.
3. From the *Change Styles* sub-menu, select **Style Set** » select a new *Quick Style*
EXAMPLE: Select **Distinctive**.
The *Quick Style* is applied to the document.
HINT: Hold your cursor over a *Quick Style* to preview changes before applying them.

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