

# **Word 2007 Style Formatting**



## **Objectives**

- Learn to apply quick style formatting.
- Learn to apply style using shortcut keys.
- Learn how to create a new style.
- Learn how to repeat a format using Format Painter.
- Learn how to apply Themes to your document.



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All formatting in Microsoft Word is controlled by styles. A style is a set of formatting instructions. Word applies the formatting instructions when you apply a style. Microsoft Word comes with dozens of built-in styles. You can also create your own Word styles.

The general idea is that you modify a style to suit your particular formatting needs, and apply the style to your text.

There are several kinds of styles in Word. The most commonly used are paragraph styles and character styles. Not surprisingly, paragraph styles are used to format a paragraph. And character styles are used to format characters within a paragraph.

## Style Formatting Word 2007

In Word 2007 you can choose a ready-made quick style, or you can apply the styles you've created and saved previously. You can change the look of the styles you are using by choosing a different style set. You can also change the Theme which drastically alters the look of the whole document by changing color schemes, the appearance of objects and even fonts. Hovering over a style temporarily applies a Live Preview of the style, which is removed when the mouse points away. This allows users to see a preview of how the style would affect the appearance of the object, without actually applying it.

One of the new changes in Word 2007 is, of course, the new styles and the most obvious part of this is the new default font called Calibri. Calibri is a clean and attractive font and its default size for new Word documents is 11 points. Word 2007 adds an extra 10 points of space after each paragraph so you only need to press Enter once. Other changes affect the way styles like Heading1, Heading2 are formatted.

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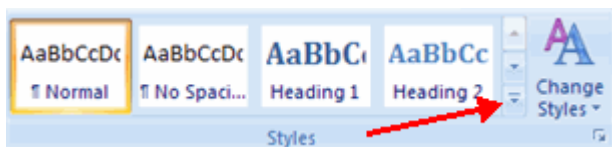
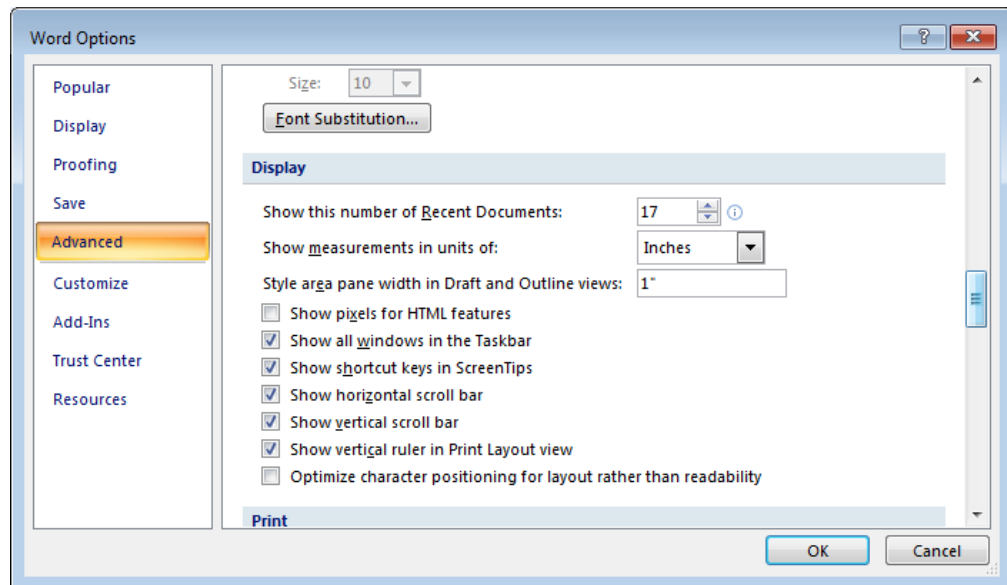
### **Display Style Pane**

1. Click the **Office** button, and then click **Word Option**.
2. Select **Advanced**, and scroll down to **Display**.
3. Enter 1" for **Style area pane width**.

## Lesson Five: Using Style & Themes

Or

View tab>Document View>Outline



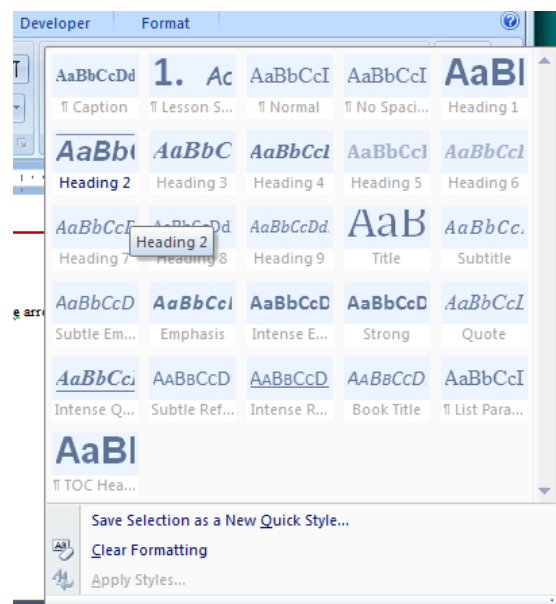
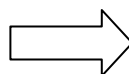
***The Style Group - Provides access to a list of styles that can be applied to your current document***

### Apply Quick Style


To apply a Quick Style using the Style Group. Click on the **More** arrow to select all of the new Quick Style.

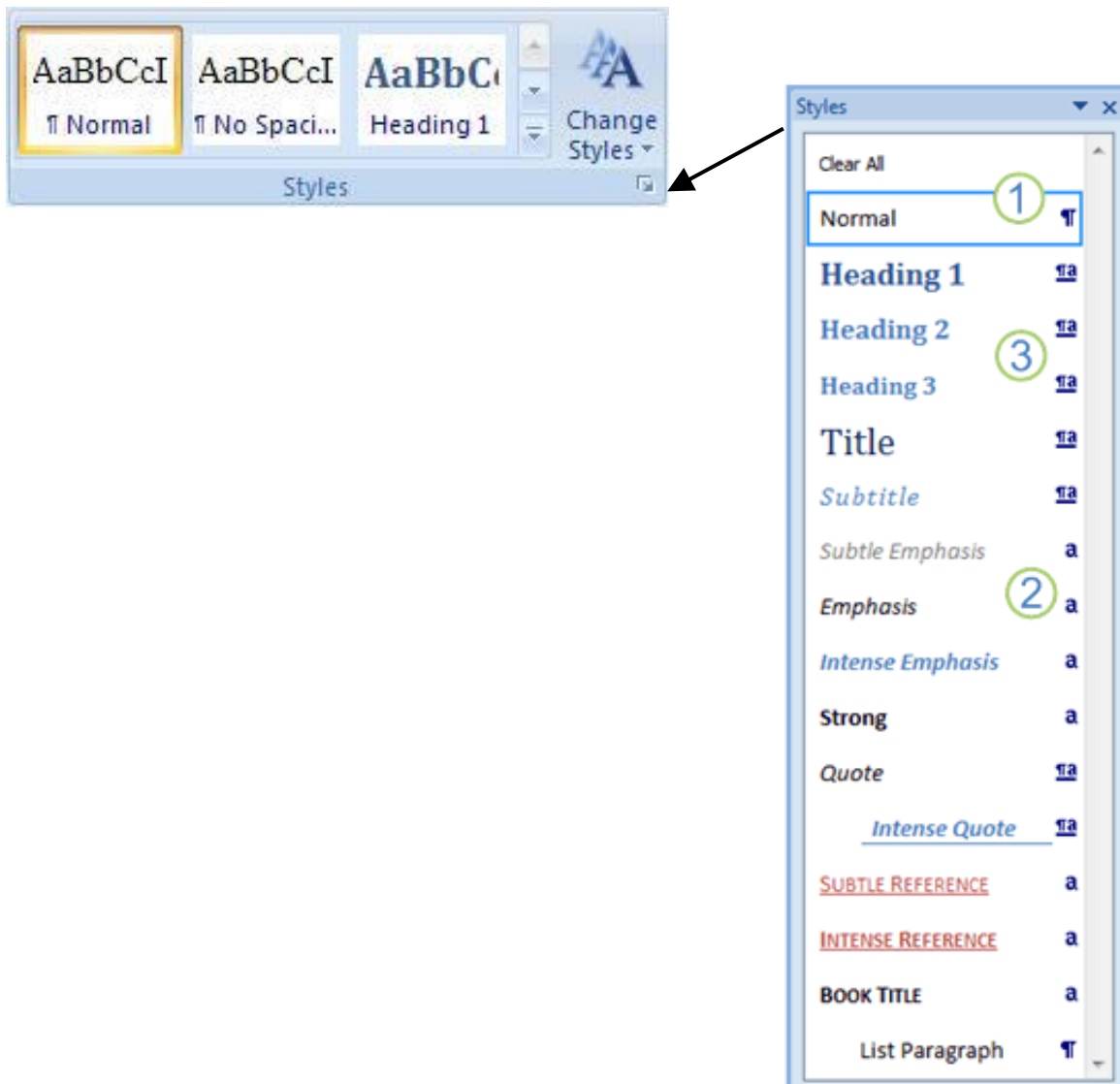


The follow list of style will appear:



### Display Style List Box

In the Style group, click the Styles Dialog launch button  Leave this box open when using style formatting. You can easily manage all of your documents style from this box.



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### ***Applying Styles***

You can apply a paragraph or a character style by selecting one from the Styles group.

1. Select the text you want to apply the style to
2. From the **Home** tab, in the Styles group, click the **More** button.

NOTES: A gallery of styles appears.

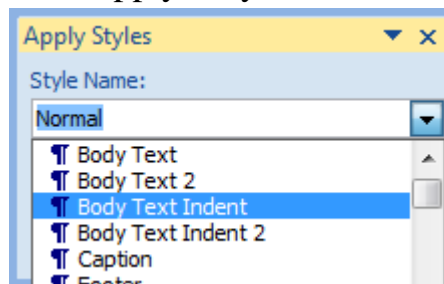
3. When the cursor hovers over a style, a preview of the style appears in the selected text.
  4. Select the style you want to apply
  5. The style is applied to the selected text.
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### ***Style Shortcut Keys***

Do any one of the following to apply a style to your selected text. Use which ever method suits you best.

#### ***Type Ctrl-Shift-S***

That takes you to the Apply Styles pane. Here you can choose from a drop down list of styles or use the keyboard alone to apply a style.



OR

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### ***Apply Style with Shortcut Keys***

1. Apply Heading 1 style: **Alt-Ctrl-1**
2. Apply Heading 2 style: **Alt-Ctrl-2**



3. Apply Heading 3 style: **Alt-Ctrl-3**
4. Apply Normal style: **Ctrl-Shift-n**

### *Promote and Demote Heading Style*

Promote a heading paragraph to the next-highest level (for example, Heading 2 to Heading 1): Shift-Alt-Left arrow

Demote a heading paragraph to the next-lowest level (for example, Heading 1 to Heading 2): Shift-Alt-Right arrow

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### ***Clear all Formatting***

1. Click the Styles arrow.
2. Select the text you want to remove the formatting from
3. In the Styles task pane, select **Clear All**.
4. All formatting is removed from the selected text.

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### ***How styles in Microsoft Word cascade***

If a style is based on another style, it takes on the formatting of its parent, unless you specify otherwise. Microsoft Word uses styles to control formatting. Word comes with dozens of built-in styles. You can modify every one of the built-in styles. You can also create your own styles.

There are several kinds of styles in Word. The most commonly used are paragraph styles and character styles.

The term "cascading styles" normally refers to the cascading style sheets used in html documents to create web pages. The principles of Word's styles are much the same, so it seems appropriate to use the same term to apply to a very similar concept.

### ***A style can be based on another style***

A style can be based on another style, or it can be based on "No style".

You can get a print-out of the full descriptions for all the styles in your document.

And styles can be based on styles based on styles, up to 9 levels deep. So a style may have a parent, and a grand-parent; and it may have one or more children.

To see, or change, the base of a style, modify the style.

### *Styles inherit the properties of their parents*

A style inherits all the attributes of its parent, except to the extent that you specify otherwise.

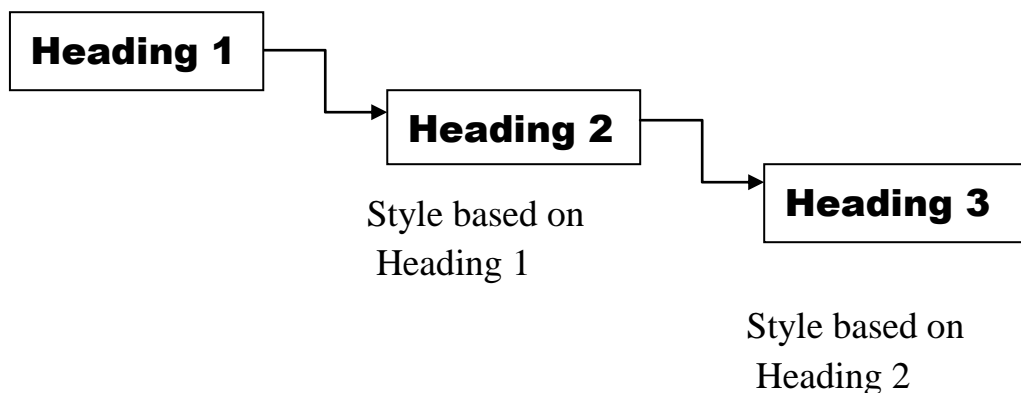
For example, if a parent style is **Times New Roman 12pt blue**, then its child will be **Times New Roman 12pt blue**, unless another font, size or color has been specified.

### *Cascading formatting and headings*

Base heading styles on the previous heading level style

It's a good idea to set up your heading styles so that Heading 2 is based on Heading 1, Heading 3 is based on Heading 2, and so on. This allows you to make radical changes to your document very easily.

If you're going to do this, you need to base Heading 1 on "No Style" because Word has 9 levels of Headings, and only accepts 9 generations of styles. I actually like this "feature", because it completely separates the formatting of the headings and the body text. So I can make a change to all the headings easily without affecting any body text, and vice versa.



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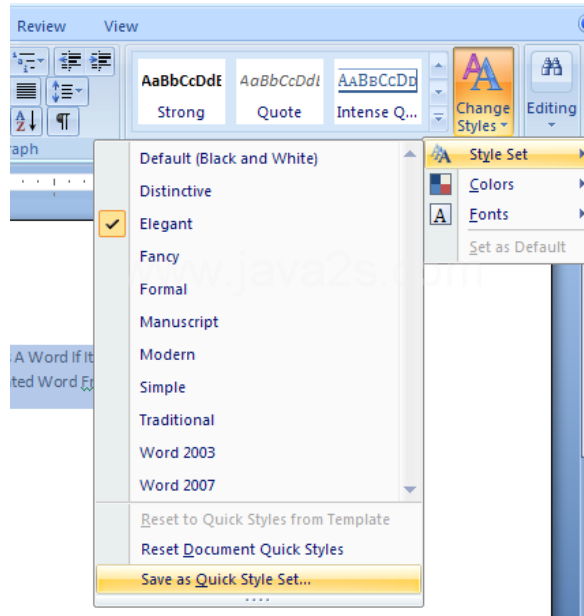
## **Style Set**

A Style Set is a set of formats consisting of fonts, font colors, font sizes, and paragraph formats. Word 2007 has predesigned built-in style sets that contain styles for titles, subtitles, quotes, headings, lists and more.

1. Click **Change Styles** in the Styles group.
2. Click Style Set. A drop-down menu appears. You can choose from any of the styles listed on the menu.

## Lesson Five: Using Style & Themes

- Word 2007 reformats all of the paragraphs into the selected style set by applying the Normal format to each paragraph.



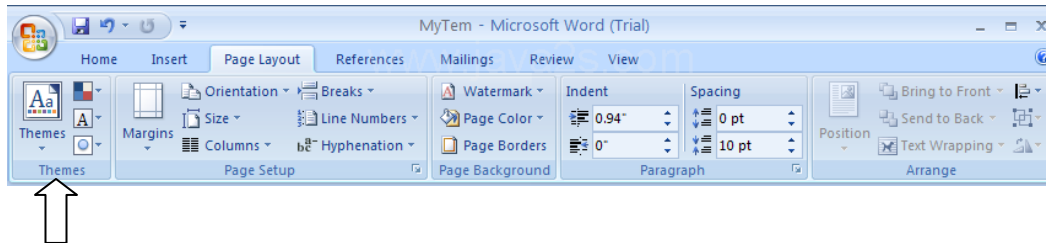
### ***Default Style Set***

Once you've modified all the styles and you're happy with it, simply click the "Change Styles" button and select "Set as Default". From now on each new document you create will have all those styles available by default.

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### Themes

A theme is a set of formatting choices that can be applied to an entire document and includes theme colors, fonts, and effects. The purpose of a theme is to allow the changing of fonts and colors in a consistent way across a document without having to redefine the individual styles.



The **Theme** group is on the **Page Layout** tab of the ribbon. When you click the main Themes icon, a display appears that shows you all the built-in themes you have available. What's even cooler is that a wonderful new feature in Word 2007 will cause the document's display to change simply by moving your mouse over any of the themes displayed. This Live Preview is great because you don't have to select an item to see how it will change your document. Just move your mouse around the choices and your document temporarily displays the potential

changes. When you see the one you like, click to select it.

You can customize a theme by changing the colors, fonts and effects to be applied. Each setting is available in the drop down lists next to the "Themes" icon on the "Page Layout" ribbon. Once you have customized the theme and would like to save the settings as a new theme, select "Save Current Theme" from the "Themes" dialog. Give the theme a name and save it in the default location by selecting "Save."

### Live Preview

Take advantage of the Live Preview when changing style. This feature enables you to preview your changes before you apply them, so experiment with the changes. To preview different Themes in your document, select the Page Layout tab and click Themes. The Themes gallery opens, displaying a number of different Theme choices.

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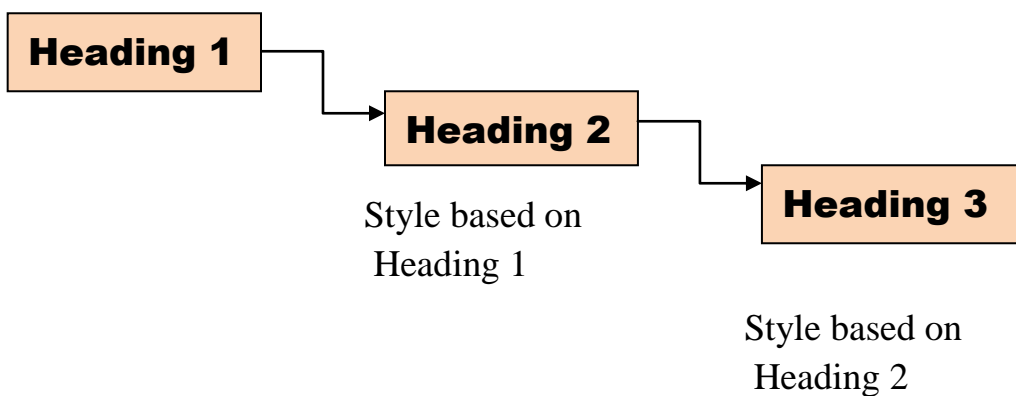
### Exercise

#### *Using Style*

1. Open file: **Exercise 6 - Using Style.doc**
2. Open the Style dialog in the Style Group.
3. Use style formatting to modify the style.
4. Change "Gino's Pizza" to Heading 1.
5. Modify Heading 2 font.
6. Add a colorful border to Heading 1 style.

#### *Cascading Style*

1. Open file: **Exercise 7 - Cascading Style.doc**.
2. Change the **border and shading** color of **Heading 1**.  
Look and see what happens.



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### ***Modify a Style***

When you modify a style, all the text that has been formatted with that style is updated to reflect the changes you have made. Suppose that you finish a 35-page report with many subheadings formatted with a style called Subhead, which includes 18-point, bold, Arial, and centered text. Now you decide that the subheadings should be smaller and justified left. Simply modify the Subhead style to reflect the new formatting and all the text within the Subhead style will change.

Each time you begin a new document based on the Normal template, Word uses the Normal style to determine the font, font size, line spacing, and other formats. If you find that you are always changing the font, the point size, or some other aspect of the Normal style, you can change its default format settings. If you are working in a lab, Word may not permanently update the Normal template.

1. Right-click the style you want to modify, and then click **Modify** or click on the ▼ next to the style.
2. Select any options you want.
3. To see more options, click **Format**, and then click the attribute — such as **Font** or **Numbering** — you want to change.

Click **OK** after you've changed each attribute, and then repeat for any additional attributes you want to change.

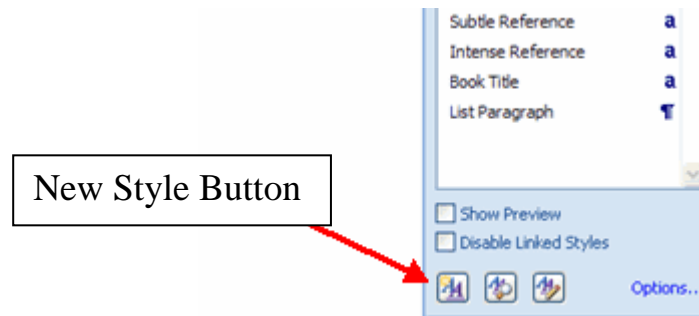
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### ***Create a New Style***

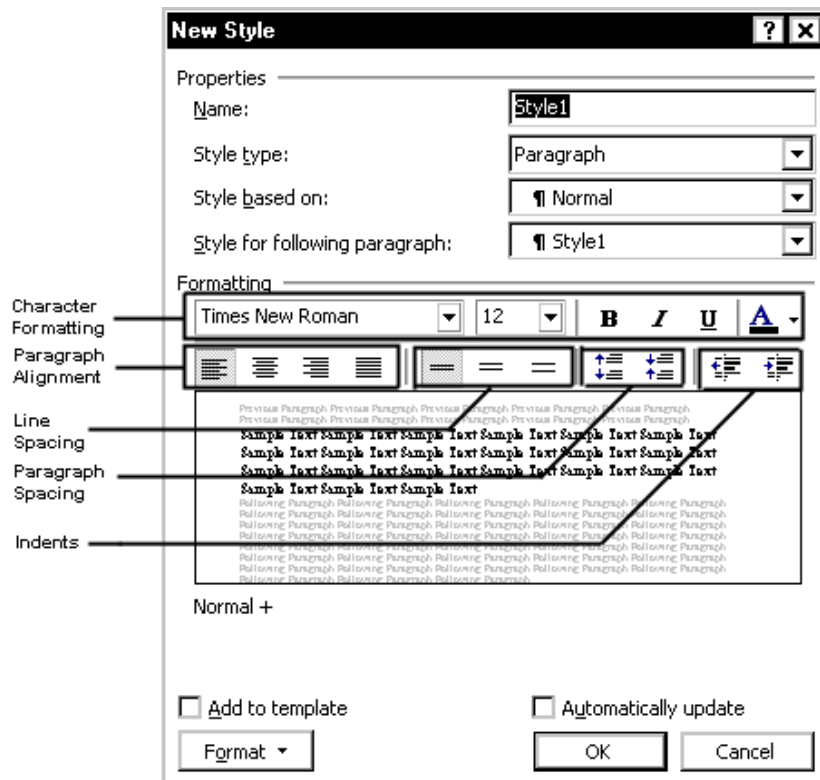
If you want to create styles before you use them rather than creating them by example, use the New Style dialog box. Using this feature, you name a style, define its formatting characteristics, and select options, such as whether to base the style on another style, whether to follow it with another style, and whether to add the style to the current


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template. You can also import and export styles to and from other documents and templates.



When you create a style by using the New Style dialog box, you have the option to apply that style to the currently selected paragraph, or simply add it to the list of styles you created for your document or your template.



1. Click the New Style  button at the bottom of the style pane.
2. In the **Name** box, type a name for the style (style: A combination of formatting characteristics, such as font, font size, and indentation, that you name and store as a set. When

you apply a style, all of the formatting instructions in that style are applied at one time.).

3. In the **Style type** box, click Paragraph, Character, Table, or List to specify the kind of style you are creating.
4. Select the options that you want, or click **Format** to see more option

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### ***Rename a Style***

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


1. Access the style pane
2. To rename a style, just modify the style. Replace the current name in the Name field.

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### ***Delete Style***

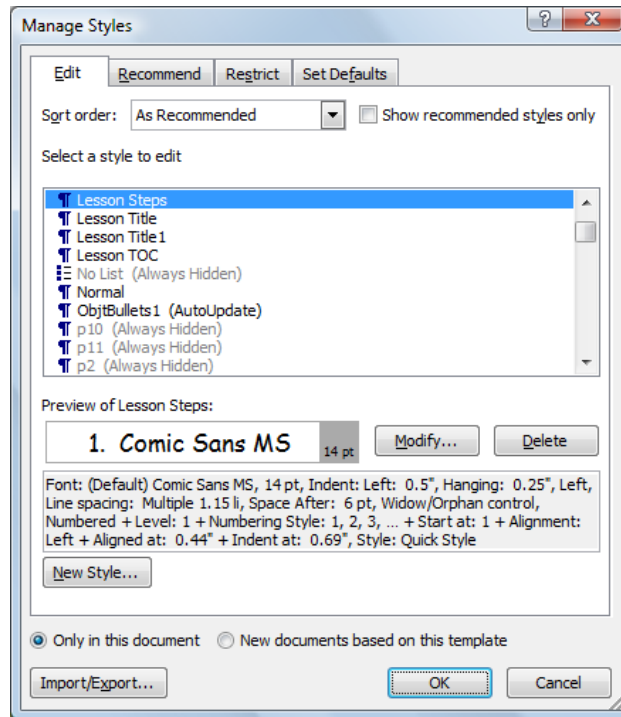
1. Display the style pane.
2. Right-click the style you want to delete, and then click Delete.

To delete multiply style:

1. Click the Manage Styles  button manage styles. A dialog box will open.
2. Select the style you want to delete from the list.
3. Select the style and click delete.



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Note: If you delete a paragraph style (paragraph style: A combination of character- and paragraph-formatting characteristics that are named and stored as a set. You can select a paragraph and use the style to apply all of the formatting characteristics to the paragraph at one time.) that you created, Microsoft Word applies the Normal style (Normal style: The default paragraph style used in documents based on the Normal template (Normal.dot).) to all paragraphs that were formatted with that style and removes the style definition from the task pane.

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### ***Copy Style with Format Painter***

Simply select the text, double click the **Format Painter** on the Home tab (it then remains active until you press Esc or click the button again). Note the paintbrush that stalks your cursor as you move it. When you select your target text, the copied formatting is applied as soon as you release the mouse button.



Using Format Painter saves you that time and duplicated effort. Instead of having to manually apply the font, font effects, centered paragraph alignment, and other formatting to each new section heading, you can quickly copy all of the formatting attributes by using one toolbar button.

To copy formatting

1. To copy both paragraph attributes (such as alignment, indentation, and so on) and character attributes (such as font and font effects), select the text whose formatting you want to copy plus the paragraph mark that follows the text.
2. To copy only character attributes, select the text without selecting the paragraph mark.
3. On the Standard toolbar, click Format Painter.
4. Select the text you want to apply the formatting to.
5. The text takes on the new formatting.

If you want to apply the same formatting to more than one item, select the formatting you want, double-click Format Painter, and then select each word, phrase, or paragraph you want to apply formatting to. When you're finished, press ESC.

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### ***Templates***

Templates are pre-set documents that allow you to "fill-in" information. This is useful when you may want to create the same type of document over and over.

Word '2003 provides several templates for creating professional documents for memorandums, faxes, resumes, newsletters, and more. To use a template, click on File, New.

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### QUIZ

1. What's the advantage of using a style to format a document?
  - a. A style gives you access to the Font dialog box, which has many design choices.
  - b. A style's purpose is to apply many types of formatting at once.
2. What kind of style is a heading style?
  - a. A paragraph style.
  - b. A character style.
  - c. The Normal paragraph style.
3. In the Styles and Formatting task pane, what's a quick way to see the attributes of a style?
  - a. Click the arrow on the style.
  - b. Click the style.
  - c. Point to the style.
4. There's a way to select every instance of a style in your document by clicking a single button.
  - a. True.
  - b. False.
5. What's the quickest way to modify a style?
  - a. Select text and format it the way you want it, and then use the Update to Match Selection command in the style list in the task pane.
  - b. Display the style's menu in the task pane, click Modify, select the various formatting options you want in the Modify Style dialog box, and then click OK