

Microsoft Word 2010

Quick Reference Guide for Quick Styles



Quick Style Toolbar

Quick Styles are preformatted text elements used to highlight titles, section headers, quotes, and caption text to assist you in organizing your documents. You can use style elements included in Word or customize your own.

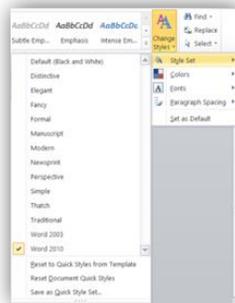


The **Quick Style** toolbar is located on the ribbon bar under the **Home** tab.

The **Change Styles** icon contains a menu which offers several different options to change or customize different style sets.

Options include:

1. Select different Quick Styles
2. Reset Quick Styles
3. Save Quick Styles set
4. Change color palette
5. Change font set
6. Change paragraph spacing



Changing and Applying Quick Style Sets

The default style set is Microsoft 2010, however, there are several different style sets from which you can choose. To change the default style set:

1. Click the **Change Styles** icon to the right of the Quick Style toolbar
2. Highlight the **Style Set** menu item
3. Select a new style set from the menu list
4. Your new style set will appear in the **Styles** section on the ribbon toolbar

Note: This style change will apply to all text and themes in your Word document.

To quickly apply a preformatted style to your text:

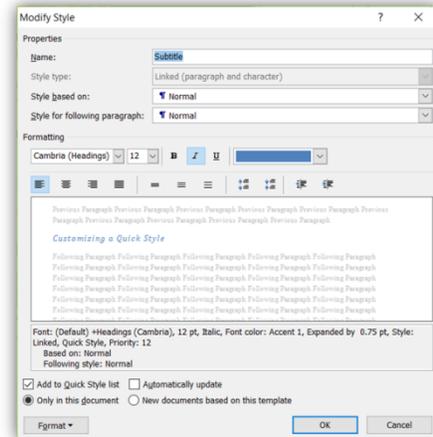
1. Click the style on the toolbar you wish to use
2. Type your text

Customizing a Quick Style

Preset quick styles can be customized to fit your preferences. You can change color, formatting, font, spacing, and other attributes to work with your particular style requirements.

To change an existing text style from the Styles bar:

1. Hover your mouse pointer over the style you wish to edit
2. Right click on the style item
3. Select **Modify** from the style menu
4. The **Modify Style** splash screen will appear



1. **Name:** this is the name of the style you are modifying
2. **Style based on:** select an existing style on which to base your updated style
3. **Style for following paragraph:** select the style for the following set of text – this is useful for header styles where you will likely have normal text below the heading
4. **Formatting:** this section allows you to select and format font, font color, alignment, and paragraph parameters

The display box allows you to view your newly formatted text as you are formatting

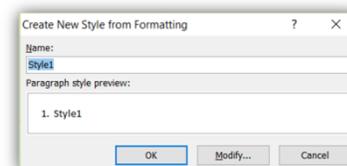
More detailed formatting can be performed for all of the above elements, however, this is outside of the purview of this quick reference guide. To access the detailed formatting menu click the **Format** button in the lower left corner of the Modify Style splash screen.

Creating a Quick Style

The most efficient way to create your own quick style is the following:

1. Format the text you wish to style with color, font, and spacing
2. Highlight your formatted text and right-click
3. Select **Styles** from the menu
4. Select **Save Selection as a New Quick Style**

The **Create New Style from Formatting** splash screen will appear. Type the name and a description of your new style and click **OK**.



Your new style will appear within the current style set on the Styles toolbar.

To remove a predefined style from the toolbar:

1. Right click on the style
2. Select **Remove from Quick Style Gallery**

Changing the Color Palette

The default color palette for Word is Office, however, there are several different palettes from which you can choose. To change the default color palette:

1. Click the **Change Styles** icon to the right of the Quick Style toolbar
2. Highlight the **Colors** menu item
3. Select a new color palette from the choices available



Your color changes will appear in the styles on your style bar.

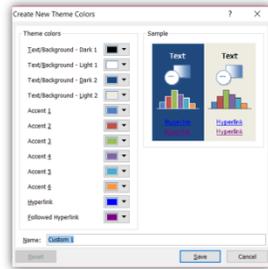
Note: This color palette change will apply to all text and themes in your Word document.

Creating a Color Palette

If none of the existing color palettes fit your style and theme you can create your own color palette.

To create a new color scheme:

1. Click the **Change Styles** icon to the right of the Quick Style toolbar
2. Highlight the **Colors** menu item
3. Select **Create New Theme Colors** from the bottom of the menu
4. The **Create New Theme Colors** splash screen will appear



You can change several colors to suit your style for text, graphics, and hyperlinks.

1. Select a color from the color box next to the text element
2. In the **Name** box at the bottom of the screen type the name for your new color palette
3. Click the **Save** button to save your new color palette

Your new color palette will now appear in the color palette list.

Changing the Font Set

The default font set for Word is Office, however, there are several different sets from which you can choose.

To change the default font set:

1. Click the **Change Styles** icon to the right of the Quick Style toolbar
2. Highlight the **Fonts** menu item
3. Select a new font palette from the choices available



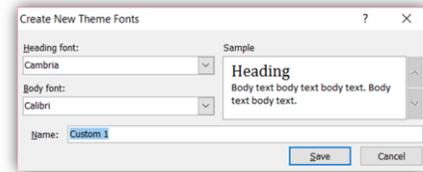
Your font changes will appear in the text on the style bar.

Note: This font palette change will apply to all text and themes for your entire Word document.

Creating a Font Set

If none of the existing font sets fit your style you can create your own set. To create a new set of fonts:

1. Click the **Change Styles** icon to the right of the Quick Style toolbar
2. Highlight the **Fonts** menu item
3. Select **Create New Theme Fonts** from the bottom of the menu
4. The **Create New Theme Fonts** splash screen will appear



Word allows you to change your heading and body text fonts. The display box on the right side of the splash screen displays how your font combination will appear.

1. Select a Heading font from the drop down menu
2. Select a body font from the drop down menu
3. In the **Name** box at the bottom of the screen type the name for your new font set
4. Click the **Save** button to save your new font set

Your new font set will now appear in the Fonts list.

Making Your New Palette the Default

After making all of these changes you may decide you would like to have the styles, fonts, and colors you selected as the default for all new documents you create in Word.

To set your new styles as default for all documents:

1. Click on the **Change Styles** icon to the right of the Quick Style toolbar.
2. Select **Set as Default** from the menu

Your new style, font and color selections will now be applied to all Word documents you create.

Benefits of Using Styles

There are many ways you can incorporate styles into your documents to ensure they are organized and professional. The following are some ways styles are used:

- When you use styles in your document, titles and subtitles are automatically linked to the Table of Contents feature in Word
- You can organize your documents into easily distinguishable segments
- Default styles have fonts and color palettes that compliment just about any writing style and document type
- Styles can be easily customized