

# Working with Themes and Styles

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This chapter covers formatting features that can save you tons of time as you create and format documents.

First, we'll learn all about styles. A style is a set of character and paragraph formats stored under a name. Styles are useful because you can apply a whole group of formatting options in a single step. If you decide to change the formatting options of a style, every character or paragraph formatted with that style is automatically updated with the new formatting options, instead of having to go through the document and manually update each and every paragraph. Styles are rather abstract, so don't worry if you still don't understand them—they will make more sense after you work with them.

The final lessons in the chapter talk about document themes, a great way to make your documents look cohesive and professionally designed.

## Using Exercise Files

Exercise files are provided so users can practice the topic(s) covered in each lesson. There are two ways you may use the exercise files:

- Open the exercise file for a lesson and perform the lesson exercise. Close the exercise file.
- Open the exercise file for a lesson and perform the lesson exercise. Keep the file open and perform the exercise for the following lesson and so on for the remainder of the chapter.

The exercises are written so that you may “build upon them”, so the exercises in a chapter can be performed in succession from the first lesson to the last.

## Applying a Style

A *style* is a group of format settings stored under a single name. Quick Styles are sets of styles that are designed to work together to create attractive and professional looking documents.

Each set of quick styles includes all the styles you need to build a document. For example, you can apply the “Quote” style if you are quoting something in a document, or the “Title” style for the document’s main heading. Using quick styles rather than your own formatting has several advantages:

- The document looks professional and is easy to read.
- Styles provide consistency and can apply several formatting properties at one time.
- If you change the formatting properties of a style, all instances of the style are updated with the formatting changes.

### Apply a style

Choose a style that is appropriate for the text, and then apply the style.

1. Select the text to which you want to apply the style.
2. Click the **Home** tab on the Ribbon and click the style you want to use in the Styles Gallery in the Styles group.

The style is applied to the document. To view all the styles in the quick style set at the same time, click the **More** button to expand the group.

- ✓ **Tip:** If the style that you want does not appear in the Styles Gallery, press **<Ctrl> + <Shift> + <S>** to open the Apply Styles task pane. Under Style Name, type the name of the style you want to use.

### Apply a different Quick Style Set

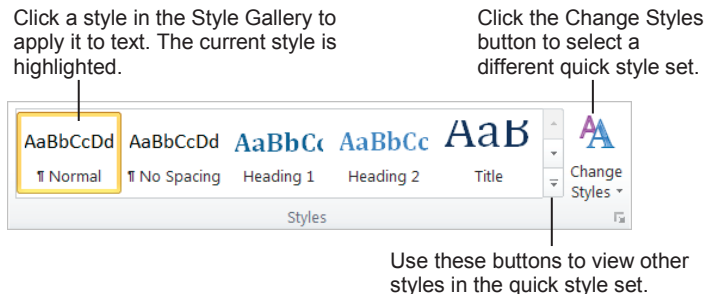
Word’s built-in style sets are professionally designed to convey a certain tone. Want your document to look more formal? Use the Formal style set, and the styles will take on formatting properties that make text look more formal.

1. Click the **Home** tab on the Ribbon and click the **Change Styles** button in the Styles group.
2. Point to **Style Set** and select the style set you want to use.

The styles available in the Styles Gallery change to reflect the style set you selected.




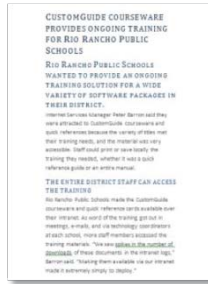
#### Exercise

- **Exercise File:** Management6-1.docx
- **Exercise:** Apply the Title style to the “Annual Management Meeting” text.  
Apply the Subtitle style to the “Seminar Schedule” text.  
Apply the Formal style set to the document.  
Reset document quick styles.



**Figure 6-1:** The Styles Gallery in the Home tab of the Ribbon.

**Table 6-1: Quick Style Sets in Word 2010**

Clean	Default (Black and White)
	
Distinctive	Elegant
	

# Working with Themes and Styles

- ✓ **Tip:** As you point to different styles in the Style Set list, the document changes to show you how it will look with the style set.

## Reset Quick Styles

If you decide that you don't want to use the quick style set you applied to the document, you can remove it and reset to its default settings.

1. Click the **Home** tab on the Ribbon and click the **Change Styles** button in the Styles group. Point to **Style Set**.

There are two ways you can reset the quick style set:

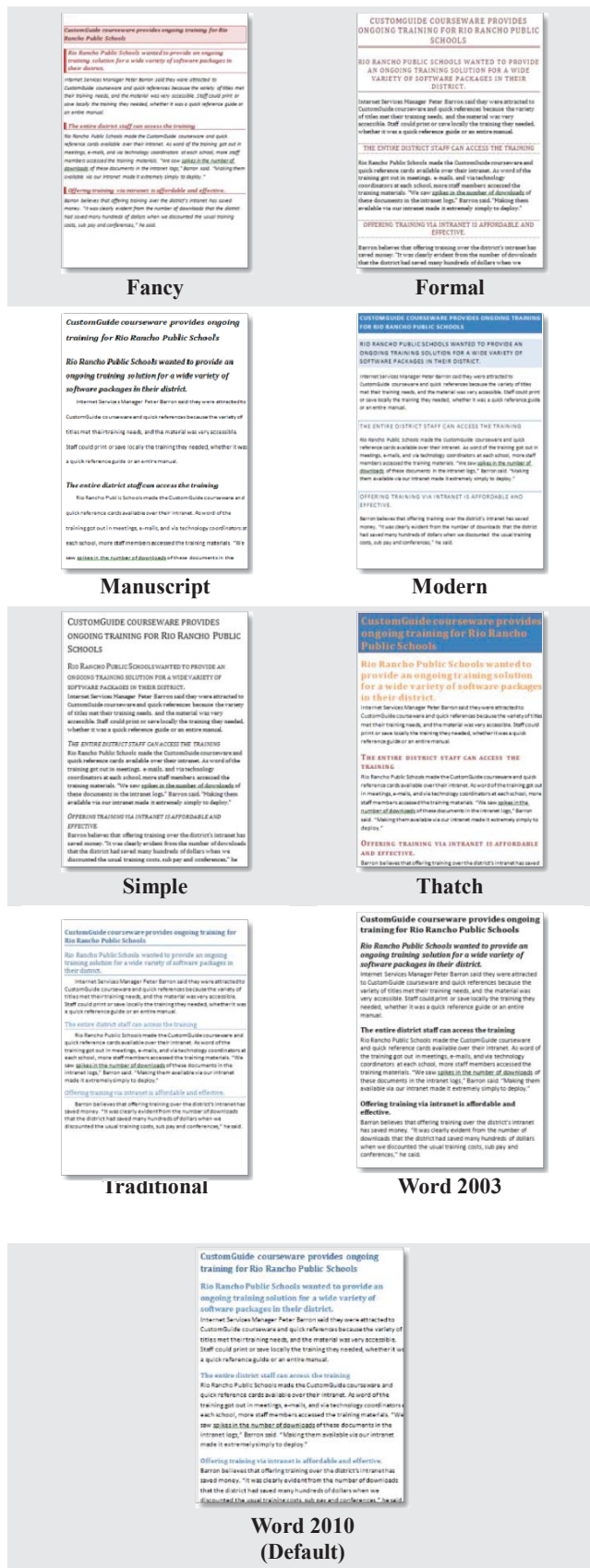
- **Reset to Quick Styles from Template:** Resets quick styles to the styles included in the template attached to the document.
- **Reset Document Quick Styles:** Resets quick styles to any styles you have modified or added to the current document.

2. Select the reset option you want to use.

The quick styles reset accordingly.

### ✓ Tips

- ✓ Microsoft recognizes that styles are efficient and useful in creating a document, so they have created sets of coordinating styles that have all the styles you need to build a document. In previous versions, users were left to create most of their own styles from scratch. Now, styles are very accessible with a wide range of them prominently displayed on the Ribbon.
- ✓ In most cases, choosing a different quick style set does not change the font type or the font theme being used; it just applies different character or paragraph formatting.



### Creating a Style

A style is a group of format settings stored under a single name. Styles save a lot of time and ensure that your documents are formatted in a consistent manner.

There are five different types of styles:

- **Character:** Includes any type of character formatting, such as font size or type, colors, and font effects.
- **Paragraph:** Includes any type of paragraph formatting, such as paragraph, tab, border, and bullets and numbering formats.
- **Linked:** A combination of character and paragraph formatting properties.
- **Table:** Provides a consistent style for all borders, shading, alignment and fonts in tables.
- **List:** Applies similar alignment, numbering or bullet characters and fonts to lists.

With Word's quick styles, you probably won't need to create new styles very often. But if the need arises, creating a style is quick and easy.

1. Select the text that contains the formatting of the new style.
2. Right-click the selection, select **Styles**, and select **Save Selection as a New Quick Style** from the contextual menu.

The Create New Style from Formatting dialog box appears. You may add formatting or change formatting properties for the style here.

3. Click the **Name** text box and enter the style's name.
4. Click **OK**.

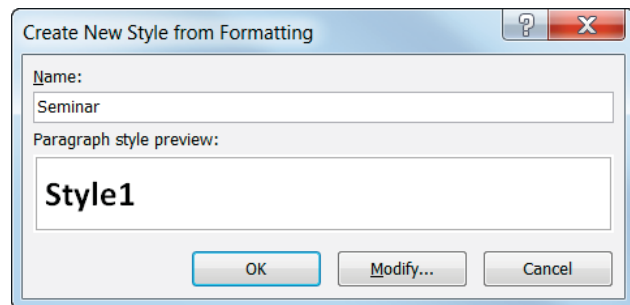
The style is added to the Quick Style Gallery.

#### Other Ways to Create a Style:

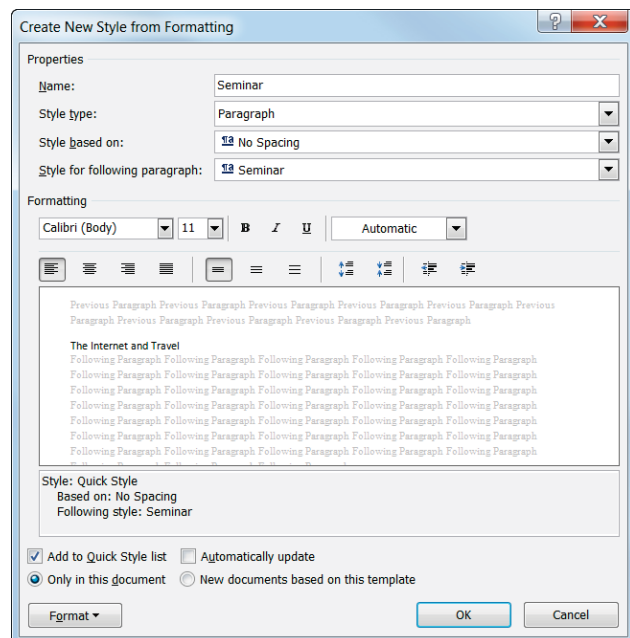
Click the **Home** tab and click the **Dialog Box Launcher** in the Styles group. Click the **New Style** button in the Styles task pane and apply style formatting in the Create New Style from Formatting dialog box. Give the style a name and click **OK**.

#### Exercise

- **Exercise File:** Management6-2.docx
- **Exercise:** Select "The Internet and Travel" line; add bold formatting and change the font size to 14 pt.  
Create a style named "Seminar" based on this text.  
Apply the style to the "Better Team Communication" and "Exploring Childcare" text.



**Figure 6-2:** To create a new style from formatted text, just give the style a name.



**Figure 6-3:** Create a new style and add formatting properties to it in this dialog box.

## Modifying and Deleting a Style

If a style doesn't quite have the formatting attributes you would like, or if you created a style that you no longer want to use, styles are easily modified and deleted.

### Modify a style

In most cases you won't need to change a style in a Quick Style set because the styles are designed to work together. Rather than modifying one of these built-in styles, you may want to consider creating a new style. Still, you may run into a situation where you want to modify a built-in style or a style that you've created.

1. Select text that uses the style you want to modify.
2. Apply the formatting you want to add to or remove from the style.
3. Right-click the style in the Styles Gallery and select **Update [style name] to Match Selection** from the contextual menu.

The style is modified to acquire the formatting properties of the selected text.

#### Other Ways to Modify a Style:

Right-click the style in the Styles Gallery and select **Modify** from the contextual menu. Or, click the **Dialog Box Launcher** in the Styles group, click the list arrow for the style you want to modify and select **Modify**. Edit the formatting of the style in the Modify Style dialog box.

### Delete a style

If a style is no longer needed, it may be deleted altogether.

1. Click the **Dialog Box Launcher** in the Styles group.

The Styles task pane appears.

2. Click the **list arrow** of the style you want to delete and select **Delete [style name]** or **Revert to [style name]** from the list.

A dialog box appears, asking to confirm deletion of the style.

- ✓ **Tip:** If there is no option to delete the style, Word may instruct you to revert to a similar style, which effectively deletes the style.

3. Click **Yes**.

The style is deleted and the default "Normal" style, or a style similar to the deleted style, is applied.

### Exercise

- **Exercise File:** Management6-3.docx
- **Exercise:** Modify the "Seminar" style so the font size is 11 pt. Notice that the other instances of the style are modified. Delete the "Seminar" style.

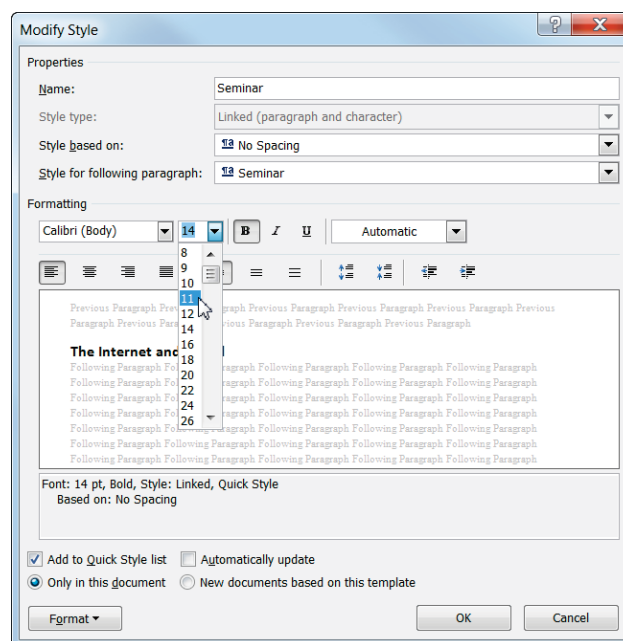


Figure 6-4: The Modify Style dialog box.

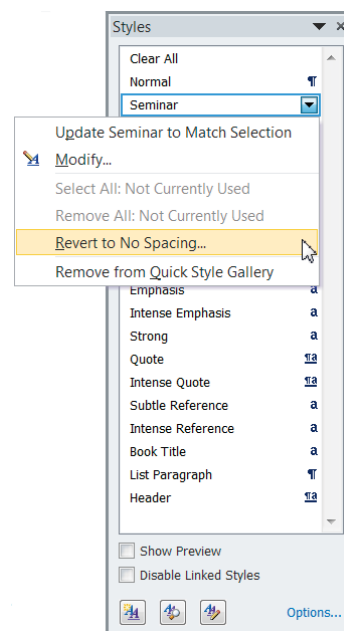


Figure 6-5: If a style is very similar to another style, you may be asked if you want to revert to that style rather than delete the style.

# Working with the Styles Gallery

The Styles Gallery makes it easy to view and access styles in a document. This lesson shows you how to organize which styles are displayed in the Styles Gallery.

## Add a style to the Styles Gallery

If a style you want to use doesn't appear in the Styles Gallery, you can move it into the Styles Gallery so it is easily accessible.

1. Click the **Home** tab on the Ribbon and click the **Dialog Box Launcher** in the Styles group.

The Styles task pane appears.

2. Click the **Options** link in the Styles task pane.

The Styles Gallery Options dialog box appears.

3. Click the **Select styles to show** list arrow and select **All styles**. Click **OK**.

The Styles task pane displays all the styles available in the document.

4. Point at the style you want to add to the Styles Gallery. Click the list arrow and select **Add to Quick Style Gallery**.

The style appears at the beginning of the Styles Gallery.

## Remove a style from the Styles Gallery

Removing a style from the Styles Gallery does not remove the style from the document.

1. Click the **Home** tab on the Ribbon and right-click the style that you want to remove from the Styles Gallery in the Styles group.

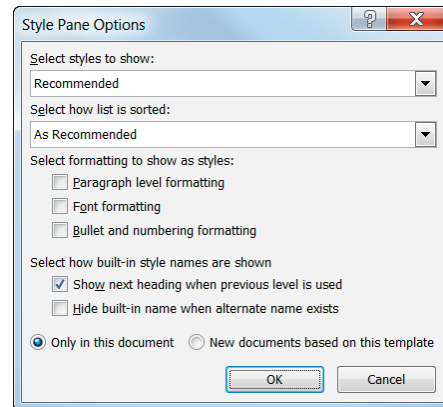
This will remove the style from the gallery, but it will still be available in the document.

2. Select **Remove from Quick Style Gallery** from the contextual menu.

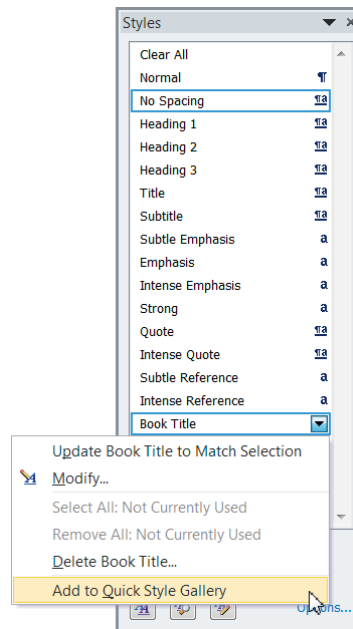
The style no longer appears in the Styles Gallery.

### Exercise

- **Exercise File:** Management6-4.docx
- **Exercise:** Remove the "List Paragraph", "Book Title" and "Emphasis" styles from the Styles Gallery. Move the "Book Title" style back into the gallery.



**Figure 6-6:** Configure how the Style Pane works in the Style Pane Options dialog box.



**Figure 6-7:** Make styles quickly accessible by adding them to the Quick Style Gallery.

## Creating a New Quick Style Set

If you create a group of styles that you would like to use together, you can save them as a new quick style set.

1. Click the **Home** tab on the Ribbon and add and remove styles in the Styles Gallery.

To create a quick style set, you can use a combination of styles you have created, and styles from other quick style sets.

The styles that appear in the Styles Gallery will be included in the new quick style set.

2. Click the **Change Styles** button in the Styles group.
3. Point to **Style Set** and select **Save as Quick Style Set**.

The Save Quick Style Set dialog box appears.

4. Click the **File name** text box and enter a name for the Quick Style Set.

If you create other customized elements, use the same naming scheme so you can easily identify which parts are designed to go together.

5. Click **Save**.

The quick style set now appears in the Change Styles button list with the other built-in quick style sets.

### Exercise

- **Exercise File:** Management6-5.docx
- **Exercise:** Create a new quick style set named “Management”.

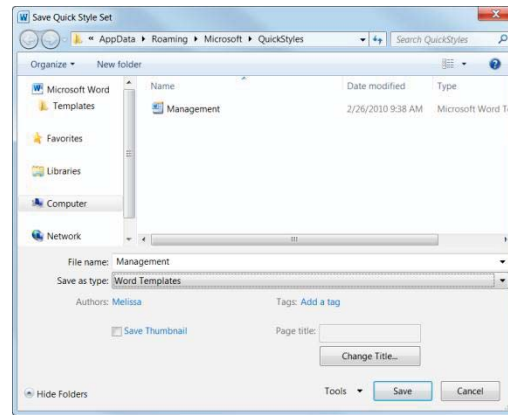


Figure 6-8: The Save Quick Style Set dialog box.

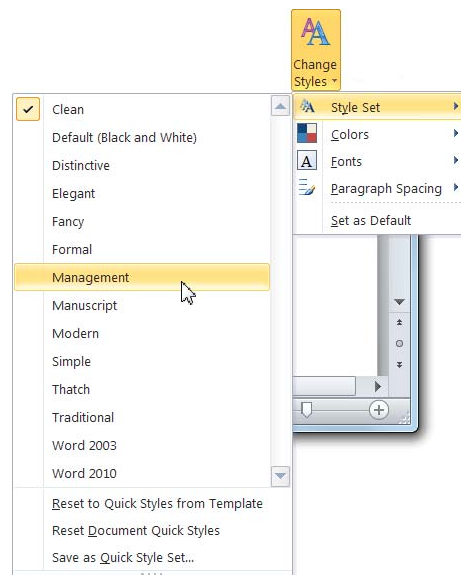


Figure 6-9: Quick Style Sets created by the user appear in the list with the Quick Style Sets available in Word.

# Selecting, Removing, and Printing Styles

Styles form a bond between text that uses the same style. Use this common bond to work with text.

### ✓ Tips

- ✓ You must turn on the Keep track of formatting option to select, remove, or print styles. To do this, click the **File** tab and select **Options**. Click the **Advanced** tab and make sure the **Keep track of formatting** check box is selected.

## Select text that uses the same style

You can select all occurrences of a style in a document.

1. Click the **Home** tab on the Ribbon and right-click the style in the Styles Gallery in the Styles group.

2. Select **Select All Instance(s)**.

When the text is selected, you can work with the text as usual, such as to apply a different style, modify the style, or add formatting.

## Remove a style from text

If you change your mind about using a style, you can easily remove the style from all text in the document.

1. Click the **Home** tab on the Ribbon and click the **Dialog Box Launcher** in the Styles group.

The Styles task pane appears.

2. Click the **list arrow** for the style you want to remove and select **Clear Formatting of All Instance(s)**.

The style is removed from text in the document.

## Print styles

You can print a summary of all the styles in a document, which includes a description of each style's properties and settings.

1. Click the **File** tab and select **Print**.

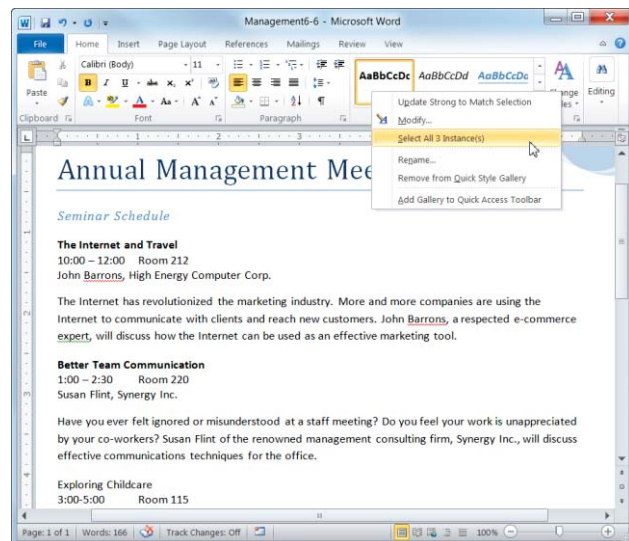
The Print tab appears.

2. Click the **Print all pages** list arrow and select **Styles**.

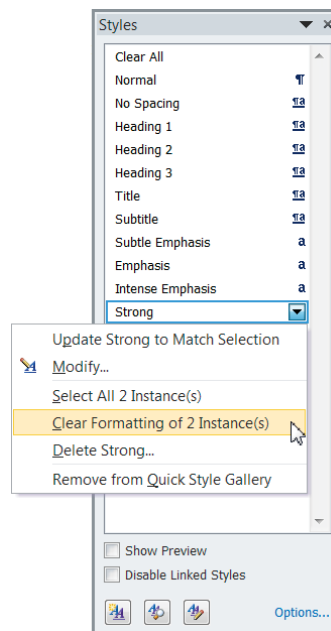
3. Click **Print**.

### Exercise

- **Exercise File:** Management6-6.docx
- **Exercise:** Apply the Strong style to “The Internet and Travel” and “Better Team Communication” lines.  
Select all instances that use the Strong style and add underline formatting to them.  
Remove all instances of the Strong style.  
Print a style summary for the document.



**Figure 6-10:** Select all text that is formatted using a certain style in the document.



**Figure 6-11:** Remove the style from all text to which it has been applied.

## Comparing and Cleaning Up Styles

The Style Inspector helps identify styles and other formatting in the document.

### Clean up styles

If text isn't updating to style changes the way you expected, or if text is not included in a style selection as you anticipated, it may not be formatted with a style.

1. Click the **Home** tab on the Ribbon and click the **Dialog Box Launcher** in the Styles group.

The Styles task pane appears.

2. Click the **Style Inspector** button in the Styles task pane.

The Style Inspector appears.

3. Click the text you want to check or clean up.

The Style Inspector shows the underlying paragraph and character styles that are used in the current text.

If the Plus: area below the paragraph or character style references other formatting properties, those formatting properties have been added manually and are not part of the underlying style.

4. Use the controls in the Style Inspector to clear all styles and formatting, create a new style, or reveal formatting.

### Compare formatted text to other formatted text

Comparing text makes it easier for you to identify the formatting attributes applied to text.

1. Click the **Home** tab on the Ribbon and click the **Dialog Box Launcher** in the Styles group.

The Styles task pane appears.

2. Click the **Style Inspector** button in the Styles task pane.

The Style Inspector appears.

3. Click the **Reveal Formatting** button.

The Reveal Formatting task pane appears.

### Exercise

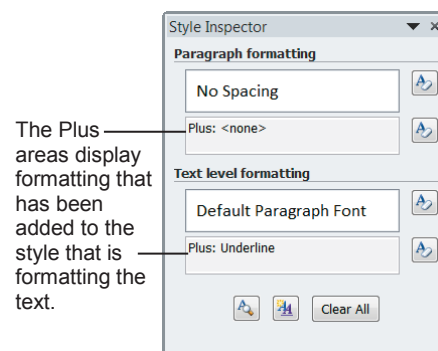
- **Exercise File:** Management6-7.docx

- **Exercise:** Apply the Intense Reference style to the "Exploring Childcare" line.

Use the Style Inspector to check the formatting of the "Better Team Communication" line.

Compare the text of the "Better Team Communication" line and the "Exploring Childcare" lines.

Apply the Intense Reference style to the "The Internet and Travel" and "Better Team Communication" lines.



**Figure 6-12:** Use the Style Inspector to investigate formatting differences in text.

## Working with Themes and Styles

4. Click or select text to view its formatting.

The formatting properties of the selected text are displayed in the Reveal Formatting task pane.

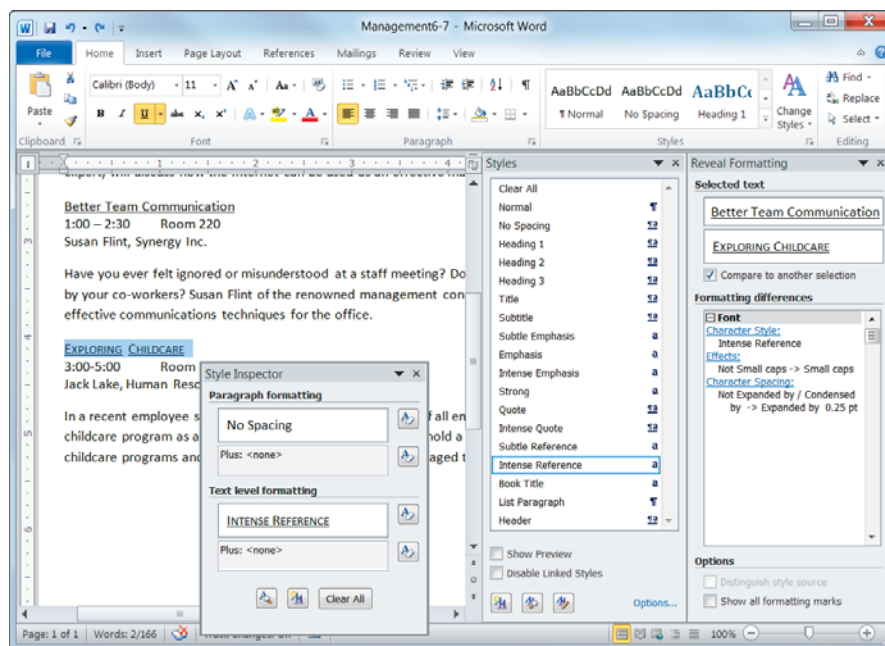
5. Click the **Compare to another selection** check box in the Reveal Formatting task pane.

Now you can compare the formatting of the selected text to other text in the document. Notice that when the text is compared to itself, there are no formatting differences.

6. Click or select the text to compare to the previously selected text.

The formatting differences between the two instances are displayed in the Reveal Formatting task pane.

7. Close the Reveal Formatting task pane and Style Inspector when you are finished.



**Figure 6-13:** The Reveal Formatting task pane displays formatting differences between text selections in the document.

## Applying Document Themes

Word 2010's document themes provide a consistent and professional look for your documents. Each document theme consists of three design elements:

- **Theme Colors:** A set of eight coordinated colors used in formatting text and objects in the document.
- **Theme Fonts:** A set of coordinated heading and body font types.
- **Theme Effects:** A set of coordinated formatting properties for shapes and objects.

### ✓ Tips

- ✓ Document themes work best when saved in .docx files. They may not display correctly in .doc format.

### Apply a document theme

Applying a document theme affects all elements of the document: colors, fonts, and effects.

1. Click the **Page Layout** tab on the Ribbon and click the **Themes** button in the Themes group.

A list of built-in document themes appears. The default theme is "Office," which is highlighted in orange.

- ✓ **Tip:** If the theme you want to use doesn't appear in the list, it may be saved somewhere else. If a theme is saved elsewhere on your computer or network location, click **Browse for Themes** to go to the theme's location.

2. Select the document theme you want to apply.

The formatting associated with the document theme is applied to the document.

### Mix and match document themes

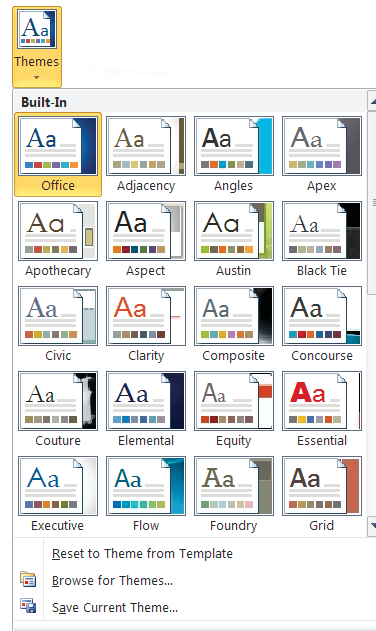
You are not bound to the colors, fonts, or effects that are assigned to a document theme. You may mix and match theme colors, theme fonts, and theme effects.

1. Click the **Page Layout** tab on the Ribbon.
2. Click the **Theme Colors**, **Theme Fonts**, or **Theme Effects** button in the Themes group and select the colors, fonts, or effects you want to use.

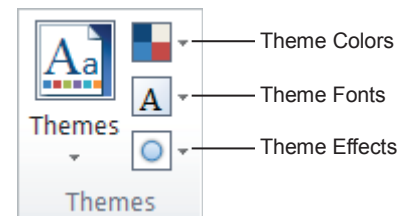
The change is applied to the document. The document theme isn't changed, but it is no longer applied.

### Exercise

- **Exercise File:** Management6-8.docx
- **Exercise:** Apply the "Opulent" document theme. Apply the "Metro" theme font.



**Figure 6-14:** The built-in list of Document Themes in Word coordinates colors, fonts, and shape effects.



**Figure 6-15:** Customize a document theme by mixing and matching colors, fonts, and effects.

## Creating New Theme Colors and Fonts

You will probably be able to find a document theme that suits your needs among Word's built-in options. However, you can also create your own customized theme colors and fonts.

1. Click the **Page Layout** tab on the Ribbon and click the **Theme Colors** or **Theme Fonts** button in the Themes group.
2. Select **Create New Theme Colors** or **Create New Theme Fonts** from the list.  
A dialog box appears where you can select the colors and fonts you want to use.
3. Select the colors and fonts you want to use.
4. Click the **Name** text box and type a name for the new color or font theme.

If you want to coordinate new theme colors and fonts, save them under the same name, just as they are with built-in themes.

5. Click **Save**.

If you want to use the new colors and fonts together, save them under the same name so that it is easy to identify that they go together.

### ✓ Tips

- ✓ You can't create your own theme effects. You can only create your own theme colors and fonts.
- ✓ To remove a custom theme color or font, click the **Theme Color** or **Theme Font** button. Right-click the option you want to delete and select **Delete**. Click **Yes** to confirm the deletion.
- ✓ To edit a custom theme color or font, click the **Theme Color** or **Theme Font** button. Right-click the theme color or font and select **Edit**.
- ✓ The colors and fonts that appear in the dialog box are based on the previously selected theme. Click the element you want to change and select **More Colors** for additional color options.

### Exercise

- **Exercise File:** Management6-9.docx
- **Exercise:** Create a new theme color named "Acadia".

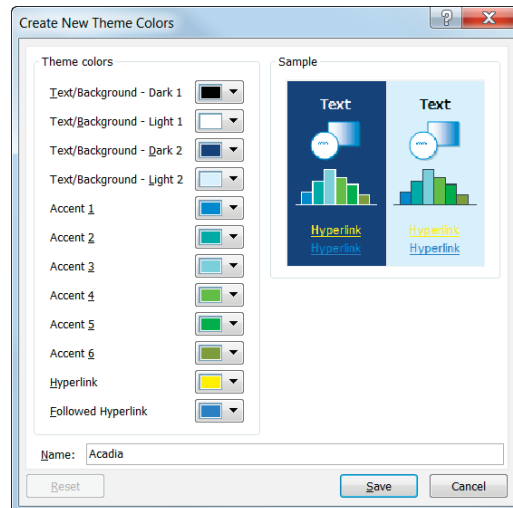


Figure 6-16: Creating a new theme color.

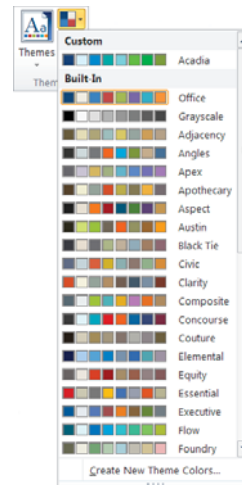


Figure 6-17: Theme elements that you have created appear in a special Custom section at the top of the list.

### Save a New Document Theme

You can use theme fonts or colors that you have created to create an entire document theme. For example, you could create a document theme that uses specific colors and fonts for your organization.

You can save any combination of theme colors, theme fonts, and theme effects as a new document theme.

1. Apply the theme colors, fonts, and effects you want to use in the new document theme to the document.

This can be a combination of items you have created, and built-in items.

2. Click the **Page Layout** tab on the Ribbon and click the **Themes** button in the Themes group.

A list of built-in themes appears.

3. Select **Save Current Theme**.

The Save Current Theme dialog box appears.

When you give the new document theme a name, use a naming scheme similar to other items, such as the theme colors or fonts, so that it is easy to identify that they go together.

4. Click the **File name** text box, enter a name, and click the **Save** button.

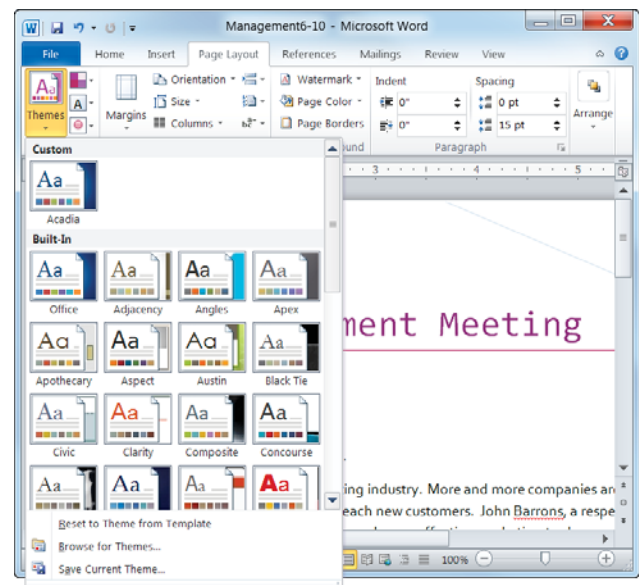
The document theme is now available under the Themes button in the Themes group.

#### ✓ Tips

- ✓ When you save a new document theme, it becomes available in all Office programs.
- ✓ To remove a custom document theme, click the **Themes** button. Right-click the custom theme and select **Delete**. Click **Yes** to confirm the deletion.

#### Exercise

- **Exercise File:** Management6-10.docx
- **Exercise:** Apply the custom Acadia theme color to the document.  
Apply the Foundry theme font and save a new document theme named “Acadia”.



**Figure 6-18:** You can save your combination of theme colors, fonts, and effects as a new document theme.

# Working with Themes and Styles

## Review

### Quiz Questions

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77. If you decide that you don't want to use the style set that you applied to the document, you can reset document styles.
78. Which of these keystroke combinations opens the Apply Styles task pane?
- A. <Shift> + <S>
  - B. <Ctrl> + <Shift> + <A>
  - C. <Shift> + <A>
  - D. <Ctrl> + <Shift> + <S>
79. The easiest way to create a style in Microsoft Word is to:
- A. Base the style on an existing paragraph's formatting.
  - B. Create a style from scratch.
  - C. Use the Styles task pane.
  - D. Click your heels and think really hard.
80. As soon as a style has been modified, all instances of the style in the document are updated to reflect the changes.
81. If you aren't given the option to delete a style, Word may instruct you to:
- A. Revert to a similar style.
  - B. Modify the style.
  - C. Hide the style.
  - D. Remove the style from the Styles Gallery.
82. Removing a style from the Styles Gallery removes the style from the document. (True or False?)
83. Any styles that appear in the Styles Gallery will be included in the new style set. (True or False?)
84. You can't select all of the text in a document that uses the same style. (True or False?)
85. A printed styles summary does NOT include:
- A. A list of all styles used in the document.
  - B. A description of each style's properties.
  - C. A list of commonly used styles.
  - D. A description of each style's settings.
86. To see how text is formatted click the \_\_\_\_\_ button in the Style Inspector.

- A. Show Formatting
  - B. Reveal Formatting
  - C. Illustrate Formatting
  - D. Document Formatting
87. You can compare formatted text to other formatted text in Word 2010. (True or False?)
88. Which of the following is not a design element that document themes consist of?
- A. Theme Colors
  - B. Theme Alignment
  - C. Theme Fonts
  - D. Theme Effects
89. What is the default theme used in Word?
- A. Office
  - B. Opulent
  - C. Apex
  - D. Civic
90. You can create your own theme effects in Word 2010. (True or False?)
91. When you save a new document theme, it becomes available in all Office programs. (True or False?)
92. You can't remove a custom document theme in Word once you have added one. (True or False?)

## Quiz Answers

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77. True. If you decide that you don't want to use the style set that you selected, you can reset document styles.
78. D. Press <Ctrl> + <Shift> + <S> to open the Apply Styles task pane.
79. A. The easiest way to create a style in Microsoft Word is to base it on an existing paragraph's formatting.
80. True. As soon as a style has been modified, all instances of the style in the document are updated to reflect the changes.
81. A. If you aren't given the option to delete a style, Word may instruct you to revert to a similar style.
82. False. Styles that are removed from the Styles Gallery are still available, they just are not shown in the Styles Gallery.
83. True. Any styles that appear in the Styles Gallery will be included in the new style set, so make sure to edit the gallery as necessary.
84. False. You can select all of the text in a document that uses the same style.
85. C. A printed styles summary does NOT include a list of commonly used styles.
86. B. To see how text is formatted click the Reveal Formatting button in the Style Inspector.
87. True. Using the Style Inspector, you can compare formatted text to other formatted text in Word 2010.
88. B. Theme Alignment is not a design element used in Word.

- 89. A. Office is the default theme used in Word.
- 90. False. You can't create your own theme effects. You can only create your own theme colors and fonts.
- 91. True. Once a document theme is saved, it becomes available in all Office programs.
- 92. False. To remove a custom document theme, click the Themes button, right-click the custom theme, select Delete, and click Yes to confirm the deletion.