

Microsoft Office Word

Choose a Quick Style set for a document

Applies to: Microsoft Office Word 2007

In Microsoft Office Word 2007, you can choose a set of styles that are designed to work together. The style colors and formats in a single style set create an attractive and readable document.


All you have to do is choose the Quick Style set that is appropriate for the document that you are creating and then apply the styles from the convenient Quick Styles gallery while you create your document. You can also apply a different Quick Style set at any time.

What do you want to do?

- ↕ [Choose a Quick Style set to apply to a blank document](#)
 - ↕ [Apply a new Quick Style set to a document](#)
-

Choose a Quick Style set to apply to a blank document

When you start to work on a new document, you can choose from several predesigned Quick Style sets, such as **Modern**. Each Quick Style set may include styles for several heading levels, body text, quotes, and titles that are designed to work together in a single document.

1. Click the **Microsoft Office Button** , and then click **New**.
2. Double-click **Blank document**.
3. On the **Home** tab, in the **Styles** group, click **Change Styles**, and then point to **Style Set**.
4. Click a Quick Style set, such as **Modern**.

The gallery of Quick Styles changes to reflect the Quick Style set that you clicked. You can then use all of the styles in the gallery to build your document.

[↑ Top of Page](#)

Apply a new Quick Style set to a document

1. Open the document to which you want to apply a new Quick Style set.
2. On the **Home** tab, in the **Styles** group, click **Change Styles**, and then point to **Style Set**.
3. Click the Quick Style set that you want.

The document styles change to reflect the new Quick Style set.

NOTE The Quick Style set reflects the styles that have been applied in the document. For example, if all of the headings in the document have Heading 2 styles applied, the Quick Style set will apply a Heading 2 style. The Quick Style set does not fix formatting errors.

TIP You can see how a Quick Style set will look in a document by pointing to a Quick Style set without clicking it. When you click the Quick Style set, it is applied to the document.

 [Top of Page](#)

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