


Make a Quick Style set the default style set

Applies to: Microsoft Office Word 2007

Tags [default](#); [font](#); [formatting](#); [headings](#); [Quick Styles](#); [set style](#); [style](#); [themes](#)

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You can choose from any of the built-in Quick Style sets when you create a new document. You can also make any Quick Style set the default set when you open a blank document.

What do you want to do?

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Choose a Quick Style set to apply to a document


You can choose from several predesigned Quick Style sets. Each Quick Style set consists of a set of body, heading, and other styles 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 new Quick Style set.

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Make a Quick Style set the default for all blank documents

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 the Quick Style set that you want.

The gallery of Quick Styles changes to reflect the new Quick Style set and the current theme, which includes fonts, colors, and


effects.

5. On the **Home** tab, in the **Styles** group, click **Change Styles**, and then click **Set as Default**.

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Make all blank documents default to Microsoft Office Word 2003 styles

A Quick Style set called Word 2003 and a font change can make your new documents look like Word 2003 documents.

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 **Word 2003**.
5. On the **Home** tab, in the **Styles** group, click **Change Styles**, and then point to **Fonts**.
6. Click **Office Classic**.
7. On the **Home** tab, in the **Styles** group, click **Change Styles**, and then click **Set as Default**.

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