About Microsoft Office Styles

Microsoft Office styles are pre-selected combinations of colors, fonts, and effects that you can apply to a document. Use styles to give your work a particular look: professional, playful, or creative.

Topics in this guide include:

- Apply Styles to Text in Microsoft® Office Word 2007
- Change the Quick Style Set in Word 2007
- Change Your Document Theme
- Apply Styles in Microsoft® Office Excel 2007
- Apply Styles and Effects in Microsoft® Office PowerPoint 2007

Introduction

With the latest version of the Microsoft® Office system, it's easy to create visually dynamic documents. Professional styles are built into three applications—Word 2007, Excel 2007, and PowerPoint 2007—so you can quickly create documents with an expert look. In addition, styles applied in an application share a consistent look and can be updated all at once.

Notes

- Screen shots in this guide were taken with the program window maximized. If your window is not maximized, your user interface may look different, and the procedures may not be accurate for you.
- As you move your pointer over different style options, your document changes to reflect the options. These changes are not permanent until you click a style.

Apply Styles to Text in Word 2007

Apply a pre-selected Quick Style automatically to selected text.

1 Open a document in Word 2007.

2 Select the text you want to apply a Quick Style to. To apply the same Quick Style to all text in the document, select the entire document.

3 On the **Home** tab, in the **Styles** group, click a default Quick Style option.

Note To see all available default Quick Style options, click the **More** arrow.

Screen shots in this guide were taken
with the program window maximized.
If your window is not maximized, your

Default Style ("normal")

SCREEN SHOTS IN THIS GUIDE WERE TAKEN
WITH THE PROGRAM WINDOW MAXIMIZED.
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Heading 2 Style

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Change the Quick Style Set in Word 2007

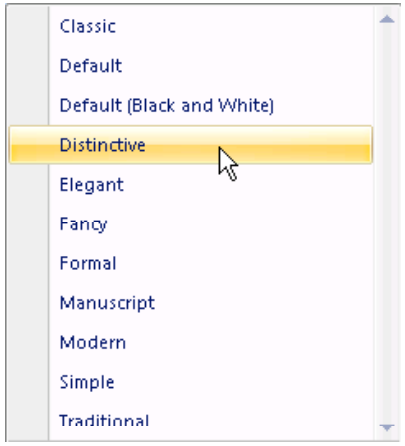
Quick Styles are sets of text formatting styles designed to look good together. Apply separate styles from a Quick Style set to create a complete and professional-looking document. Word 2007 provides a default Quick Style set, but you can replace it with other sets (also provided) to achieve different looks. Once you change the Quick Style set, all styles previously applied to your document change to the styles in the new set.

1 Open a document.

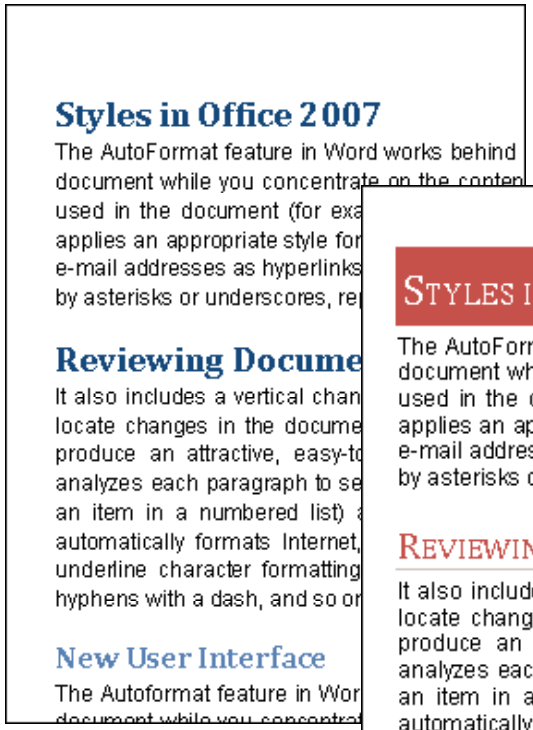
2 On the **Home** tab, in the **Styles** group, click **Change Styles**.

3 On the **Style Set** menu, click a Quick Style set.

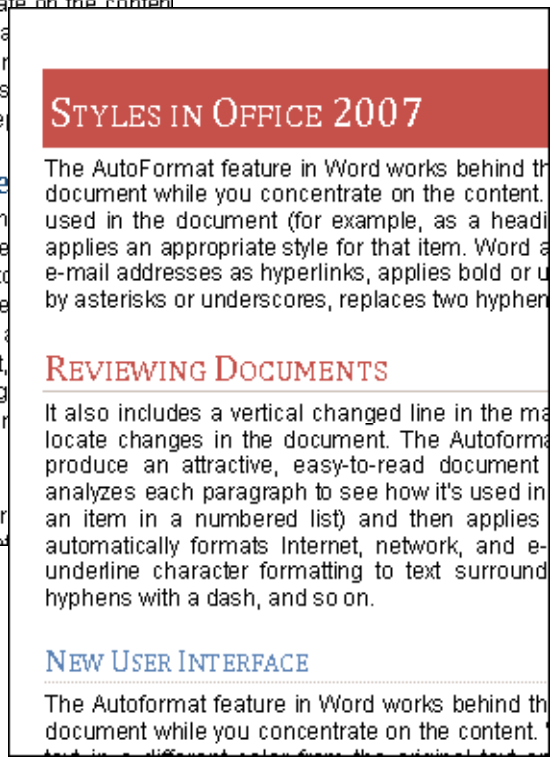
The Quick Style set is applied to the document, replacing the previous styles, and the settings for the new Quick Style set replace the previous settings in the Style group.



Tip As you move your pointer over the Quick Style options, you can see the results on your page. The style is not permanently applied until you click it.



Original style ("Default")



Changed style ("Distinctive")

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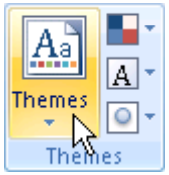
Change Your Document Theme

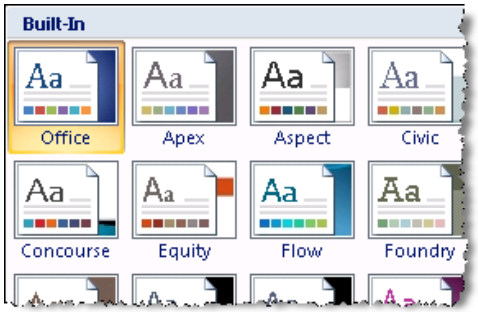
Themes coordinate the style choices you make throughout your document. While styles are individual designs you can apply to different parts of a document, themes are universal designs that unify all the styles. Word applies a default theme when you create a document, but after you apply styles, you can change the theme to coordinate new style elements.

1 On the **Page Layout** tab, in the **Themes** group, click **Themes**.



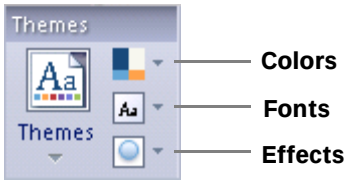
2 In the **Built-In** themes gallery, click a theme.

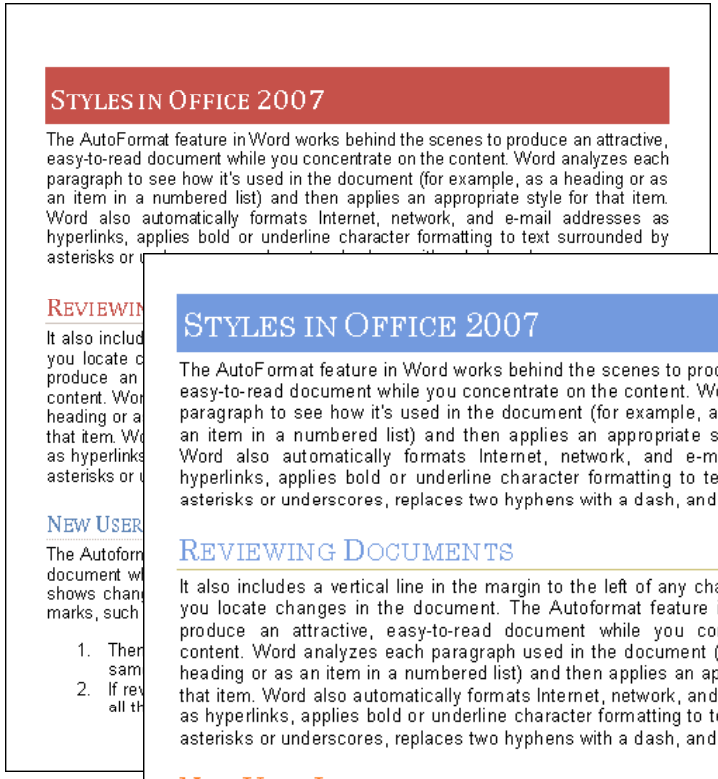
Note The themes gallery appears only for documents in the 2007 Microsoft® Office release. To upgrade an earlier document to the current file format, click **File**>**Upgrade**.



With each theme you apply, the style elements you applied also change.

To customize your document further, click the arrows next to the three themes components (Colors, Fonts, Effects), and then apply variations.





Distinctive Style with default theme (Office) applied

Distinctive Style with Oriel Theme applied

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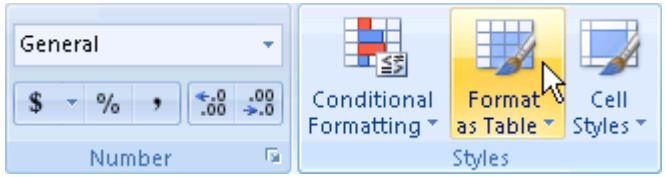
Apply Styles in Excel 2007

Use colors, lines, and grids to make table information stand out.

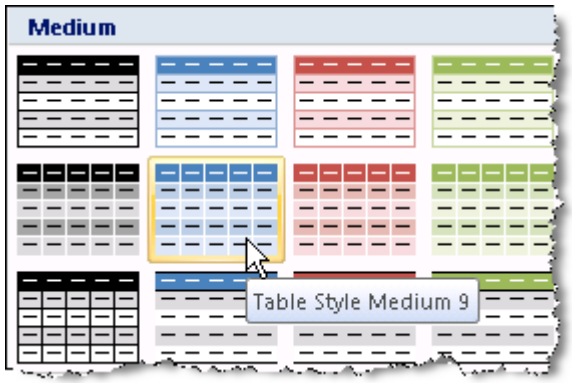
1 Open a spreadsheet in Excel 2007.

2 Select data that you want to format as a table.

3 On the **Home** tab, in the **Styles** group, click **Format as Table**.



4 Click a style for the table.

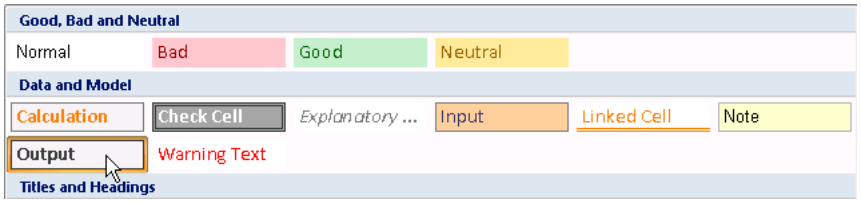


5 In the **Format as Table** dialog box, click **OK**.

Note This dialog box appears only the first time data is formatted.

6 To customize the style of your table further, select specific cells, columns, or rows. Then, on the **Home** tab, in the **Styles** group, click **Cell Styles**.

7 Click a style for the selected data.



Notes

- To change a table style, click the table, and under **Table Tools**, click the **Design** tab. In the **Table Styles** group, click a style. To see all available table styles, click the **More** arrow .
- You can apply Cell Styles to any cells in your spreadsheet, not just those in a table.
- Table styles similar to those in Excel 2007 also exist in Word 2007 and PowerPoint 2007.

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Quarter	East	West	North
1st Qtr	20.4	30.6	45.9
2nd Qtr	27.4	38.6	46.9
3rd Qtr	90	34.6	45
4th Qtr	20.4	31.6	43.9
Totals	158.2	135.4	181.7

Before applying table styles in Excel 2007

Quarter	East	West	North
1st Qtr	20.4	30.6	45.9
2nd Qtr	27.4	38.6	46.9
3rd Qtr	90	34.6	45
4th Qtr	20.4	31.6	43.9
Totals	**158.2**	**135.4**	**181.7**

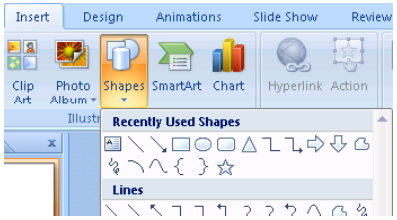
After applying styles in Excel 2007

Apply Styles and Effects in PowerPoint 2007

You can also apply design options to shapes, charts, and other graphic images. By adding visual effects to a shape, you emphasize your point and heighten interest in the presentation.

1 Open a presentation in PowerPoint 2007.

2 On the **Insert** tab, in the **Illustrations** group, click **Shapes**. Click the **More** arrow to see all available shapes.



3 Drag your mouse across the page to draw the shape.

4 With the shape selected, under **Drawing Tools**, click **Format**. In the **Shape Styles** group, click a style to apply to the shape. Click the **More** arrow to see all available styles.

5 In the **Shape Styles** group, click **Shape Fill, Shape Outline**, or **Shape Effects** to customize the shape further.

6 To apply text to the shape, click the **Home** tab, and then type your text.

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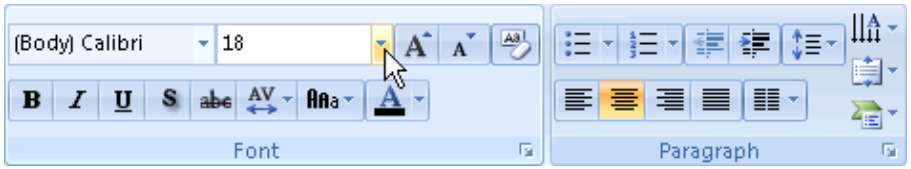
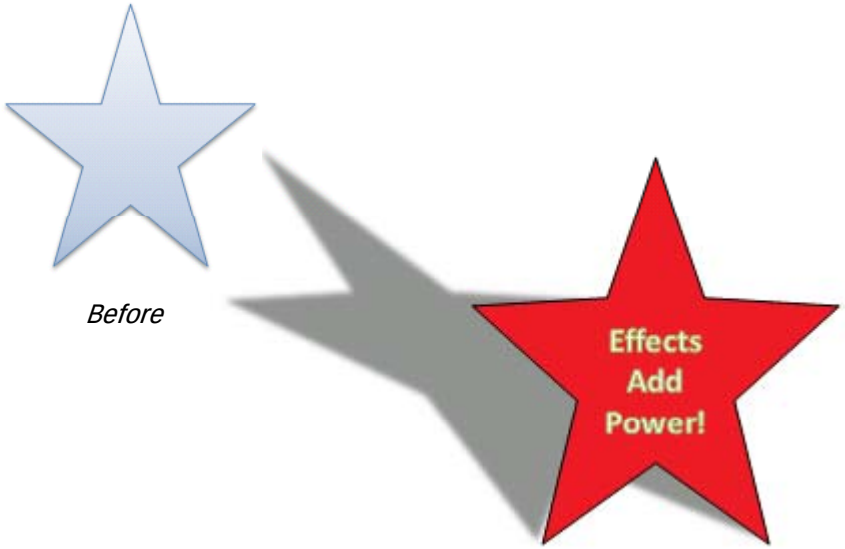
7 Select the text, and in the **Font** and **Paragraph** groups, click options to customize the text.



Note There are a greater variety of Shape effects in PowerPoint 2007 than in other applications. The preceding steps may not apply in Word 2007 and Excel 2007.



Before

After

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