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.


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.
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.
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.
Apply Styles in Excel 2007

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


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.
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.


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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Before applying table styles in Excel 2007

<table>
<thead>
<tr>
<th>Quarter</th>
<th>East</th>
<th>West</th>
<th>North</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Qtr</td>
<td>20.4</td>
<td>30.6</td>
<td>45.9</td>
</tr>
<tr>
<td>2nd Qtr</td>
<td>27.4</td>
<td>38.6</td>
<td>46.9</td>
</tr>
<tr>
<td>3rd Qtr</td>
<td>90</td>
<td>34.6</td>
<td>45</td>
</tr>
<tr>
<td>4th Qtr</td>
<td>20.4</td>
<td>31.6</td>
<td>43.9</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>158.2</strong></td>
<td><strong>135.4</strong></td>
<td><strong>181.7</strong></td>
</tr>
</tbody>
</table>

After applying styles in Excel 2007

<table>
<thead>
<tr>
<th>Quarter</th>
<th>East</th>
<th>West</th>
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</tr>
</tbody>
</table>
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.