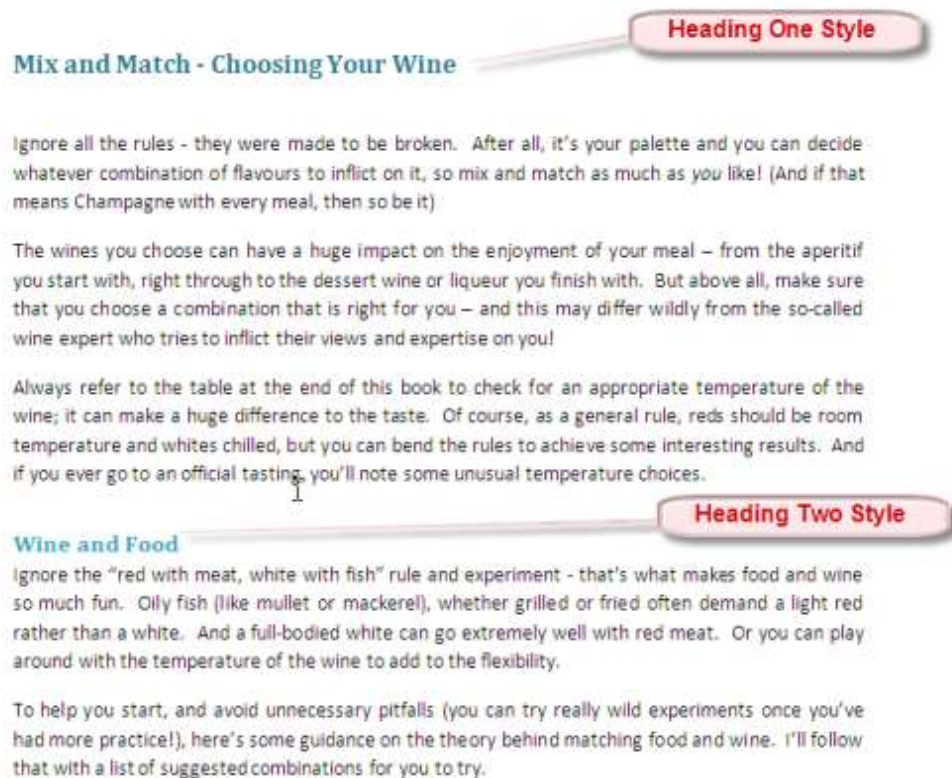


# Styles

In Word 2007 Microsoft introduced Quick Styles. Styles have always existed, however now they are a snap to apply and you can see what they look like before you decide.

Here is a document with Styles applied:



This is the Styles Group on the Home Tab in Word 2007 and Word 2010.



To apply a Heading style

1. Click on the heading you wish to change
2. Click on the Heading Style of your choice in the Styles Group
3. Look at the document you will see an example of what the heading will look like
4. Click on the Style to apply it.

You can change the Style Set to a different one if you can't find a style that you like:

- Click Change Styles
- Select Style Set



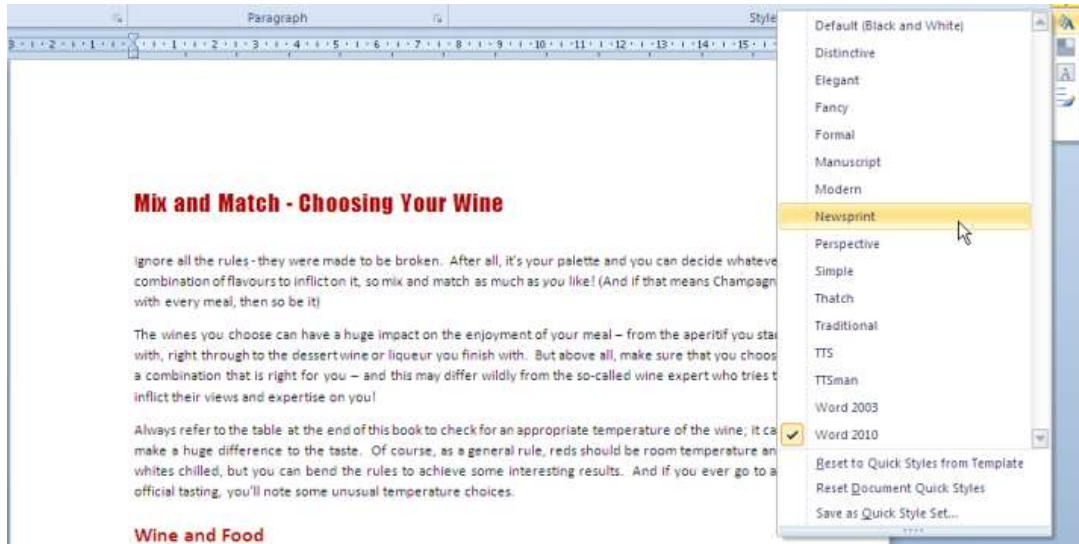
call us now on  
**020 8203 1774**

or email us at  
[enquiries@theittrainingsurgery.com](mailto:enquiries@theittrainingsurgery.com)

# Styles

## Hints and Tips

Now select a set that you like – as you can see when you hover over a style, Word shows you what the changes will look like.



When you find a Style Set that you like, click on it and the Style Set will change

