Add and remove styles from the Quick Styles gallery

As in the past, Microsoft Office Word 2007 allows you to create your own styles. Office Word 2007 also introduces Quick Styles, which make it easy for you to create a professional and well-designed document in minutes.

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About formatting styles

If you are used to applying all of your formatting directly, for example, to format a heading, you can use the **Bold** button and the **Font** and **Font Size** boxes. Or you can use the **Font** and **Paragraph** dialog boxes, which have more options, to help you design text and set alignment and spacing.

You can do it all this way. But it is a lot of work; and what if you want to use the same formatting for another heading or even for another document?

This is where styles come in. A style is a specially packaged set of formats that are applied all at one time. The style is there for you to use again and again.

Using Quick Styles

In Microsoft Office Word 2007, you can apply a specific style quickly and easily on the **Home** tab in the **Styles** group. You can also choose a set of styles that work together to create a cohesive and attractive document designed for a specific purpose.

For example, one set of Quick Styles can include styles for several heading levels, body text, a quote, and a title. All of the style colors and formats in a single style set are designed to be used together to create an attractive and readable
All that you need to do is choose the Quick Style set that is appropriate for the kind of document that you are creating, and then you apply the styles from the convenient Quick Styles gallery as you create your document.

Add a style to the Quick Styles gallery

You can create a new style and add it to the Quick Styles gallery, or you can add a style that does not appear in the Quick Styles gallery but that you use often.

Add a new style to the Quick Styles gallery

A Quick Style set contains the basic styles that you need to build a document. However, you may want to add a custom style.

1. Select the text that you want to create as a new style.

   For example, perhaps you want the words Business Fact to always appear as a red Heading 1 in your document.

2. On the Mini toolbar that appears above your selection, click Heading 1 and Red to format the text.

3. Right-click the selection, point to Styles, and then click Save Selection as a New Quick Style.

4. Give the style a name — for example, Business Fact — and then click OK. The style that you created appears in the Quick Styles gallery with the name that you gave it, ready for you to apply whenever you type the words Business Fact, or whenever you want to format any text as Bold, Red, and Heading 1.

Move a style to the Quick Styles gallery

Occasionally, a style is removed from the Quick Styles gallery. When that happens, it is easy to move a style to the Quick Styles gallery so it is available for you to use.

1. On the Home tab, click the Styles Dialog Box Launcher, and then click Options.

2. Under Select styles to show, click All styles.

   All styles are displayed in the Styles task pane.

3. Select text in your document and then click the style in the Styles task pane.
The style now appears in the Quick Styles gallery.

Remove a style from the Quick Styles gallery

1. On the Home tab, in the Styles group, right-click the style that you want to remove from the gallery.
2. Click Remove from Quick Styles gallery on the shortcut menu.

**NOTE** Removing a style from the Quick Styles gallery does not remove the style from the entries that appear in the Styles task pane. The Styles task pane lists all of the styles in the document.