

Links about Microsoft Word Styles

Charles Kenyon(wordfaq@addbalance.com)

For many more links see my chapter: [Understanding Styles in Microsoft Word](#)

Web Pages

- [Tips for Understanding Styles in Word by Shauna Kelly](#)
- [Basic Concepts of Microsoft Word - from Shauna Kelly](#)
- [The Importance of Styles in Microsoft Word](#) – my page
- [Why Use Word's Built-In Heading Styles? by Shauna Kelly](#)
- [Managing Word Styles by Suzanne Barnhill, MVPs](#)
- [Word Tips about Styles](#) from Allen Wyatt
- [All About the Basics of Styles](#) – Office Watch
- [\[Quick\] Style Sets and Word Themes in Microsoft Word](#) – my article
- [Understanding Themes \(and Style Sets\) in Microsoft Word](#) by Faithe Wempen
- [Use Body Text Style Instead of Normal Style](#) – my writing
- [How styles in Microsoft Word cascade by Shauna Kelly](#)
- My writing on the [StyleRef Field](#)

Videos:

- [Microsoft Word Styles and why you should use them](#) (hint: you already are) – Deborah Savadra (7 minutes)
- [Deep Dive Into MICROSOFT WORD STYLES](#) (Expert Secrets Revealed!) – Jason Morel (20 minutes)
- [How to copy Styles from one Word document to another](#) – Deborah Savadra (4 minutes)
- [How to Use Styles in Microsoft Word](#) – Kevin Stravert (8 minutes)
- [How Microsoft Word Cascading Styles Can Save You Formatting Time](#) – Deborah Savadra (11 minutes)
- [Six Secret Word Style Settings You Should Be Using](#) – Deborah Savadra (7 minutes)



Free downloads (from [my site](#))

- [Styles QAT Add-In](#) (gives you access to many style features regardless of which ribbon tab is displayed)



Controls from left to right...

- [Quick] Styles Gallery *from Home Tab*
 - Legacy Styles Dropdown
 - Styles Pane (*More control over more styles*)
 - Styles Organizer (*copy styles from one document/template to another*)
 - Style Inspector (*What is set/controlled by this style?*)
 - Style Separator (*Allows two paragraph styles in one logical visible paragraph*)
 - [Quick] Style Sets (*Change all of the [Quick] Styles at once with preview*)
(This Add-In also has smaller versions with fewer controls)
- [Heading Style Keyboard Shortcuts Add-In for Headings 4-9](#)
Headings 1-3 have built-in keyboard shortcuts. This macro-free Add-In adds shortcuts for built-in Headings 4-9.
 - [\[Quick\] Style Sets Sampler](#) – A document with all the regular [Quick] Styles. Use it with the Design tab to try different [Quick] Style Sets and Themes.
 - [Themes Sampler](#) – a document showing different elements of a Word Theme. Use it with the Themes on the Design tab to try different Themes.
 - [Letterhead Textboxes and Styles Tutorial](#) – document
 - [Space Before Formatting at Top of New Page](#) – uses Frame as part of style
 - [StyleRef Field Tutorial](#) using style to mark text for repetition (especially in headers and footers)
 - [Question and Answer Styles](#) – multiple choice questions set up using Styles
 - [IncludeText Field Tutorial](#) – demonstrates effect of styles on pasted text
 - [Document Formatted Using Styles Compared to Direct Formatting](#)
 - [Basic Letterhead Template](#)