

Add and remove styles from the quick styles gallery word

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Managing Styles in Word and Other Applications

Adding Styles to the Quick Style Gallery

- **Word:** Select the "Add to Style Gallery" button in the "Styles" pane.
- **Other Applications:** Consult the specific documentation for the application you're using.

Removing Styles from the Quick Style Gallery

- **Word:** Right-click on the style in the "Quick Styles" gallery and select "Modify." Then, uncheck the "Add to Quick Style Gallery" box.
- **Other Applications:** Consult the specific documentation for the application you're using.

Removing Multiple Styles from the Style Gallery

- **Word:** Select multiple styles in the "Quick Styles" gallery by holding down the "Ctrl" key while clicking. Then, right-click and select "Delete."
- **Other Applications:** Consult the specific documentation for the application you're using.

Changing the Quick Style Gallery

- **Word:** Go to the "Options" menu, select "Proofing," and then click on the "Style Gallery" button. Select the desired gallery from the drop-down list.
- **Other Applications:** Consult the specific documentation for the application you're using.

Removing Styles in Word

- **Directly:** Select the text with the applied style and go to the "Styles" pane. Right-click on the style and select "Clear Formatting."
- **Through the "Modify Style" Dialog:** Right-click on the style in the "Styles" pane and select "Modify." In the "Modify Style" dialog, click on the "Clear All" button to remove all formatting applied to the style.

Locating the Styles Gallery in Word Online

- Go to the "Home" tab.
- In the "Styles" group, select the "Styles" button.
- The "Styles" gallery will appear on the right side of the screen.

Removing All List Styles

- **Word:** Go to the "Home" tab and click on the "Styles" button.
- In the "List Styles" gallery, click on the "All List Styles" button.
- Select all styles by pressing "Ctrl + A."
- Right-click and select "Delete."

Removing Picture Styles in Word

- Select the picture with the applied style.
- Go to the "Picture Format" tab.
- In the "Picture Styles" group, click on the "Clear Picture Style" button.

Removing WordArt Style in Word

- Select the WordArt object.

- Go to the "Drawing Tools" format tab.
- In the "WordArt Styles" group, click on the "Clear WordArt Style" button.

Adding a Style to an Existing Word Document

- Select the text you want to apply a style to.
- Go to the "Styles" pane or the "Styles" button on the ribbon.
- Select the desired style from the gallery.

Adding a Style in WordArt

- Go to the "Insert" tab.
- In the "Text" group, click on "WordArt."
- Select a style from the "WordArt Gallery."

Applying a Heading Style from the Styles Gallery

- Select the text you want to apply a heading style to.
- Go to the "Styles" pane or the "Styles" button on the ribbon.
- Select the desired heading style from the "Heading Styles" section of the gallery.

Editing Quick Part Gallery

- Go to the "Insert" tab.
- In the "Text" group, click on "Quick Parts."
- Select "Manage Quick Part Gallery."
- Make the desired changes to the gallery.

Changing Gallery Style

- Consult the specific documentation for the application you're using, as this feature may not be available in all applications.

Removing a Font Style

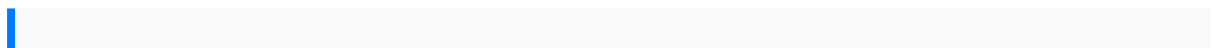
- Select the text with the applied font style.
- Go to the "Font" group on the ribbon.
- Clear the "Bold," "Italic," or "Underline" options as needed.

Deleting a List Style in Word

- Right-click on the list style in the "List Styles" gallery.
- Select "Delete."

Removing the Style Separator in Word

- Go to the "View" tab.
- In the "Show" group, uncheck the "Style Area" option.



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