Change Microsoft Word document style

1. With the introduction of Word 2007, Microsoft changed the default document styling to include additional spacing after paragraphs and between lines.

2. Users can set basic document styling preferences with three clicks of the mouse, by using the "Change Styles" option in the Home ribbon of Word 2007 and 2010. When hovering over a new style, the document is change according to the style to preview the change.

3. The Word 2010 document style has an 11 point font, line spacing of 1.15, and after paragraph spacing of 10pt. The Word 2003 document style has a 12 point font, line spacing of 1.0 and both before and after paragraph spacing of 0pt. The Traditional style is also similar to the 2003 style. (Screenshot previews of several default styles are provided on the following page.)

4. Users can fine-tune the document style by changing font, paragraph and line spacing settings using the controls in the ribbon and/or context menu. Once configured, users can set their default style (per machine.)

Example Styles:
Simple STYLE

Thomas College’s mission is to prepare students for success in their personal and professional lives, and for leadership and service in their communities.

The private, career-oriented College is committed to preparing its undergraduates for careers in business, technology and education. On average, 94 percent of Thomas graduates are hired in their field of study within 90 days of graduation. The College is so confident its undergraduates will succeed that it guarantees employment in a student’s chosen field of study through a Guaranteed Job Placement Program.

In addition to the career-specific and liberal arts undergraduate courses, Thomas offers graduate degrees and continuing education courses. These programs serve a variety of professionals in central Maine who typically attend class while working full time and volunteering in their communities.

Traditional STYLE

Thomas College’s mission is to prepare students for success in their personal and professional lives, and for leadership and service in their communities.

The private, career-oriented College is committed to preparing its undergraduates for careers in business, technology and education. On average, 94 percent of Thomas graduates are hired in their field of study within 90 days of graduation. The College is so confident its undergraduates will succeed that it guarantees employment in a student’s chosen field of study through a Guaranteed Job Placement Program.

In addition to the career-specific and liberal arts undergraduate courses, Thomas offers graduate degrees and continuing education courses. These programs serve a variety of professionals in central Maine who typically attend class while working full time and volunteering in their communities.
WORD 2003 STYLE

Thomas College’s mission is to prepare students for success in their personal and professional lives and for leadership and service in their communities.

The private, career-oriented college is committed to preparing its undergraduates for careers in business, technology, and education. On average, 94 percent of Thomas graduates are hired in their field of study within 90 days of graduation. The college is so confident its undergraduate students will succeed that it guarantees employment in a student’s chosen field of study through a Guaranteed Job Placement Program.

In addition to the career-specific and liberal arts undergraduate courses, Thomas offers graduate degrees and continuing education courses. These programs serve a variety of professionals in central Maine who typically attend class while working full-time and volunteering in their communities.