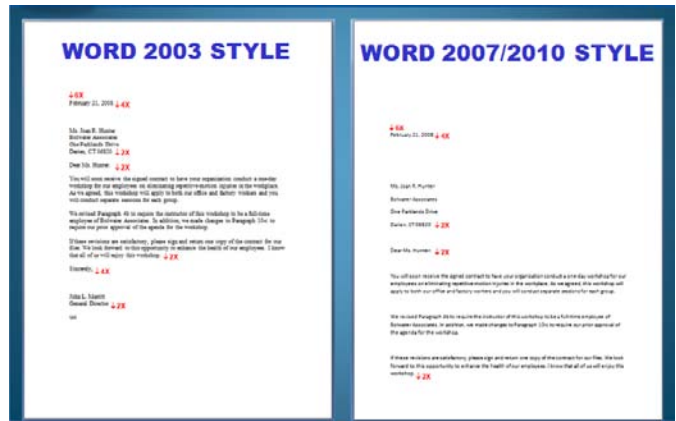


WHY GDP CHANGES THE DEFAULT STYLE IN WORD 2007/2010



- The Microsoft Word 2007/2010 default style does not follow any standard style manual: not the *Gregg Reference Manual*, *APA Publications Manual*, *MLA Style Manual*, nor the *Chicago Manual of Style*.
- The Word 2007/2010 default style (a) increases the line length, (b) reduces the size of the font, (c) uses a serif font rather than a sans serif font (compare the readability of the word *III*: III (TNR) vs. III (Calibri)), and (d) inserts less blank space between paragraphs—all of which *decrease* rather than increase readability.
- Microsoft doesn't determine standard format. Each company itself does, and as workers move from company to company, they will have to learn to adapt to different in-house styles.
- With shared workstations and in computer labs, no one knows what default style will be in effect on any specific computer when the typist sits down, so students may have to reset default styles anyway.
- Pressing SHIFT-ENTER to avoid the extra spacing between lines doesn't work when using justified alignment, because doing so spreads the text from margin to margin:
Mrs. Judy Rhymes, Vice President
- When accessing Word from within the GDP software, the GDP software automatically opens Word with the 2003 default style. When accessing Word from outside the GDP software, students have to make the switch to the Word 2003 default style only once—and can then forget about it.

	Word 2003	Word 2007 / 2010
Font	Calibri 12	Calibri 11
Side Margins	1-inch	1-inch
Line Spacing	1.0 (single spacing)	1.15 (multiple spacing)
Spacing Between Paragraphs	0	10 points

**Set it—
And forget it.**


- The alternative to using the 2003 default style would be for typists to have to select the No-Spacing style option *for every single document they type*—which defeats the very purpose of styles, which is to automate repetitive tasks.
- Regardless of which style is in effect, students still learn identical steps to carry out each command in Word 2007/2010, using the identical Ribbon interface.

- Users who prefer the Word 2007 style can have their students switch to it. Because of the formatting differences between the two styles, instructors would turn off the format scoring option in the Instructor Options menu of the GDP software and then score the documents manually—just as they presently do.
- Appendix A of the *Word 2007 Manual/11e*, contains much useful information about default styles, including using either Word 2003 or Word 2007/2010 as the default font when accessing Word outside of the GDP software.

Using Microsoft Word in the Workplace


APPENDIX

A



REFER TO Word Manual
L. 21: Orientation to Word Processing—A

When you first install and launch Word outside of GDP, some initial default (automatic) settings, such as margins, line spacing, and font choices, are in effect. However, initial defaults do not have lasting impact because most users customize Word. This appendix focuses specifically on workplace settings that might differ from those used in GDP.




REFER TO Word Manual
Appendix A: Style Set—Word 2007

STYLE SET – WORD 2003

A default Style Set is a group of embedded styles that control “normal” formatting for fonts, indents, line spacing, and so forth. When you open a Word document via GDP, the “Word 2003” Style Set is in effect, which uses conventional document formats found in standard style manuals. The “Normal” style in the Word 2003 Style Set controls the general settings shown in the highlighted column. Compare them to the Word 2007 Style Set defaults:

	Word 2003 Style Set	Word 2007 Style Set
Font	Calibri 12	Calibri 11
Margins	1 inch	1 inch
Line spacing	Single	Multiple at 1.15
Spacing after paragraphs	0 pt.	10 pt.


 You should use only the Word 2003 Style Set in GDP. If you wish to use the Word 2007 Style Set to format documents in other environments, refer to the next section, Style Set—Word 2007, for the appropriate steps.

To change the default Style Set to Word 2003, do this:

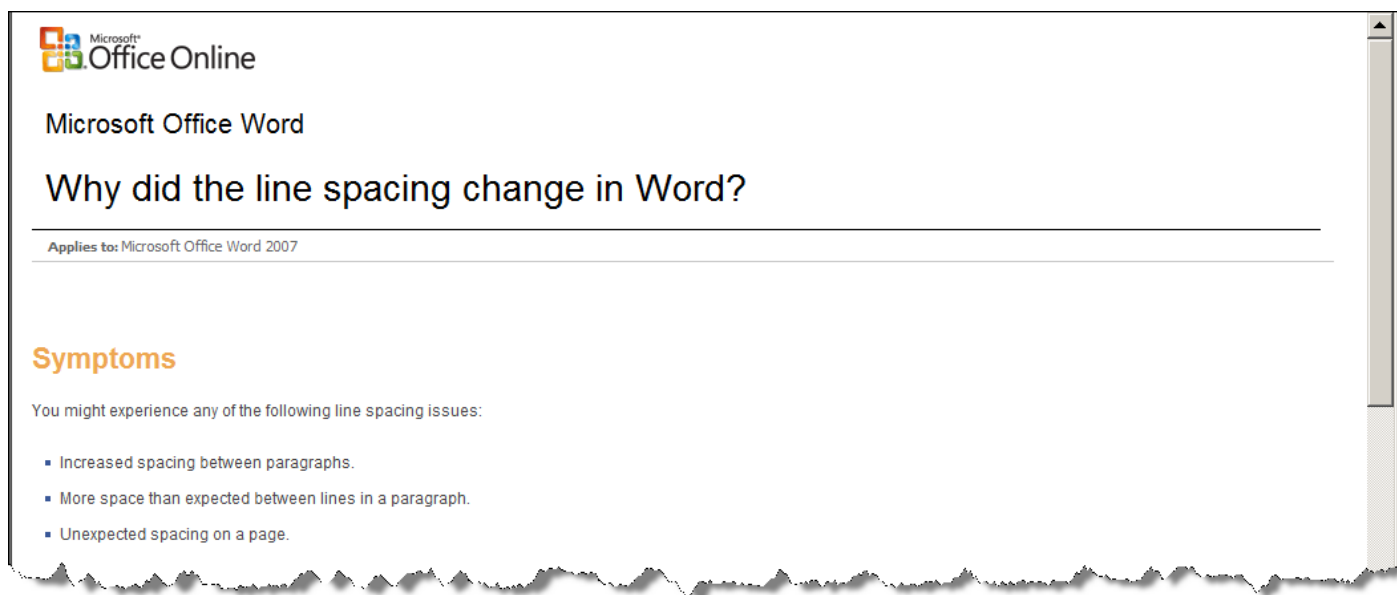
1. From the **Home** tab, in the **Styles** group, click **Change Styles**.
2. From the drop-down list, click **Style Set**; from the expanded menu, click **Word 2003**.
3. From the **Home** tab, in the **Styles** group, click **Change Styles**.
4. From the drop-down list, click **Set as Default**.

To accommodate the extra spacing used by the Word 2007 Style Set:

1. Press **ENTER** 3 times (rather than 6) to begin a document 2 inches from the top of the page.
2. Press **SHIFT + ENTER** to single space lines.
3. Press **ENTER** 1 time (rather than 2 times) to insert a 10-pt. blank line between paragraphs and headings.
4. In a letter, press **ENTER** 2 times (rather than 4 times) after the date and complimentary close.
5. Experiment with the **No Spacing** style button from the **Home** tab, **Styles** group, to adjust the spacing.

 For more help on the Word 2007 or Word 2003 Style Set, visit <http://gdpkeyboarding.com/>.

- At its Web site, Microsoft makes the same recommendation to change to the Word 2003 style that GDP does for those users who find the Word 2007/2010 style default confusing.



Microsoft Office Online

Microsoft Office Word

Why did the line spacing change in Word?

Applies to: Microsoft Office Word 2007

Symptoms

You might experience any of the following line spacing issues:

- Increased spacing between paragraphs.
- More space than expected between lines in a paragraph.
- Unexpected spacing on a page.



Resolution

1. Open the document that you want to look like a Word 2003 document.
2. On the **Home** tab, in the **Styles** group, click **Change Styles**.



3. Point to **Style Set**, and click **Word 2003**.
4. On the **Home** tab, in the **Styles** group, click **Change Styles**.
5. Point to **Fonts** and under **Built-in**, click **Office Classic**.
6. If you want to create all documents with the Word 2003 style set and fonts, in the **Styles** group, click **Change Styles**, and then click **Set as Default**.

All future documents will open with the Word 2003 default style set and fonts.

NOTE If you want to use the updated Word 2007 formatting, switch to the Word 2007 style set and the Office font set. You can switch back to your custom default settings later by clicking **Reset to Quick Styles from Template** (in the **Styles** group, click **Change Styles**, point to **Style Sets**, and then click **Reset to Quick Styles from Template**).

Original page: <http://office.microsoft.com/en-us/word/HA102310271033.aspx>

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