



How to Show Hidden Styles

Word has about 273 Styles. We can't see all of them at once. This would be overwhelming in the Styles Pane or Styles Gallery.

There are two Styles that may be of interest to document authors. A document author may want the TOC Heading Style and Heading 4 always to be shown in the Styles Gallery and the Styles Pane.

There is no comprehensive list of all 273 Styles in Word. To find out which Styles are hidden until used, you have to skim through the Recommendations tab in the Manage Styles dialog. I suggest starting with that tab so that if you find a Style you want to unhide, you can do it immediately. You can't unhide Styles in the Edit tab.

To show or hide Styles until used, launch the Styles Pane by pressing Alt + H, F, Y.

With focus on the Styles Pane, press Shift + Tab. We do this because the Manage Styles button is at the bottom of the Styles Pane, to the immediate right of the of the Options button.

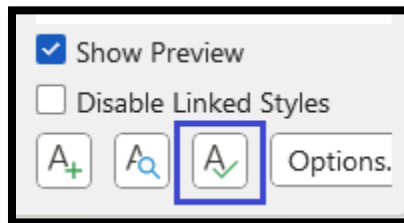


Figure 1 Styles Pane with the Manage Styles button highlighted at the bottom of the Styles Pane.

There are several Table Grid Styles that are hidden until used. These are found in the Table Styles Gallery in the Table Design Ribbon. You can use any of these by selecting a table, going to the Table Design Ribbon, and choosing one of the Table Styles.

The keyboard command is Alt + J, T, S. Then use the Up and Down Arrows to select the Table Style you want.

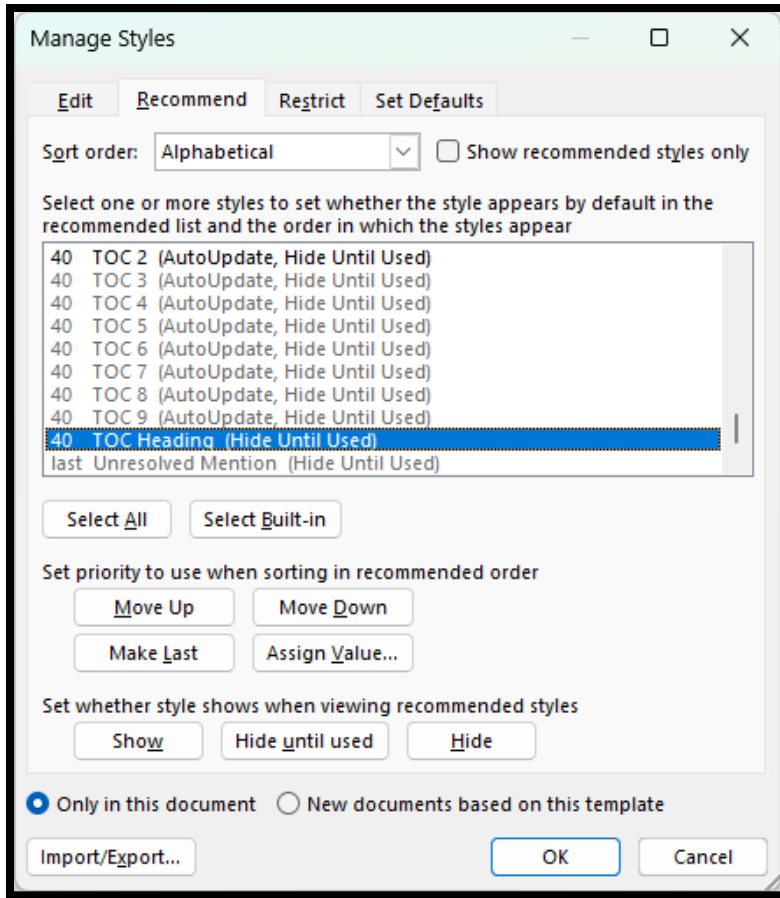


Figure 2 TOC Heading Style is hidden until first use in the Recommended tab of the Manage Styles dialog. Once you show a Styles, it will appear in the Styles Pane.

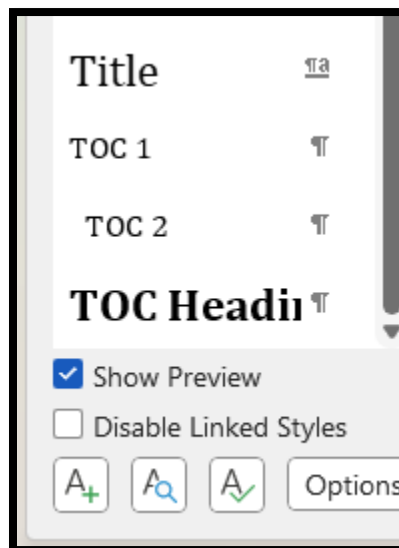


Figure 3 TOC Heading Style showing in the Styles Pane after it is unhidden.