

Application: Word – Style Combo Box

The Style combo box is a useful feature. This used to be displayed by default, but it disappeared from the main Ribbons some time ago — its passing is still mourned by many users! Here is how you can resurrect it by adding the Style combo box to the Quick Access Toolbar.

Adding the Style Combo Box to the Quick Access Toolbar

1. **Click** on the drop-down arrow at the end of the Quick Access Toolbar.
2. Select **More Commands**.
3. Click on the **Choose commands from** drop-down arrow.
4. Click on **Commands Not in the Ribbon**.
5. **Click** on the first feature in the left-hand pane then **press the letter S**. **Scroll** on down to find **Style**.
6. **Click Add**.
7. **Click OK**.



The Style combo box will be added to the Quick Access Toolbar and will display the style currently assigned.

Apply styles using the Combo Box

1. **Click** on the drop-down arrow in the Style combo box.
2. Available styles will be displayed.
3. **Click** on one you want to apply.

