

Word 2010 Advanced

Using Styles

A style is a named group of formats that can be applied and updated in one step to selected text and tables. Use styles to:

- Apply consistent formatting to text.
 - Select all text with the same style.
 - Change the formatting of all text with the same style.
 - Create a Table of Contents based on text (usually headings) that have been assigned a style.
 - Quickly format tables and bulleted/numbered lists.
- You can use pre-existing styles or create your own.

Character, Paragraph, Linked Styles

Character styles: Use to consistently apply text formatting to text.



Paragraph styles: Use to consistently apply both text and paragraph formatting to paragraphs.

Linked styles: Can be used as either a character or paragraph style.


Applying Character and Paragraph Styles

1. Select the text or paragraph that requires a style.
To apply a linked style to just text within a paragraph, select that text. To apply a linked style to a paragraph, don't select any text, or select the entire paragraph(s).

2. Choose HOME then a Quick Style from the STYLES group. Hover over a style to see a preview.

[Click]  to scroll through the Quick Style gallery, or  to display all Quick Styles available.

Creating a Style

1. Select the formatted text or paragraph on which the new style is to be based.
2. In the HOME, STYLES group, [Click]  then SAVE SELECTION AS A NEW QUICK STYLE.
3. Type the name for the new style.
The default style type is Linked. To create a Paragraph or Character only style, [Click] MODIFY, then select PARAGRAPH or CHARACTER for STYLE TYPE. [Click] OK twice.

Displaying the Styles Pane

Choose HOME and [Click]  in the STYLES group, or press <Ctrl-Shift-Alt-S>.

Character styles have an **a** symbol, paragraph styles have a ¶ symbol, and linked styles have a **¶a** symbol. Paragraph styles also display with ¶ in the Quick Style gallery.

Disabling Linked Styles

Check DISABLE LINKED STYLES in the STYLES pane.

Changing Styles

1. Select or create a paragraph with the desired formatting.
 2. [Right Click] on the name of the style you wish to change, either in the Quick Style gallery or the STYLES pane.
 3. Choose UPDATE TO MATCH SELECTION.
- Or

1. [Right Click] on the style.
2. Choose MODIFY. Make the necessary changes, then [Click] OK.

Deleting a Style

1. In the STYLES pane, [Right Click] next to the style you wish to delete.
 2. [Click] DELETE (Style Name). [Click] YES to confirm.
- If the delete option is not available, the style may be linked to another style, or editing has been restricted.

Selecting All Text with the Same Style

1. In the Quick Style gallery or STYLES pane, [Right Click] on the style and then [Click] on SELECT ALL XX INSTANCE(S).



All text assigned to the style will be selected. You can perform most standard text functions, such as delete, cut, and copy.

Showing Formatting as Styles to "Clean Up" a Document


Formatting that has been applied without using styles can be listed as a style to help change all instances of this type of formatting, i.e. **14 pt, bold to Heading 1**.

1. In the STYLES pane, [Click] OPTIONS.
2. Under SELECT FORMATTING TO SHOW AS STYLES, uncheck/check the types of formatting you would like to show as styles in the STYLES pane.
3. [Click] OK.
4. Styles with formatting exceptions display without a symbol in the STYLES pane. Apply or modify like any other style.

Importing Styles from Another Document

1. [Click]  in the STYLES group to display the STYLES pane.
2. [Click]  to open the MANAGE STYLES dialog box.
3. [Click] IMPORT/EXPORT.

Two lists are displayed. One list contains the styles in the current document. The other list displays the styles in the Normal template (Normal.dotm).

4. Close the list for the Normal template by [Clicking] CLOSE FILE below that list. The button changes to OPEN FILE.
5. [Click] the OPEN FILE button below the empty list. If the document is not a template, choose ALL FILES in the FILES OF TYPE drop down list.
6. Locate and select the file that contains the styles you wish to import. [Click] OPEN.
7. Select the styles listed from one document, and [Click]  to export or import the styles to the other document. If a style already exists with the same name, you will be prompted to replace it or cancel.
8. When finished, [Click] CLOSE.

Using Numbered Lists with Styles

Styles can have a numbering format applied. If so, each occurrence of the style will be numbered sequentially automatically. This will display the numbering with the headings in a table of contents or another type of reference table.

To add numbering to an existing style:

1. In the Quick Styles gallery or STYLES pane, [Right Click] the style to change then select MODIFY.
2. [Click] FORMAT, and choose NUMBERING from the list.
3. Select a style of numbering. For more options, [Click] DEFINE NEW NUMBER FORMAT.
4. [Click] OK, then OK again to close both dialog boxes.

To apply the newly created style, select it from the Quick Style gallery or the STYLES pane.

Adding Styles to the Default List


1. In the Quick Styles gallery or STYLES pane, [Right Click] the style then select MODIFY.
2. Select NEW DOCUMENTS BASED ON THIS TEMPLATE. [Click] OK.

Applying Table Styles


1. Select the table to be formatted.
2. Choose TABLE TOOLS, DESIGN and [Click] on a style from the TABLE STYLES group.

Restricting Formatting

To encourage consistent document creation, formatting can be restricted to only applying styles.

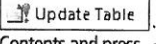
1. Choose REVIEW, then RESTRICT EDITING .
 2. Check LIMIT FORMATTING TO A SELECTION OF STYLES.
 3. [Click] SETTINGS to choose the styles and other permissions such as allowing/restricting theme changes.
 4. [Click] OK. If prompted, choose what to do about text that currently uses formatting that is not allowed.
 5. [Click] YES, START ENFORCING PROTECTION.
 6. Enter an optional password (twice), then [Click] OK.
- To remove restrictions, [Click] STOP PROTECTION in the RESTRICT FORMATTING AND EDITING task pane. (To show the task pane, choose REVIEW, then RESTRICT EDITING.)

Creating a Table of Contents

1. Ensure that paragraph styles or headings have been applied throughout your document.
 2. [Click] where the Table of Contents is to be inserted.
 3. Choose REFERENCES, then TABLE OF CONTENTS .
 4. If the styles Heading 1, 2, and 3 have been used, select one of the AUTOMATIC tables.
- Or, for more options, select INSERT TABLE OF CONTENTS. To change the number of levels that display, adjust SHOW LEVELS. To base the table of contents on paragraph styles that you have created, [Click] OPTIONS and designate a level to each paragraph style, then [Click] OK twice.

Updating a Table of Contents


Update the Table of Contents when page numbering or heading text changes:

1. Choose REFERENCES, then  Update Table.
Or, [Click] within the Table of Contents and press <F9>.
2. Choose UPDATE PAGE NUMBERS ONLY (faster) or UPDATE ENTIRE TABLE if heading text has changed.
3. [Click] OK.

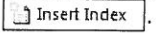
Preparing an Index

An index can be created by marking entries manually, or by creating a word list file that Word can use to mark the entries automatically.

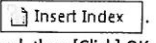
To mark an index entry:

1. Select the text to be used for the index entry. Or, if you are typing your own index text, just [Click] where the entry is to be inserted.
2. Choose REFERENCES, then  MARK ENTRY or press <Alt-Shift-X>.
3. In the MAIN ENTRY box, type the word to display in the index. If desired, add an index SUBENTRY.
4. [Click] MARK. Or, to mark all occurrences of the text at once [Click] MARK ALL. [Click] in the document to move the position of the cursor. When finished, [Click] CLOSE.

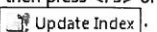
To mark index entries using a word list:

1. Create a list of words to be indexed, one entry per line and case sensitive. Save as a Microsoft Word file.
2. Choose REFERENCES, then  Insert Index.
3. [Click] AUTOMARK.
4. Select the file containing the list. [Click] OPEN.

Generating an Index

1. Place the cursor where the index is to be inserted and choose REFERENCES, then .
 2. Adjust index appearance as desired, then [Click] OK.
- If an index already exists, specify whether to replace it (YES) or to add another index to the document (NO).

Updating an Index

[Click] on the index, then press <F9> or choose REFERENCES, then .

Section Breaks

Section breaks are used when different page layout settings are required for different parts of the same document (e.g. different page numbering for an appendix, or one landscape page in a portrait oriented document). These settings include:

- headers and footers
- page numbering
- page setup, e.g. orientation, or margins
- the number of columns
- paper source for a printer
- page borders
- footnotes and endnotes

Inserting a Section Break

1. Choose PAGE LAYOUT, then Breaks .
2. Choose one of the 4 types of SECTION BREAKS:
NEXT PAGE The new section begins on a new page.
CONTINUOUS The new section continues on the same page. This is used to change the number of columns, or have different margins within a page.
EVEN/ODD PAGE The new section begins on the next even or odd page.

Changing Page Numbering Mid-Document

This assumes the page number has already been inserted.

1. Insert a section break where the new numbering is to begin.
2. [Click] in the section for which you wish to change the page number.
3. Choose INSERT, then PAGE NUMBER .
4. [Click] FORMAT PAGE NUMBERS.
5. In the PAGE NUMBERING section, indicate the new starting number. In the NUMBER FORMAT section, change the number format if desired, e.g. i, ii, iii.
6. [Click] OK.

Changing Headers and Footers

1. Insert a NEXT PAGE, EVEN PAGE, or ODD PAGE section break where the new section is to begin.
2. Choose INSERT, then HEADER or FOOTER , then EDIT HEADER/FOOTER.
3. By default, the header and footer of the new section are the same as the previous section. Any text entered or edited in one header/footer changes the other. Choose HEADER & FOOTER TOOLS, Link to Previous to break the link.
4. Edit the header/footer, then choose HEADER & FOOTER TOOLS, CLOSE HEADER AND FOOTER .

Changing Page Setup in a Section

1. Isolate the section you wish to change from the rest of the document with section breaks (before and after), then [Click] in this section.
2. Choose PAGE LAYOUT.
3. Make changes in the PAGE SETUP group for MARGINS, ORIENTATION, SIZE, COLUMNS, and LINE NUMBERS. Changes apply only to the current section.

Displaying the Section Number in the Status Bar

[Right Click] the status bar, then choose SECTION.

Inserting a Footnote/Endnote

1. [Click] where the symbol/number is to display.
 2. Choose REFERENCES, then INSERT FOOTNOTE or Insert Endnote.
 3. Type the footnote text.
 4. To continue, [Click] back in the body text.
- For more options, [Click] in the FOOTNOTES group.

Editing a Footnote/Endnote

[Double Click] the reference number to move the insertion point to the footnote/endnote. Edit the text as usual.

Deleting a Footnote/Endnote

Delete the reference number that displays in the document. The corresponding note will also be deleted.

Creating a Bookmark

A bookmark is used for navigating within a document and creating cross-references.

1. [Click] to position the insertion point at the location of the bookmark. If desired, select text to bookmark.
2. Choose INSERT, then BOOKMARK .
3. Type a name for the bookmark (no spaces), then [Click] ADD.

Going to/Selecting Bookmarked Text

1. Choose HOME, then the drop-down arrow of Find , then GO TO. Or press <Ctrl-G> or <F5>.
2. Choose BOOKMARK from the GO TO WHAT list.
3. Choose the BOOKMARK NAME from the list, and [Click] GO TO. [Click] CLOSE.
4. Go to the next bookmark by using the Previous / Next buttons, below the vertical scroll bar.

Using Bookmarks to Refer to Pages

After a bookmark has been created, references to pages can be inserted and they will update automatically. For example, "See Argentina, page 12".

1. Choose INSERT, then CROSS-REFERENCE .
2. From the REFERENCE TYPE list, choose BOOKMARK.
3. Select the bookmark from FOR WHICH BOOKMARK.
4. Choose PAGE NUMBER in the INSERT REFERENCE TO list.
5. [Click] INSERT.
6. [Click] in the document to add additional text for the reference, or [Click] CLOSE.

Outlining

Use Outline view to create and organize a document's structure.

1. Choose VIEW, then OUTLINE or [Click] the button on the right side of the status bar.
2. Type the first heading of your document, and press <Enter> to begin the next heading. Automatically, the heading is assigned the Heading 1 style. Continue typing the text, using the following guidelines:
 - To change the level of the paragraph, [Click] or press <Tab> to make it a lower level. [Click] or press <Shift-Tab> to make it a higher level. The style is changed to the appropriate Heading style.
 - To type body text, [Click] to change the current paragraph level to body text. Or, in Draft or Print Layout view, press <Enter> at the end of any of the outline headings to start a new body text paragraph.
 - To change the current paragraph level to Heading 1, [Click] .

Once you have finished the outline:

- To select an entire level including subordinate levels, [Click] the bullet or .
- To move a level including subordinates, select then [Drag] the section up or down. Or use the arrow buttons in the Ribbon .
- To display certain levels only, select the level from the drop down list: Show Level. Level 2 .
- To display only the first line of body text paragraphs, check SHOW FIRST LINE ONLY.
- To collapse or expand an individual section, [Double Click] the bullet , or [Click] or in the Ribbon.
- To display styles beside each paragraph, choose FILE, OPTIONS then ADVANCED and under DISPLAY set the STYLE AREA PANE WIDTH IN DRAFT AND OUTLINE VIEWS.

Adding a Watermark

1. Choose PAGE LAYOUT, then WATERMARK .
2. Select from the watermark gallery. Or, to change the text or formatting, [Click] CUSTOM WATERMARK, select from the options to use a picture or text watermark, then [Click] OK.

To remove: Choose PAGE LAYOUT, WATERMARK, then REMOVE WATERMARK.

Inserting an Excel Spreadsheet

From an existing Excel worksheet:

1. Select the cells in the Excel worksheet and choose HOME, then Copy.
2. Switch back to the Word document. Place the cursor where the object is to be inserted and choose HOME, then Paste, then PASTE SPECIAL.
3. Choose MICROSOFT OFFICE EXCEL WORKSHEET OBJECT.
4. Choose PASTE or PASTE LINK. PASTE embeds a copy of the workbook into the Word document. With PASTE LINK the embedded object is updated when the original Excel file is updated. [Click] OK.

To edit the Excel object, [Double Click] on it. This activates Excel within Word if the object was pasted, or launches Excel in a separate window if pasted as a link. When finished, [Click] back in the Word document to return to Word, or close Excel.

Comparing Documents Side by Side

1. Open the two documents you wish to compare.
2. Choose VIEW, View Side by Side. If more than two documents are open, select a document to compare. The documents will display next to each other.

When scrolling one document, the other will scroll with it. To turn on/off Synchronous Scrolling, choose VIEW Synchronous Scrolling.

3. When finished, choose VIEW View Side by Side.

Creating a Template Library in Windows 7

Use a template library to easily access templates in the Save As dialog box. (XP and Vista by default have a TEMPLATES link in the Save As dialog).

1. Choose FILE, NEW, then MY TEMPLATES.
2. Select a template such as BLANK DOCUMENT.
3. [Click] TEMPLATE in the CREATE NEW section. [Click] OK.
4. Choose FILE, SAVE AS.
5. [Click] MICROSOFT in the address bar.
6. [Right Click] the TEMPLATES folder, select INCLUDE IN LIBRARY, then CREATE NEW LIBRARY. [Click] CANCEL.

Creating a Template

1. Create or open the document to use as a template.
2. Choose FILE then SAVE AS.
3. In the SAVE AS TYPE BOX, select WORD TEMPLATE.
4. If available, [Click] on TEMPLATES on the left of the SAVE AS dialog box.
5. Type the name for the template and choose a location.
6. [Click] SAVE.

Is there something else you'd like to see here? Contact us with your suggestions, or to inquire about our other cards:

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