





Word 2016 Styles and Structure

Course objectives:

- Simplify document formatting using styles
- Manage document structure with section breaks
- Insert page numbers
- Work with tables
- Track changes and combine documents

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Interface Overview

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Prepare your interface

Use Word's non-printing formatting symbols to reveal paragraph and character formatting settings as denoted by the \P pilcrow character.

Exercise 1.	Display formatting symbols
Open the document Alpheius Global Enterprises	⋮⊟ + ੈ⊟ + ¹ न्न + │ € ≣ ∋ ≣ │ ≜↓ │ ¶
 Click Show/Hide in the Paragraph group of the Home tab on the Ribbon. 	

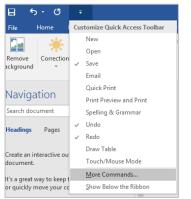
Exercise 2.

The Quick Access Toolbar (QAT) is a small menu that you can customise with your favourite tools.

1. Click the **Customise Quick Access Toolbar** arrow at the end of the toolbar

Consider enabling the following:

- New
- Open
- Print Preview and Print
- Undo
- Redo
- 2. Click More Commands... near the bottom of the list



Right click tools on the Ribbon to add them to the toolbar.

Add quick access tools



Click Choose Commands from > All Commands for the full list of tools Consider enabling:

- Insert page and section breaks
- Style inspector •

Exercise 3.

- 1. Right click the status bar at the bottom of the MS Word window
- Enable document inspection information like page number, section number etc.

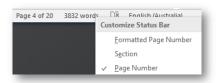
Exercise 4.

If the Navigation Pane is closed:

- 1. Click the View tab in the ribbon
- 2. Check Navigation Pane in the Show group

Customize the Quick Access Toolbar.	
Choose commands from: (i)	
All Commands 🗸 🗸 🗸	
	_
<separator></separator>	

Modify the Status Bar



Display the Navigation Pane

🗹 Ruler	
Gridline	25
🗹 Navigat	tion Pane
Sho	ow.

Styles

Styles are named collections for formatting choices that can be used instead of manual formatting. Applying a style gives a text element a specific formatting definition that can be consistently applied and easily updated. New documents automatically use the Normal style.

Exercise 5.	Apply quick styles

Heading styles

- 1. Go to "Alpheius Global Enterprises"
- 2. Click the **Heading 1** quick style in the **Style Gallery** on the Home tab

Applying this style changes the Normal text into a Heading. Word now uses the Heading definition to format this paragraph.

3. Go to "The Founders"

4. Click the **Heading 2** quick style

Heading styles are generally configured so that when Heading 2 is used, Heading 3 becomes visible in the Style Gallery, and so on, down to Heading 9.





Collapse content by Heading

- 1. Mouse over a heading paragraph
- 2. Click the **collapse arrow** to the left of the paragraph to hide the content
- 3. Click the expand arrow to expand and show the content

Access more styles

- 1. Select a normal paragraph
- 2. Click the More button on the Style Gallery

More is a downward arrow button which expands the available menu options.

3. Locate and apply the **Quote** quick style

Exercise 6. View all quick styles

1. Click the Styles Window launcher in the bottom right of the Styles group

This is a small square box with a diagonal arrow. The Styles Window will then open - docked on the right of screen. This window can be detached and moved around.

Add quick styles to the Style Gallery

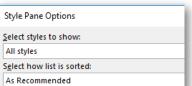
Use this procedure to add, and quickly access, any inbuilt style from the Style Gallery in the Ribbon.

5 of 18

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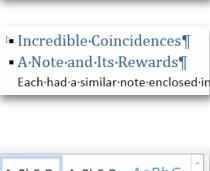
Locate and add styles to the Style Gallery







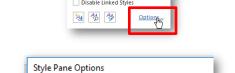




All·three·founders·share·remarkably·similar·ba

∱Incredible•Coincidences¶







- 3. Select show All styles
- 4. Click OK

Your partner in scholarsh

1. Select a normal paragraph

4. Click Add to Style Gallery

2. Locate and apply the Body Text guick style in the **Styles Window**

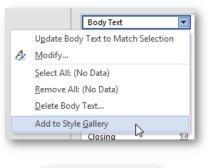
The style must have been used before it will appear as a quick style in the Style Gallery.

3. Right click the style or click the arrow dropdown

Thereafter you can access that style directly from the Style Gallery

on the Ribbon (in this document only). You may have to click the 'More' button to see new quick styles as they usually appear last in

Styles	- ×
Body Text	
Body Text 2	<u>√} <u>па</u></u>
Body Text 3	<u>¶a</u>





AaBbCcDc AaBbCc AaBbCcE

Update Normal to Match Selection

Modify styles

the list.

Once a style is applied – modify its style definition to update all instances of the style.

Modify the Normal style Exercise 7.

Modifying Normal will change all normal styled text. Any styles based on normal, and which therefore inherit selected Normal style characteristics, will update at the same time.

- 1. Select a normal styled paragraph
- 2. Right click on the Normal quick style in the Styles Gallery
- 3. Click Modify
- 4. Select Arial font
- 5. Click text align: Justified

4.	Select Arial font	Formatting Calibri (Body)	
5.	Click text align: Justified	Calibri Light (Headings) Calibri (Body) O Calibri Light O Arial	Previous Paragraph Previous
6.	Click Format > Paragraph		Format -
	e spacing and paragraph spacing reduce the need for extra er	nter	Eont

Tabs.

A Modify... Select All: (No Data)

AaBbCcDc

1 Norn

2 · i · 1

7. Select line spacing: 1.5 lines

characters and enforce spacing consistency.

- 8. Click **OK** to close the Paragraph dialog box
- 9. Click **OK** to confirm the style modification

Spacing						-
<u>B</u> efore:	0 pt	×	Li <u>n</u> e spacing:		<u>A</u> t:	- 1
A <u>f</u> ter:	8 pt	-	Multiple	-	1.08	-
Don't add s	space b	etween para	Single			_
bonn add .	pu <u>r</u> e p	concern para	1.5 lines Double	6		- 1

On the insert tab, the galleries include items that are designed to coordinate your document. You can use these galleries to insert tables, headers, footers, other document building-blocks. When you create pictures, charts, or diagran with your current document look.



On the Insert tab, the galleries include items that are designed to coor look of your document. You can use these galleries to insert tables, cover pages, and other document building blocks. When you creat diagrams, they also coordinate with your current document look.¶

Exercise 8.

Modify heading styles

Your partner in scholarsh

Heading styles are best reserved for headings within the body of your work because of their link with multilevel numbering and Table of Contents features. This means heading styles should generally not be used on title pages and preface pages.

While this exercises uses the Heading 1 and Heading 2 styles only – styles Heading 3 to Heading 9 are available for more complex heading structures.

Heading 1

Heading 1 is usually used for the most significant heading type, e.g. chapter headings.

- 1. Select a Heading 1 styled paragraph
- 2. Right click > Modify the Heading 1 quick style



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= = = = = = =

AaBbC

Heading 1

2 + 1 + 3 + 1

Formatting

Aria

AaBbCcE

Heading

• 4 •

▼ 13 ▼ B I

AaBbCcD AaB

Update Heading 2 to M

U

Automatic

A Modify... Select All: (No Dat -

3. Select Arial font

4. Change font colour to Automatic

'Automatic' inherits the colour of the base style. Heading 1 is based on the Normal style.

5. Click **OK** to update the style definition



Formatting

Arial

Heading 2

Heading 2 is usually used for the next most significant heading type within the context of your Heading 1 choice, e.g. as a chapter section heading.

- 1. Select a Heading 2 styled paragraph
- 2. Right click > **Modify** the **Heading 2** quick style
- 3. Adjust your **font type** and **colour** so they match your Heading 1 choices
- 4. Click **OK** to confirm the style modification







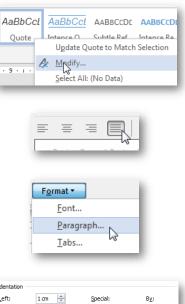
Exercise 9.

Quote style

- 1. Select a Quote styled paragraph
- 2. Right click > Modify the quick style
- 3. Click Justified text alignment

4. Click Format > Paragraph

right margin to 1cm each



Right: 1 cm 🚔 First line	
	🔻 1.27 cm ≑
Mirror indents	

AaBbCc[

A Modify...

0 pt

8 pt

Don't add space between par

*

*

Body

Spacing Before:

After:

Body text style

1. Select a Body Text styled paragraph This references Add quick styles to the Style Gallery on page 5.

5. Update paragraph indentation from the left and

6. Select First line for Special indentation 7. Click **OK** to close the Paragraph dialogue

8. Click **OK** to update the style definition

- Right click > Modify the quick style
- 3. Click Format > Paragraph

Modify... Select All: (No Data) 2 . Format • Font.. Paragraph... Tabs.

Update Body Text to Match Selection

Line spacing:

1.5 lines 😽

1.5 lines

<u>At</u>:

- 4. Apply Single line spacing
- 5. Adjust spacing after to 8pt
- 6. Click **OK** to close the Paragraph dialogue
- 7. Click **OK** to confirm the style modification

Body Text with single line spacing could be	useful when usir	ng Tables. A	Alternatively	the No S	Spacing
quick style could be used for this purpose.					

Modify paragraph styles





Themes and style sets

Microsoft has introduced the Design tab to the Word 2016 Ribbon and used it to more closely integrate style sets into theme tools of the Office Suite.

- Style sets are collections of complementary styles in the same way a style is a collection of formatting choices.
- Themes are a wider concept which incorporates style sets, colours and effects to theme a document or a series of documents consistently.

Exercise 10. Save a style set/design theme

Save a Style Set

1. Go to the **Design** tab on the Ribbon

After you have applied a Style Set/made any style changes as required:

- 2. Click the **More** button to reveal all the Style Sets on the **Document Formatting** group
- 3. Click Save as a New Style Set...

While styles are saved within the document and are portable – Themes and Style Sets must be saved as files. By default they are stored in specific locations on the local machine for native access.

- 4. Give the style set a name
- 5. Adjust the save location as necessary
- 6. Click Save

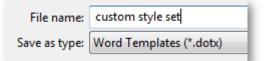
Save a Theme

After you have applied a theme and made any design changes:

- 7. Click the **Themes** button > **Save Current Theme...**
- 8. Adjust the file name and location
- 9. Click Save

There are a second and a second





	Reset to Theme from Template	
Ē	Browse for Themes	
5	Save Current Theme	
		45

Bullets and Numbering

Exercise 11.

Add and Modify bullets to a selected list

- 1. Open the document "Annual Report Original"
- 2. Go to "Our Achievements"
- 3. Select 4 objectives
- 4. Click on the Bullets button

These strategic objectives align with the Queensland	
creating jobs and a diverse economy	
delivering quality frontline services	
protecting the environment	
building safe, caring and connected communities.	
E - ≟ - ¹ E - E → E A	



÷



- 5. Click on the arrow beside the Bullets button
- Choose a new bullet from the displayed bullet library or
- 7. Select Define New Bullet...
- 8. Choose **Symbol**... from the top of the dialogue box **Note: Picture**... will allow you to choose a picture as a bullet. **Font**... will allow you to choose colour, style and size of the bullet.
- 9. Pick any symbol from the choices available Note: Changing the font type eg. Webdings will give other bullet choices
- 10. Click **OK**
- 11. Click **OK** again
- 12. Your chosen symbols will display as new bullets

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Janot	. 105											OK	

Change List Level

- These strategic objective
- community: creating jobs
 delivering quality frontlin
- protecting the environme
- building safe, caring and

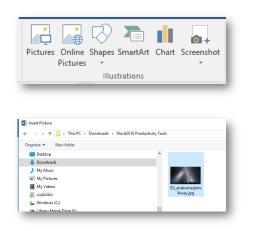
Add an image

Graphics

Images, Online Pictures (previously known as ClipArt), Shapes and Charts can all be inserted into a word document to enhance documents visually or to provide supporting evidence. They can be inserted via the Insert tab or copied from original sources and pasted into their final destination.

Exercise 12.

- 1. Open the file Annual Report.docx
- 2. Click at the beginning of any paragraph on page 1
- 3. Click the Insert Tab
- Note the types of Graphic from the Illustrations group
- 4. Click Pictures
- 5. **Navigate** to Downloads Word2016 Productivity Tools folder
- Double click AndromedaMilkyWay.jpg or single click and click Insert







	\sim	All Pictures (*.emf	;*.wmf;*.jpg;* ~	
Tools	•	Insert 🔻	Cancel	
		Working	with industry o	n

Tables

Microsoft Word tables are not just containers for data – they are essential formatting tools. Tabular data gives information its structure. This data can be converted to tables instantly from the Insert Table command.

Exercise 13.	Convert text to tables
 Select the tabbed content in the Annual report combined document 	Science, Information Technology and Innovation Table DSITI performance against the DSITI Strategic plan 2014–18 Key performance measures Notes Customer satisfaction rate: 1 Digital Productivity and Services
 Click the Insert tab Click Table Click Convert Text to Table 	INSERT DESIGN P Table Pictures Online Pictures Online Pictures Online Pictures Online Convert Text to Table Excel Spreadsheet
 5. Check the Number of columns field 6. Ensure Separate text at is set to Tabs 7. Click OK Note: Check that the table has appeared as expected 	Convert Text to Table

Exercise 14.

Apply Table Styles

- 1. Click inside the new table
- 2. Press CTRL +ALT + U to unformat

Key performance measures	Notes	2014–15 actuals
Customer satisfaction rate:	1	Actual result
Digital Productivity and Services		92%
Science customers		92%
Science clients		89%

Format tables



Design

View

Gridlines

Select

Design

_

- -

Section Breaks

Next Page

Key performance measures Customer satisfaction rate:

Layout

==

Properties

Layout

Insert a section break and start the new

section on the next page.



+ Notes

Insert tables

3. On the Layout tab, Click View Gridlines

- 4. Hover over a column divider
- 5. Click and drag to required column width
- 6. Click the **More** button 🗐 on the **Design** tab
- 7. Select a table style

Note: Tables can be formatted directly but styles will make the process quick and easy.

Exercise 15.

- 1. Go to the end of page 1
- 2. Click on Layout tab
- 3. Click on the Breaks button
- 4. Select Next Page under Section Breaks
- 5. Go to Insert tab
- 6. Click the Footer button
- 7. Select Edit Footer
- 8. Go to Section 2
- Click Link to Previous button to disconnect footers
- 10. Go to Section 1

Exercise 16.

11. On the insert tab, Click the **icon on the Table button**

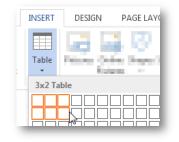
Drag across a grid of ${\bf 3}$ (columns wide) x ${\bf 2}$ (rows high) and click to create the table

n	α	×	¤
α	n	α	n
•			

12. Press CTRL + ALT + U to unformat

More Footers from Office.com Edit Footer





Adjust tables

Add or remove table rows and columns

A table will fit the page margins by default. If you resize manually, delete columns or paste the table into another section with different margins you may need to resize your table. This also applies to tables pasted from Excel.

Extend a table

- 1. Go to the last cell in the table
- 2. Press Tab

Resize

3. Click and drag the table handle to scale the table size

Insert/Delete rows and columns

- 1. Select the last column in the table
- 2. Go to the layout tab
- 3. Select Insert Right
- 4. Select the last 2 columns
- 5. Click the Delete button
- 6. Choose Delete Columns
- 7. Enter the text shown in the first column: Creation date Last update

Document structure

Using styles for paragraph spacing reduces the number of times you need to use the ENTER key in a document. Page and section breaks are another best practice way of reducing document formatting and placing content on a desired page or within a particular section.

Exercise 17.

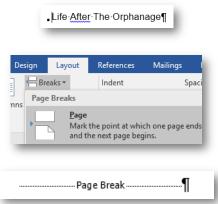
Page breaks

Use page breaks to end the current page and start at the top of the next page.

- 1. Place your cursor directly before a chapter section heading
- 2. Click the Layout tab > Breaks tool > Page

OR

- Use the CTRL + ENTER shortcut The page break ends the current page.
 - 3. Remove any surplus paragraphs



Insert page and section breaks



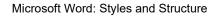
THE UNIVERSITY













Use section breaks to end the current section and to isolate section specific formatting including margins, page orientation and header and footer content.

THE UNIVERSITY

OF QUEENSLAND

Section Breaks

- 1. Place your cursor directly before the chapter heading
- Click the Layout tab > Breaks tool > Sections Breaks section > Next Page

Always use Section Break (Next Page) rather than a section break continuous and a page break.

2. Reapply the **Normal** style or remove any pilcrow which may still have heading styling applied.

section on the next page.

Next Page

Alpheius Global Enterprises

pages, such as caption text norm bour

Insert a section break and start the new

Your partner in scholarship

Exercise 18.

- 1. Ensure formatting symbols are enabled
- 2. **Locate** and **delete** the page or section break element

If you remove a section break separating two sections with different formatting settings – the first section will adopt the settings of the second: margins, page orientation and header and footer text etc.

Remove page or section breaks

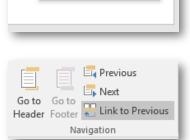
:=	- 월 - 'ॡ - @ æ = = = \$≡ - ゐ	⊉↓ ¶ ↓
	Paragraph	5
	Page Break	her.

Headers and footers

Use the Header and Footer Workspace to include document information independent of the main content area.

Exercise 19.	Add page numbers
Within the Header and Footer Workspace: 1. Right-Click the bottom of a page	C 🔓 Edit Footer

- 2. Click Edit Footer
- 3. Delink the footer by clicking **Link to Previous** so the button is off







4. Click Page Number > Current Position > Plain Number 2

Using 'Current Position' retains any current Header or Footer text. The other options (Top/Bottom) will overwrite any current formatting – even if it looks like parts of the building block are blank.

- 5. Click Page Number > Format Page Numbers...
- 6. Click the Start at: button

Check the starting number is **1**

7. Click OK

Header Footer	Number • Time	ocument Info ▼	
Navigat Search docur	Bage Margins	_	
Headings	Eormat Page Nur	nbers	
•	2		
# Page Number ▼	Date & Docume Time	nt Qui Part	
<u> </u> <u>Т</u> ор о	of Page	▶ ei	
🛱 Bottom of Page 🔹 🕨 🖁			
₽ Page Margins			
<u>⊯∷ P</u> age	Margins	· -	
■ <u>C</u> urre	nt Position	· -	
<u>Curre</u>	-	· -	
Eorm	nt Position at Page Numbers. we Page Numbers	· · ·	

* *

Cancel

Срок

Start <u>a</u>t: 1





Productivity Tools

MS Word provides a host of tools and features to simplify the document creation process. Track changes will provide some insight and guidance into managing a document reviewed by another user.

Track Changes

Exercise 20.

- 1. Open the file Annual Report.docx
- 2. Click Track Changes on the Review tab
- 3. Select Track Changes
- 4. Select Simple Markup in the Display changes field
- 5. Click on Show Markup to confirm settings

		Track Changes		
Review	View	ACROBAT	♀ Tell r	
vious Next	Show Comments	Track Changes •		
Iments		🕞 Track	Changes	

		Simple Markup 👻		
Track	Treak			
Changes -	\checkmark	<u>C</u> omments		
	\checkmark	In <u>k</u>		
1 · 3 · 1 · 4	~	Insertions and Deletions		
	~	<u>F</u> ormatting		
		<u>B</u> alloons	۲	
		Specific People	▶	

2014-15 strategic objective:

Apply changes

- 1. Capitalise the word 'report'
- 2. Apply Heading 2 style to red text in document
- 3. Apply Heading 3 to blue text in the document

Add a comment

- 1. Select the heading "A Year in Review"
- 2. Click on New Comment on the Review tab
- 3. Enter a comment relating to the selected text



UQ Library Staff and Student I.T. Training

Exercise 21.

- 1. Open the file Annual Report Edits.docx
- 2. Click on Compare on the Review tab
- 3. Select Combine
- 4. Select a file for the original document Annual report.docx

check the correct editors name is displayed

5. Select a file for the Revised document Annual **Report Edits.docx**

check the correct editors name is displayed

- 6. Click on OK
- 7. Select the document formatting to be used.
- 8. Click on Continue with Merge

A combined document will be created with both reviewers displayed.

9. Save as Annual report combined.docx

To view the documents included in the combination

- 10. Click Compare on the Review tab
- 11. Select Show Source Documents
- 12. Select Show Both

Exercise 22.

You can review changes in a document with all edits displayed or restrict the edits to display one individual.

Display reviewers

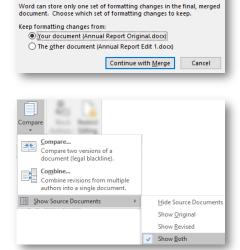
- 1. Click on Show Markup
- 2. Hover over Specific People
- 3. Click beside All Reviewers to see all changes in combined document **OR**

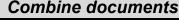
Clear the checkbox for anyone you do not wish to display

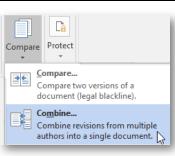
✓ David Miles



Accept or Reject changes







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OK Cancel

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Review changes

- 1. Move to the beginning of the combined Document
- 2. Click the icon in the **Accept** button on the **Review** tab
- 3. Click the icon 🔀 on the **Reject** button on the **Review** tab
- Click the arrow on the Accept button on the Review tab
- 5. Select Accept All Changes and Stop Tracking

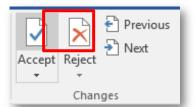
Note: This will accept all changes made including all the comments made during the document review.

Comments

1. Click on the **Show Comments** button to show/hide comments in document

Note: Any comment will still print out if they are hidden

- 2. Click on the arrow on the **Delete** button
- 3. Select Delete All Comments in Document





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Accept and Move to Next					
\sim	A <u>c</u> cept This Change				
	Accept All Changes Shown				
	Accept A <u>I</u> I Changes				
Accept All Changes and Stop Tracking					



