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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Download the exercise files on the Library Services website: https://web.library.uq.edu.au/library-services/training/software-training-resources
Interface Overview

Prepare your interface
Use Word’s non-printing formatting symbols to reveal paragraph and character formatting settings as denoted by the ¶ pilcrow character.

Exercise 1. Display formatting symbols

- Open the document Alpheius Global Enterprises
- Click Show/Hide in the Paragraph group of the Home tab on the Ribbon.

Exercise 2. Add quick access tools
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.
3. Click **Choose Commands from > All Commands** for the full list of tools

Consider enabling:
- Insert page and section breaks
- Style inspector

**Exercise 3.**  
**Modify the Status Bar**

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

**Exercise 4.**  
**Display the Navigation Pane**

If the Navigation Pane is closed:
1. Click the View tab in the ribbon
2. Check **Navigation Pane** in the Show group

**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.  Locate and add styles to the Style Gallery

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.
2. Click the Options… link
3. Select show All styles
4. Click OK

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.
1. Select a normal paragraph
2. Locate and apply the **Body Text** quick 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
4. **Click Add to Style Gallery**
   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 the list.

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

**Exercise 7.** **Modify the Normal style**
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**

6. **Click Format > Paragraph**
   Line spacing and paragraph spacing reduce the need for extra enter characters and enforce spacing consistency.

7. **Select line spacing: 1.5 lines**
8. **Click OK** to close the Paragraph dialog box
9. **Click OK** to confirm the style modification
Modify heading styles

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
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

Before

<table>
<thead>
<tr>
<th>Heading 1 will be used for chapter headings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Video provides a powerful way to help you prove your point</td>
</tr>
</tbody>
</table>

After

<table>
<thead>
<tr>
<th>Heading 1 will be used for chapter headings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Video provides a powerful way to help you prove your point</td>
</tr>
</tbody>
</table>

### 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

Before

<table>
<thead>
<tr>
<th>Heading 2 will be used for chapter section headings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Video provides a powerful way to help you prove your point</td>
</tr>
</tbody>
</table>

After

<table>
<thead>
<tr>
<th>Heading 2 will be used for chapter section headings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Video provides a powerful way to help you prove your point</td>
</tr>
</tbody>
</table>
**Exercise 9.**  

**Modify paragraph styles**

**Quote style**

1. Select a Quote styled paragraph
2. Right click > Modify the quick style
3. Click Justified text alignment
4. Click Format > Paragraph
5. Update paragraph indentation from the left and right margin to **1cm** each
6. Select First line for Special indentation
7. Click OK to close the Paragraph dialogue
8. Click OK to update the style definition

**Body text style**

1. Select a Body Text styled paragraph
   This references *Add quick styles to the Style Gallery on page 5.*
2. Right click > Modify the quick style
3. Click Format > Paragraph
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 using Tables. Alternatively the No Spacing quick style could be used for this purpose.
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

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
5. Click on the arrow beside the Bullets button
6. 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

**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. Add an image**

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
6. **Double click** AndromedaMilkyWay.jpg or **single click** and click **Insert**
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

1. Select the tabbed content in the Annual report combined document

2. Click the Insert tab
3. Click Table
4. Click Convert Text to Table

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

Exercise 14. Format tables

Apply Table Styles

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

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**Exercise 15. Insert tables**

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**
9. Click **Link to Previous** button to disconnect footers
10. Go to **Section 1**

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

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

   ![Table Icon](image)

12. Press **CTRL + ALT + U** to unformat

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**Exercise 16. 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.
Insert page and section breaks

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

1. Place your cursor directly before the chapter heading

1. 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.

Exercise 18. Add page numbers

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.

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

Exercise 19. Remove page or section breaks

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.

Within the Header and Footer Workspace:
1. Right-Click the bottom of a page
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
7. Check the starting number is **1**
8. Click **OK**
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

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
Exercise 21.

Combine documents

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.

Accept or Reject changes

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
Review changes

1. Move to the beginning of the combined Document
2. Click the icon on the Accept button on the Review tab
3. Click the icon on the Reject button on the Review tab
4. 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