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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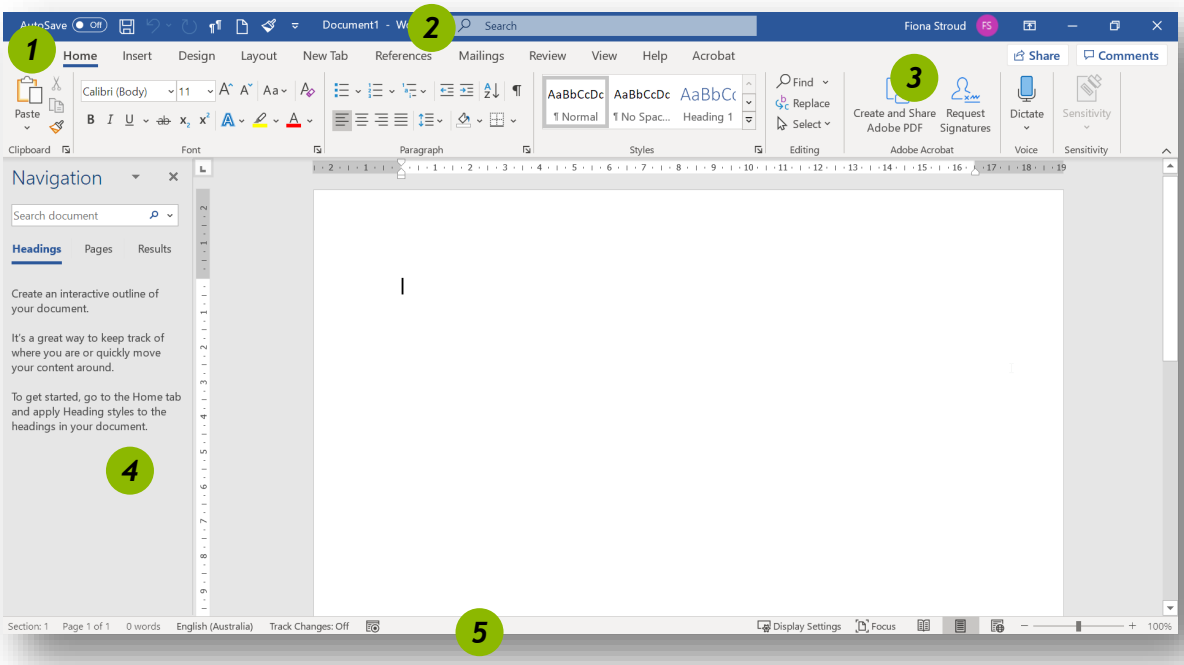
Interface Overview

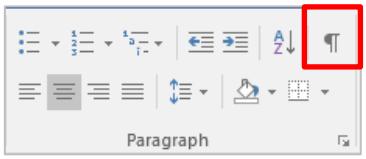


Prepare your interface

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*

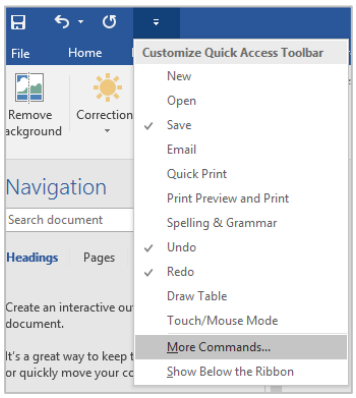
The Quick Access Toolbar (QAT) is a small menu that you can customise with your favourite tools.

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

Consider enabling the following:

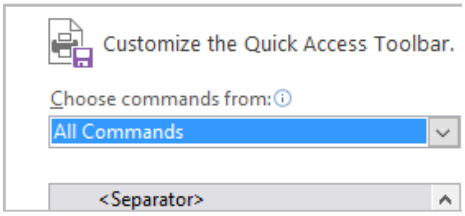
- New
- Open
- Print Preview and Print
- Undo
- Redo

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

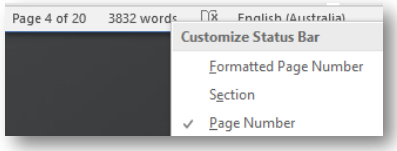


Consider enabling:

- Insert page and section breaks
- Style inspector

Exercise 3. *Modify the Status Bar*

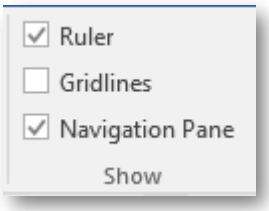
1. Right click the status bar at the bottom of the MS Word window
2. Enable document inspection information like page number, section number etc.



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

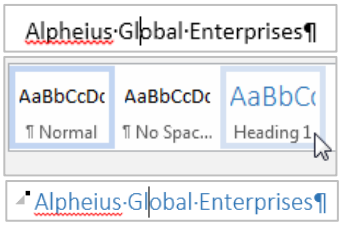
Styles are named collections for formatting choices that can be used instead of manual formatting. Applying a style gives a text element a specific formatting definition that can be consistently applied and easily updated. New documents automatically use the Normal style.

Exercise 5. *Apply quick styles*

Heading styles

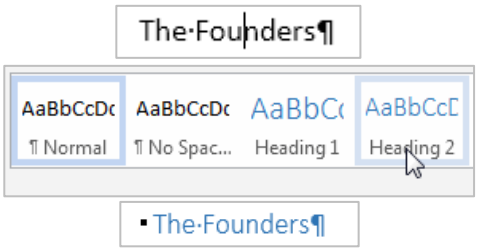
1. Go to "**Alpheius Global Enterprises**"
2. Click the **Heading 1** quick style in the **Style Gallery** on the **Home** tab

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

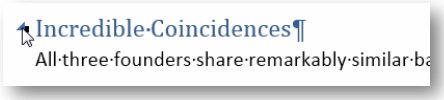


3. Go to "**The Founders**"
4. Click the **Heading 2** quick style

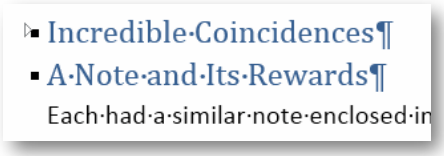
Heading styles are generally configured so that when Heading 2 is used, Heading 3 becomes visible in the Style Gallery, and so on, down to Heading 9.



Collapse content by Heading



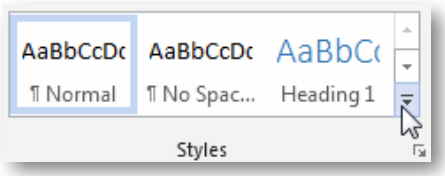
1. Mouse over a heading paragraph
2. Click the **collapse arrow** to the left of the paragraph to hide the content
3. Click the **expand arrow** to expand and show the content



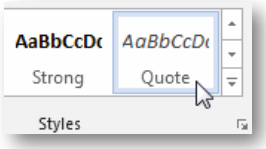
Access more styles

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.

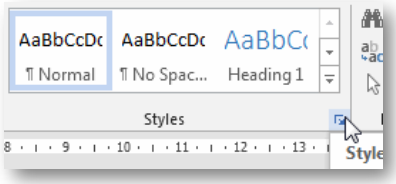


3. Locate and apply the **Quote** quick style



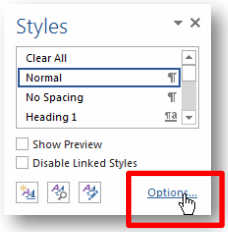
Exercise 6. *Locate and add styles to the Style Gallery*

View all quick styles

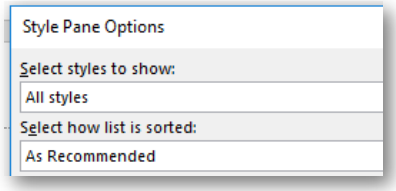


1. Click the **Styles Window** launcher in the bottom right of the **Styles** group

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**

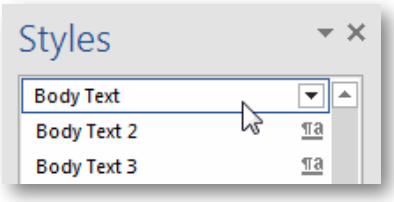


Add quick styles to the Style Gallery

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

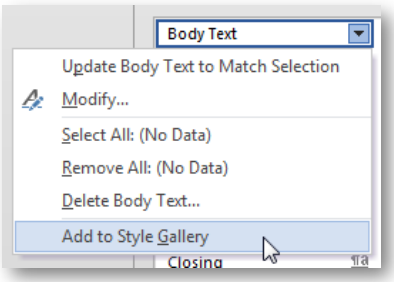
1. Select a normal paragraph
2. Locate and **apply** the **Body Text** quick style in the **Styles Window**

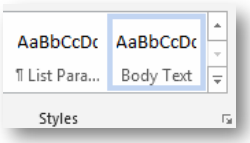
The style must have been used before it will appear as a quick style in the Style Gallery.



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.





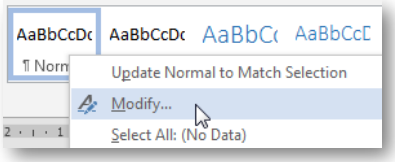
Modify styles

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

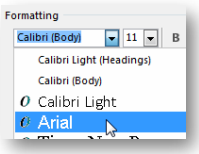
Exercise 7. *Modify the Normal style*

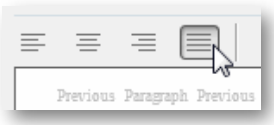
Modifying Normal will change all normal styled text. Any styles based on normal, and which therefore inherit selected Normal style characteristics, will update at the same time.

1. Select a normal styled paragraph
2. Right click on the **Normal** quick style in the **Styles Gallery**
3. Click **Modify**



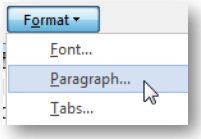
4. Select **Arial** font
5. Click text align: **Justified**



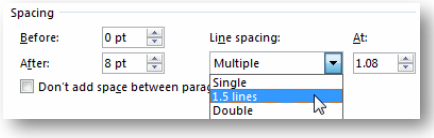


6. Click **Format** > **Paragraph**

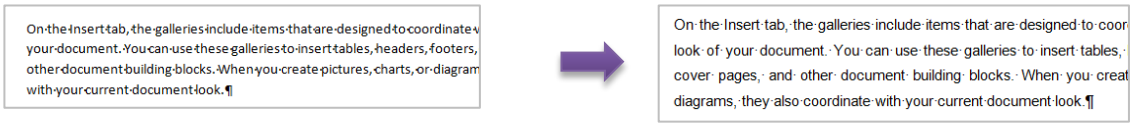
Line spacing and paragraph spacing reduce the need for extra enter characters and enforce spacing consistency.



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



Before After



Exercise 8. *Modify heading styles*

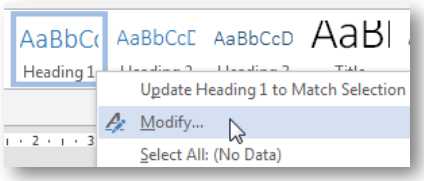
Heading styles are best reserved for headings within the body of your work because of their link with multilevel numbering and Table of Contents features. This means heading styles should generally not be used on title pages and preface pages.

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

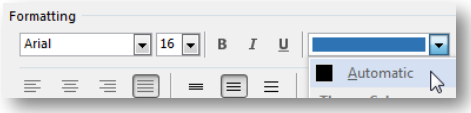
Heading 1 is usually used for the most significant heading type, e.g. chapter headings.

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



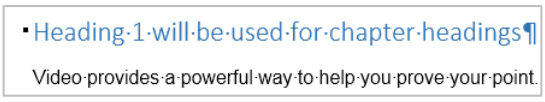
3. Select **Arial** font
4. Change font colour to **Automatic**

'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

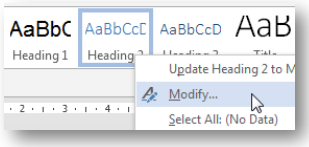


After

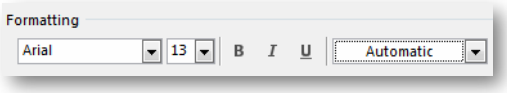
Heading 2

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.

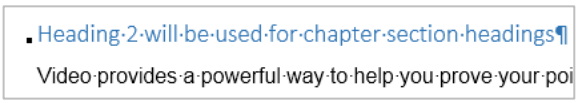
1. Select a Heading 2 styled paragraph
2. Right click > **Modify** the **Heading 2** quick style



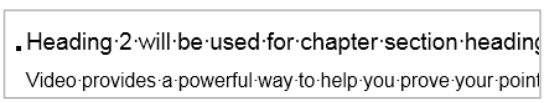
3. Adjust your **font type** and **colour** so they match your Heading 1 choices
4. Click **OK** to confirm the style modification



Before



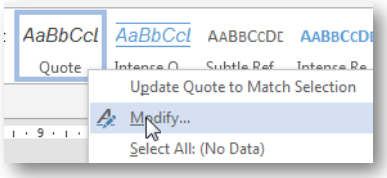
After

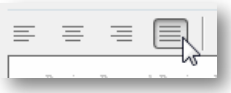


Exercise 9. *Modify paragraph styles*

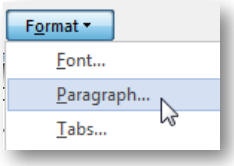
Quote style

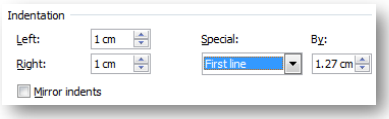
1. Select a **Quote** styled paragraph
2. Right click > **Modify** the quick style
3. Click **Justified** text alignment





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



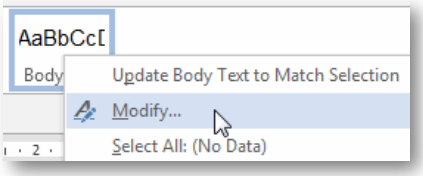


Body text style

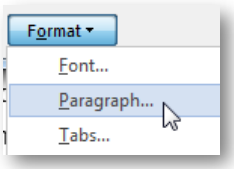
1. Select a **Body Text** styled paragraph

This references *Add quick styles to the Style Gallery* on page *5*.

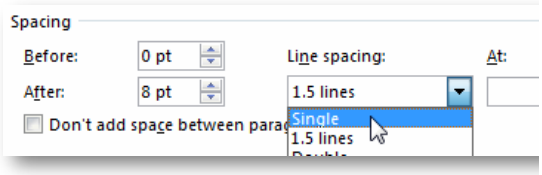
2. Right click > **Modify** the quick style



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.

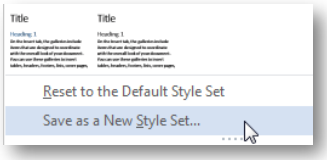
Exercise 10. *Save a style set/design theme*

Save a Style Set

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

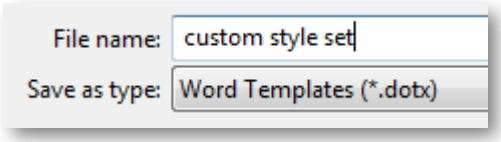
After you have applied a Style Set/made any style changes as required:

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.

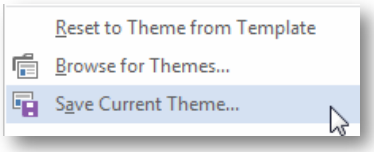
4. Give the style set a name
5. Adjust the save location as necessary
6. Click **Save**



Save a Theme

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

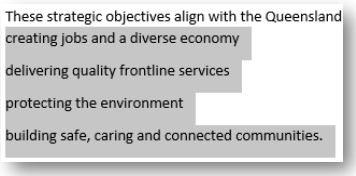
7. Click the **Themes** button > **Save Current Theme...**
8. Adjust the file name and location
9. Click **Save**



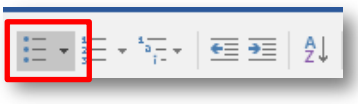
Bullets and Numbering

Exercise 11. *Add and Modify bullets to a selected list*

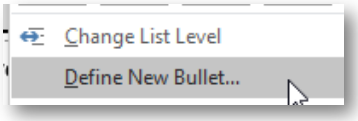
1. Open the document “Annual Report Original”
2. Go to “**Our Achievements**”
3. Select 4 objectives



4. Click on the **Bullets** button

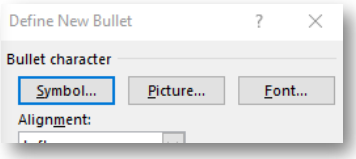


5. Click on the arrow beside the Bullets button
6. Choose a new bullet from the displayed bullet library or
7. Select **Define New Bullet**…



8. Choose **Symbol**… from the top of the dialogue box

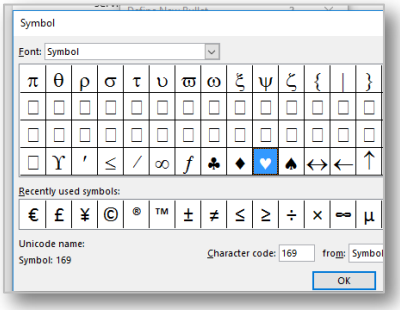
Note: **Picture**… will allow you to choose a picture as a bullet.
Font… will allow you to choose colour, style and size of the bullet.



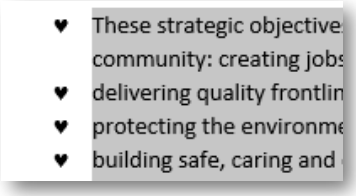
9. Pick any symbol from the choices available

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



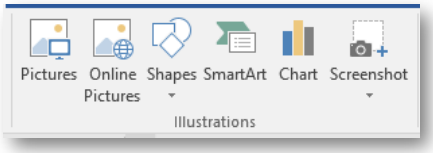
Graphics

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.

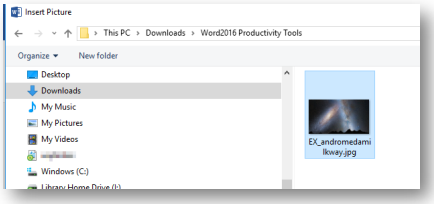
Exercise 12. ***Add an image***

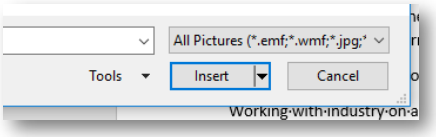
1. Open the file **Annual Report.docx**
2. Click at the beginning of any paragraph on page 1
3. Click the **Insert** Tab

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**



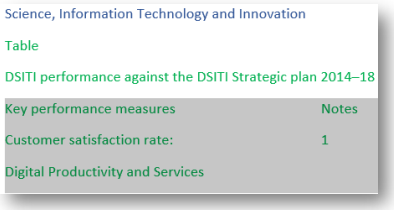


Tables

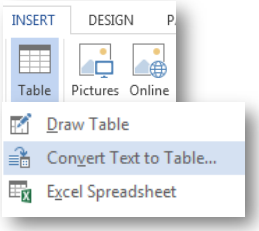
Microsoft Word tables are not just containers for data – they are essential formatting tools. Tabular data gives information its structure. This data can be converted to tables instantly from the Insert Table command.

Exercise 13. *Convert text to tables*

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

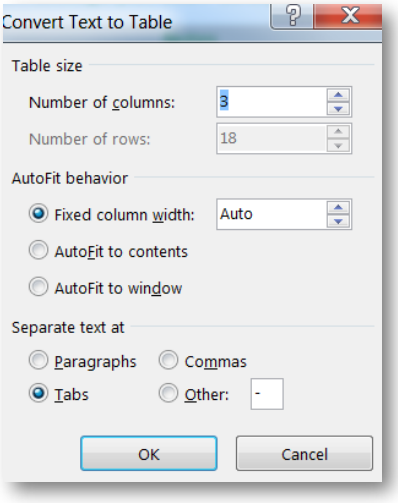


2. Click the **Insert** tab
3. Click **Table**
4. Click **Convert Text to Table**



5. Check the **Number of columns** field
6. Ensure **Separate text at** is set to **Tabs**
7. Click **OK**

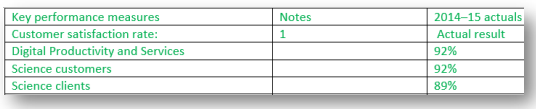
Note: Check that the table has appeared as expected



Exercise 14. *Format tables*

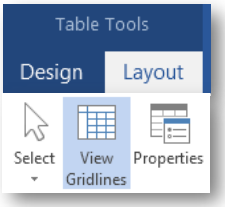
Apply Table Styles

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

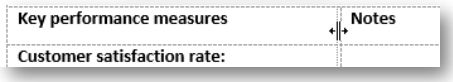


Key performance measures	Notes	2014–15 actuals
Customer satisfaction rate:	1	Actual result
Digital Productivity and Services		92%
Science customers		92%
Science clients		89%

3. On the Layout tab, Click **View Gridlines**

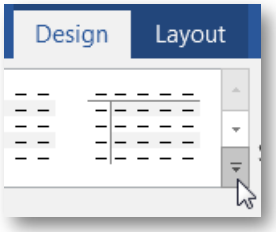


4. Hover over a column divider
5. Click and drag to required column width



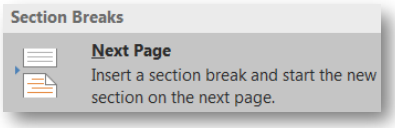
6. Click the **More** button on the **Design** tab
7. Select a table style

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

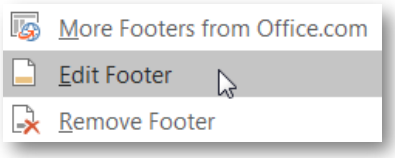


Exercise 15. *Insert tables*

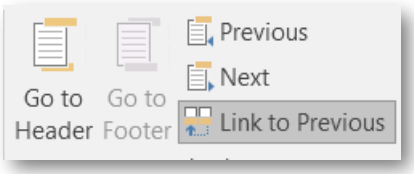
1. Go to the end of page 1
2. Click on **Layout** tab
3. Click on the **Breaks** button
4. Select **Next Page** under **Section Breaks**



5. Go to **Insert** tab
6. Click the **Footer** button
7. Select **Edit Footer**

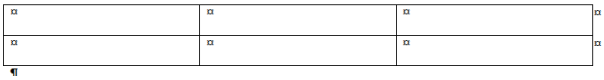


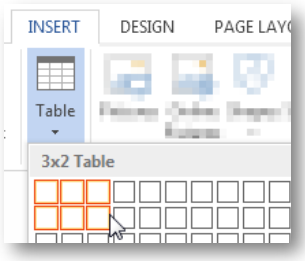
8. Go to **Section 2**
9. Click **Link to Previous** button to disconnect footers
10. Go to **Section 1**



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





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

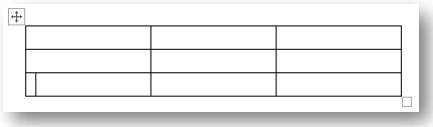
Exercise 16. *Adjust tables*

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.

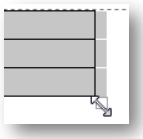
Extend a table

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



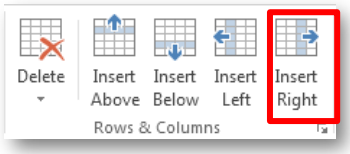
Resize

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

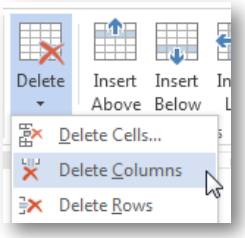


Insert/Delete rows and columns

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

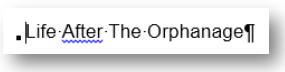
Using styles for paragraph spacing reduces the number of times you need to use the ENTER key in a document. Page and section breaks are another best practice way of reducing document formatting and placing content on a desired page or within a particular section.

Exercise 17. *Insert page and section breaks*

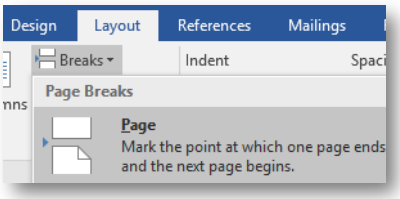
Page breaks

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



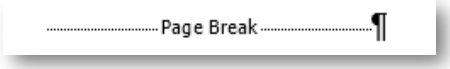
2. Click the **Layout** tab > **Breaks** tool > **Page**



OR

- Use the **CTRL** + **ENTER** shortcut
  The page break ends the current page.

3. Remove any surplus paragraphs



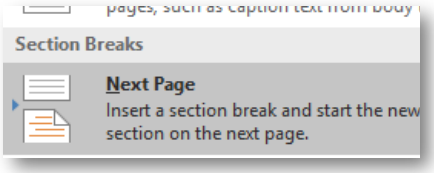
Section breaks

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.

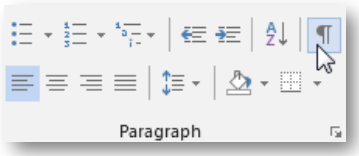


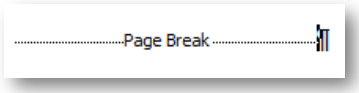
2. Reapply the **Normal** style or remove any pilcrow which may still have heading styling applied.

Exercise 18. *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.





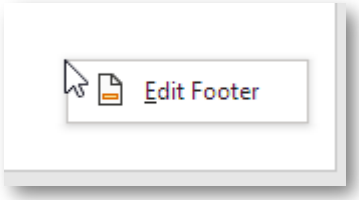
Headers and footers

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

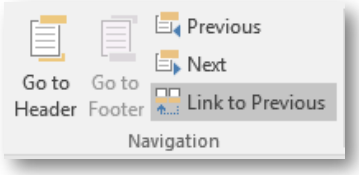
Exercise 19. *Add page numbers*

Within the Header and Footer Workspace:

1. Right-Click the bottom of a page
2. Click **Edit Footer**

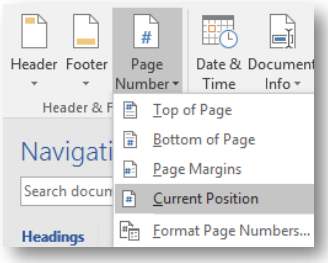


3. Delink the footer by clicking **Link to Previous** so the button is off



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

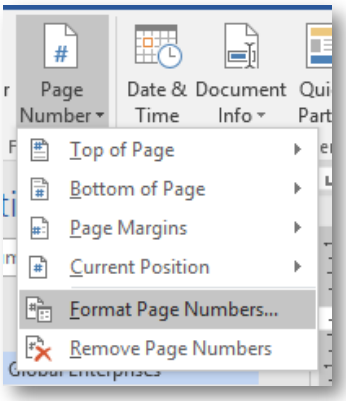
Using 'Current Position' retains any current Header or Footer text. The other options (Top/Bottom) will overwrite any current formatting – even if it looks like parts of the building block are blank.

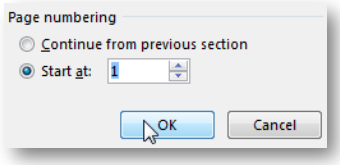


5. Click **Page Number** > **Format Page Numbers…**
6. Click the **Start at:** button

Check the starting number is **1**

7. Click **OK**





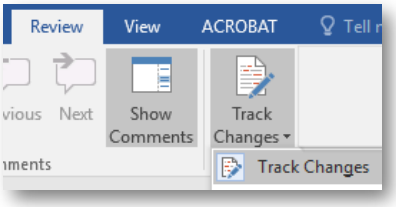
Productivity Tools

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.

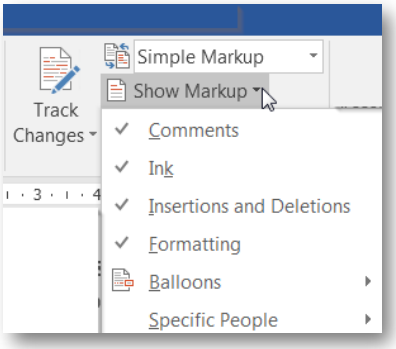
Track Changes

Exercise 20. *Track Changes*

1. Open the file **Annual Report.docx**
2. Click **Track Changes** on the **Review** tab
3. Select **Track Changes**

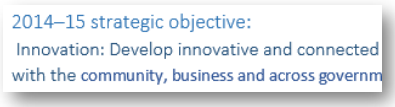


4. Select Simple Markup in the Display changes field
5. Click on **Show Markup** to confirm settings



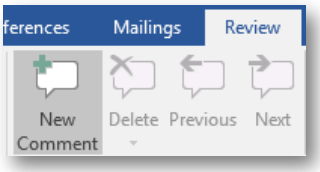
Apply changes

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



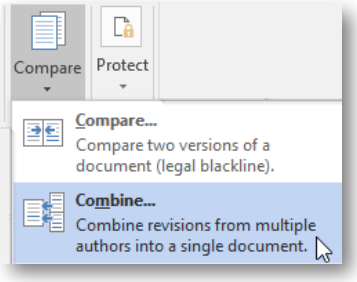
Add a comment

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

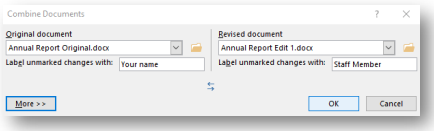
Exercise 21. *Combine documents*



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



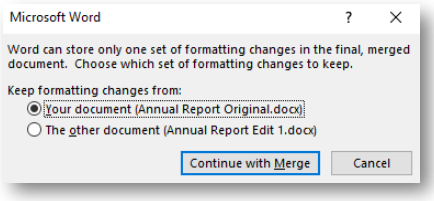
5. Select a file for the Revised document **Annual Report Edits.docx**

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**

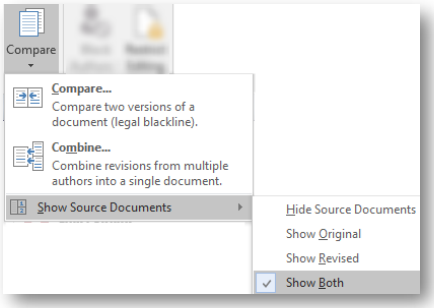
A combined document will be created with both reviewers displayed.



9. Save as **Annual report combined.docx**

To view the documents included in the combination

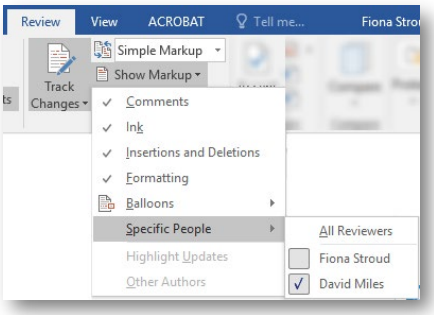
10. Click **Compare** on the **Review** tab
11. Select **Show Source Documents**
12. Select **Show Both**



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

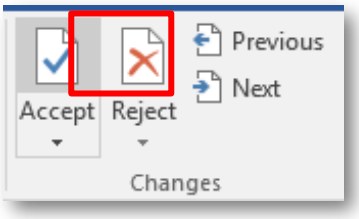


1. Click on **Show Markup**
2. Hover over **Specific People**
3. Click beside **All Reviewers** to see all changes in combined document **OR**

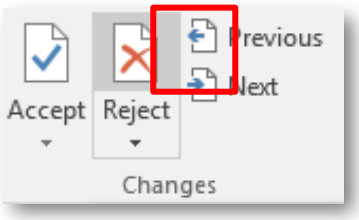
   Clear the checkbox for anyone you do not wish to display

Review changes

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

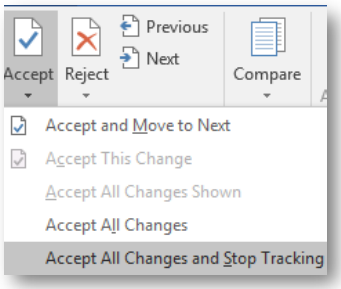


3. Click the icon on the **Reject** button on the **Review** tab



4. Click the arrow on the **Accept** button on the **Review** tab
5. Select **Accept All Changes and Stop Tracking**

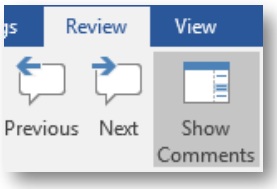
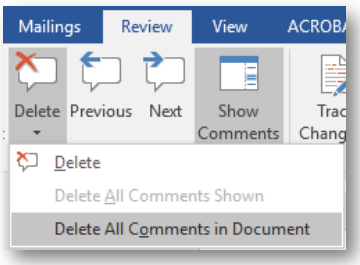
Note: This will accept all changes made including all the comments made during the document review.



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