



Microsoft Word 2013 Styles and Structure

Course objectives:

- Customise the Ribbon and toolbars
- Simplify document formatting using styles
- Insert sections and manage document structure

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Interface Overview

1. The File tab

The File tab provides access to Backstage view and the program control centre.

2. Quick Access Toolbar

A small customisable toolbar for frequently accessed tools

3. The Ribbon

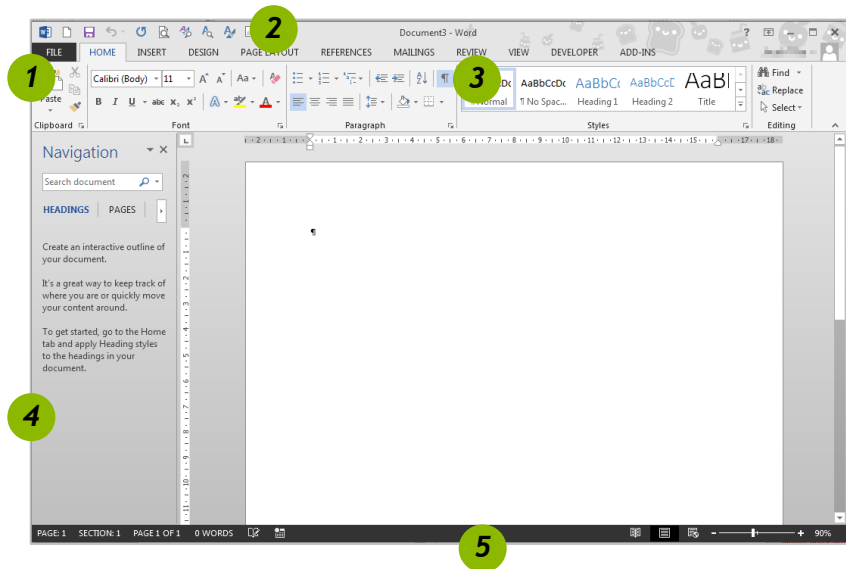
The tabbed configurable MS Word menu.

4. The Navigation Pane

A pane for navigation through a document or searching for content.

5. The Status Bar

Enables access to document status information and various document views and zoom features.

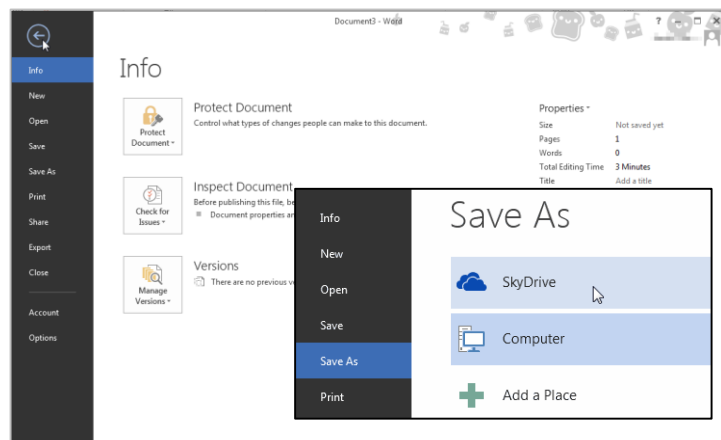


Backstage view

Enter the Backstage view by clicking the File tab in the Ribbon. Return to the document by clicking the Back arrow.

Use Backstage to:

- Create, open, save, print, view document meta-information, manage MS Word options and adjust the logged in user account.
- If MS Word is signed in to with a Microsoft Account – you can save directly to SkyDrive via your Internet connection.

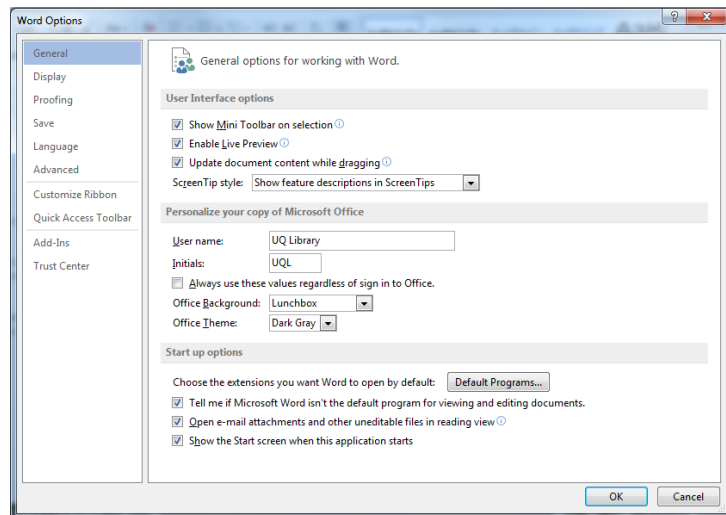


Word options

Enter MS Word program options by clicking on the Options menu item in the Backstage view.

Use the program options to:

Configure your Quick Access Toolbar or the Ribbon or update program settings.



Notes

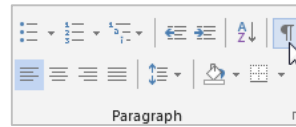
Prepare your interface

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

Exercise 1.

Display formatting symbols

- Click **Show/Hide** in the **Paragraph** group of the **Home** tab on the Ribbon.

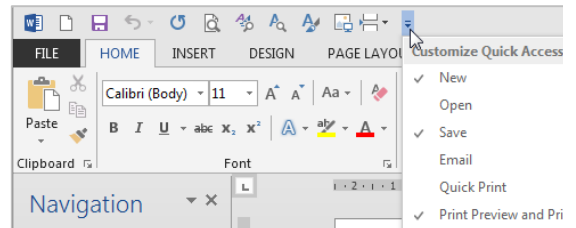


Exercise 2.

Add quick access tools

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

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

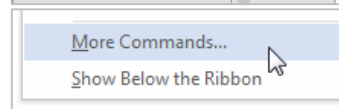


Consider enabling the following:

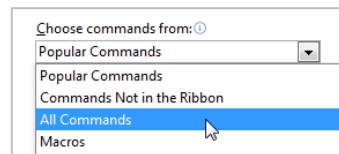
- New
- Open
- Print Preview and Print
- Undo
- Redo

- Click **More Commands...**

- Click **Choose Commands from > All Commands** for the full list of tools



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



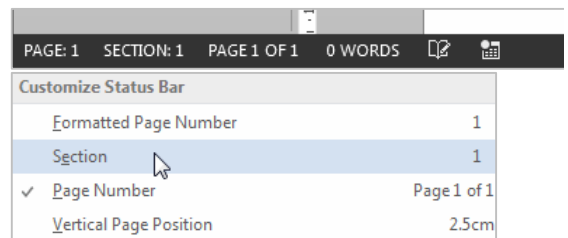
Consider enabling:

- Insert page and section breaks
- Style inspector

Exercise 3.

Modify the Status Bar

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

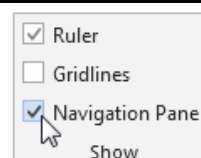


Exercise 4.

Enable the Navigation Pane

If the Navigation Pane is closed:

- Click the **View** tab in the ribbon
- Check **Navigation Pane** in the **Show** group



Notes

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.

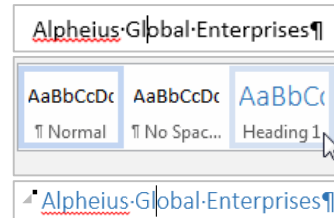
Exercise 5.

Apply quick styles

Heading styles

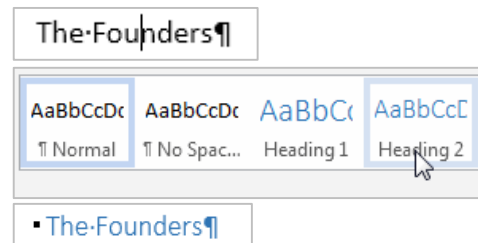
1. Go to “**Alpheius Global Enterprises**”
2. Click the **Heading 1** quick style in the **Style Gallery** on the **Home** tab

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



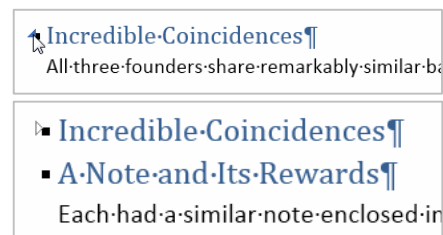
3. Go to “**The Founders**”
4. Click the **Heading 2** quick style

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

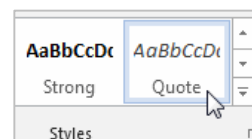
1. Select a normal paragraph
2. Click the **More** button on the **Style Gallery**

More is a downward arrow button which expands menu options.



the available

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



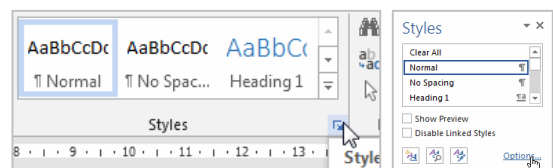
Exercise 6.

Locate and add styles to the Style Gallery

View all quick styles

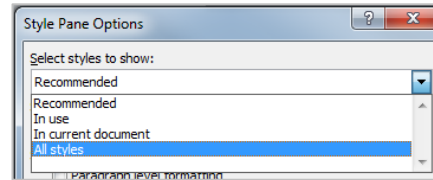
1. Click the **Styles Window** launcher in the bottom right of the **Styles** group

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.



Notes

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



Add quick styles to the Style Gallery

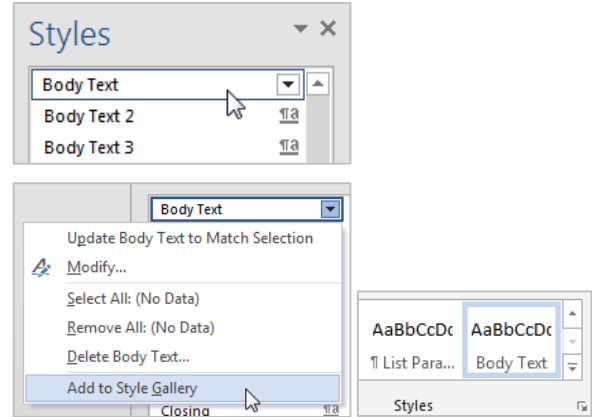
Use this procedure to add, and quickly access, any inbuilt style from the Style Gallery in the Ribbon.

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.



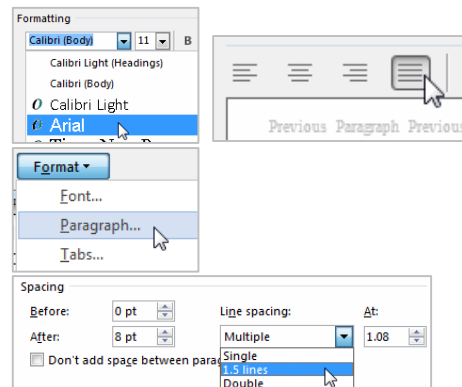
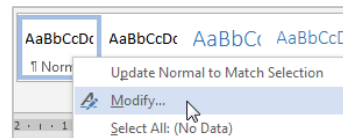
Modify styles

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

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

After

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

Notes

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

Heading 1

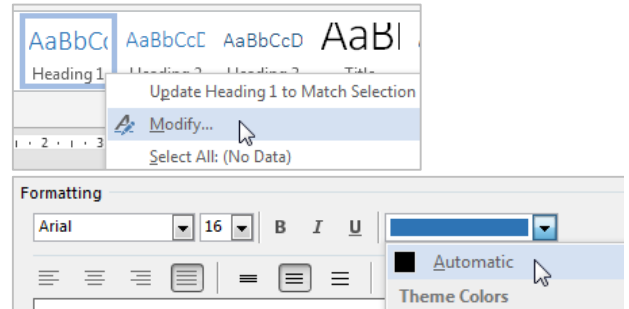
Heading 1 is usually used for the most significant heading type, e.g. chapter headings.

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

•Heading-1-will-be-used-for-chapter-headings¶
Video-provides-a-powerful-way-to-help-you-prove-your-point-When-you

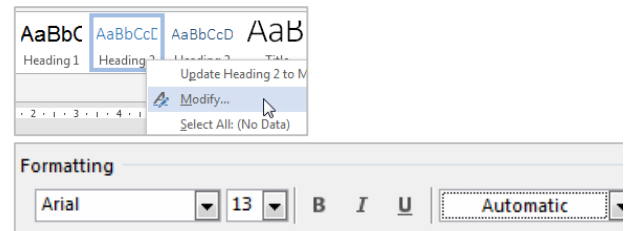
After

•Heading-1-will-be-used-for-chapter-headings¶
Video-provides-a-powerful-way-to-help-you-prove-your-point-When-y

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

•Heading-2-will-be-used-for-chapter-section-headings¶
Video-provides-a-powerful-way-to-help-you-prove-your-point-Wh

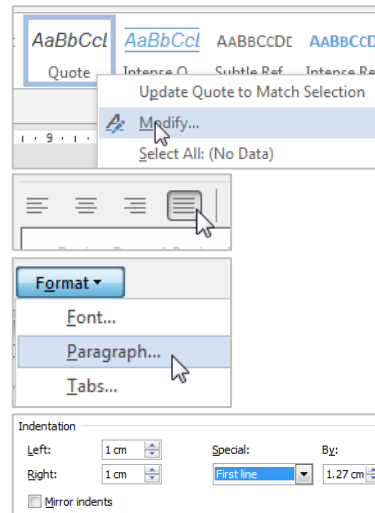
After

•Heading-2-will-be-used-for-chapter-section-headings¶
Video-provides-a-powerful-way-to-help-you-prove-your-point-Wh

Notes

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



Before

They were all nominally born on Tuesday, February 29, 1972. We say, "nominally" because this was the day that all three were left as very tiny, new-born babies on the steps of the orphanages run by the Holy Sisters of Divine Benevolence. The very peculiar thing is that Annabel was left on the steps of the orphanage in Clonmel, Ireland, Aaron on the steps of the orphanage in Dunedin, New Zealand, and Adele on the steps of the orphanage in Guiyang, China. ¶

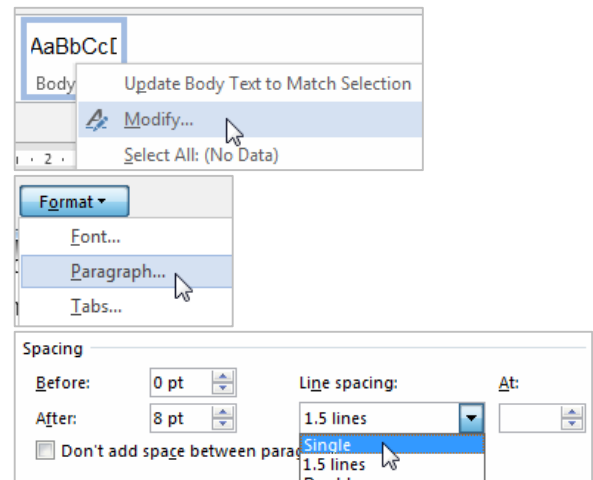


After

They were all nominally born on Tuesday, February 29, 1972. We say, "nominally" because this was the day that all three were left as very tiny, new-born babies on the steps of the orphanages run by the Holy Sisters of Divine Benevolence. The very peculiar thing is that Annabel was left on the steps of the orphanage in Clonmel, Ireland, Aaron on the steps of the orphanage in Dunedin, New Zealand, and Adele on the steps of the orphanage in Guiyang, China. ¶

Body text style

1. Select a **Body Text** styled paragraph
- This references *Add quick styles to the Style Gallery* on page 6.
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



Before

The Holy Sisters of Divine Benevolence are well-known for their integrity and honesty, and while they were all initially affronted by the note and the money, they quickly decided that it could be put to good work to help those in need. The sisters all unquestioningly complied with the note and on February 29, 1992, received a further envelope delivered without sender information or return address. ¶



After

The Holy Sisters of Divine Benevolence are well-known for their integrity and honesty, .an while they were all initially affronted by the note and the money, they quickly decided that could be put to good work to help those in need. The sisters all unquestioningly complied wit the note and on February 29, 1992, received a further envelope delivered without sende information or return address. ¶

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

Notes

Themes and style sets

Microsoft has introduced the Design tab to the Word 2013 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

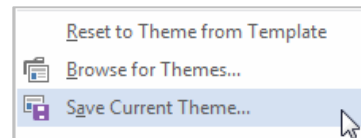
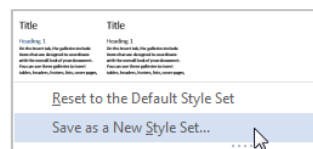
1. Go to the **Design** tab on the Ribbon

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:

1. Click the **Themes** button > **Save Current Theme...**
2. Adjust the file name and location
3. Click **Save**

Exercise 11.

Change the design theme

Update the Style Set

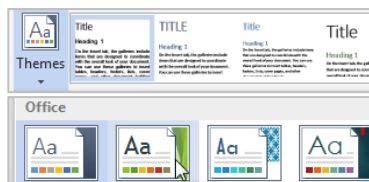
1. Go to the **Design** tab in the Ribbon
2. Run your mouse over the **Style Sets** in the **Document Formatting** group and live preview the adjustment to the styles in the document
3. Click to apply a new style set



Notes

Update the document theme

1. Click the **Themes** button
2. Apply some of the themes and test out their specific style sets

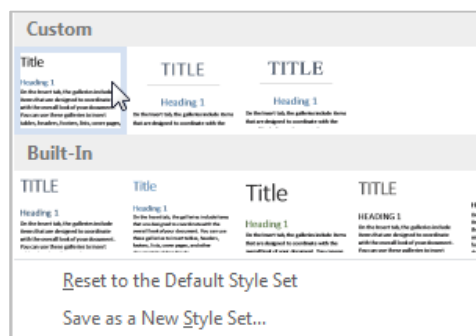
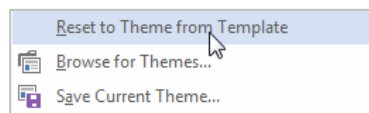


Reset your style set and theme

1. Return the theme to the Word default by clicking the **Themes** dropdown > **Reset to Theme from Template**
2. Return to your custom style set by clicking the **More** button on the **Document Formatting** group and clicking your style set in the custom section



clicking
your



Notes

Character styles

Character styles overlay paragraph styles and allow the user to emphasise text elements. Useful character styles include: **Strong**, *Subtle Emphasis*, *Emphasis* and *Intense Emphasis*. These quick styles resemble bold, italic etc. but can be modified for any type of emphasis.

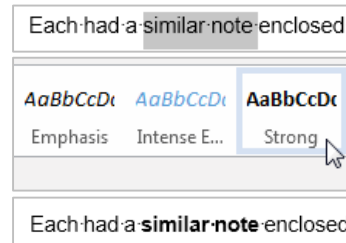
Exercise 12.

Apply character styles

Strong style

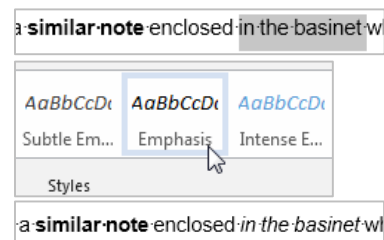
Consider applying the strong character style rather than manually applying the bold tool. This enables quick access and modification of all styled selections.

1. Highlight a selection within a Normal styled paragraph
2. Click the **Strong** quick style



Emphasis style

1. Highlight a different selection within a Normal styled paragraph
2. Click the **Emphasis** quick style

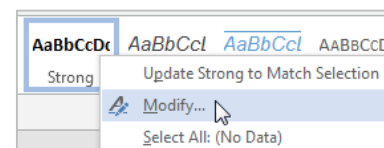


Exercise 13.

Modify character styles

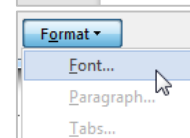
Strong style

1. Right click > **Modify** the **Strong** quick style

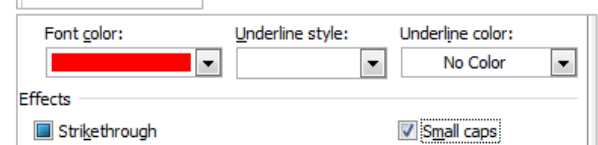


2. Click **Format > Font**

Any formatting related to the underlying paragraph will be disabled, e.g. paragraph spacing.



3. Change to a bright font colour
4. Check the **Small caps** effect box
5. Click **OK** to update the style



Before

Each had a **similar note** enclosed

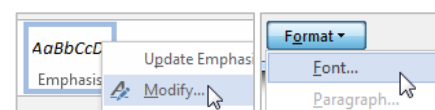


After

Each had a **SIMILAR-NOTE** enclosed

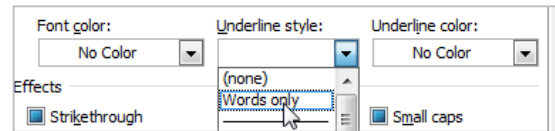
Emphasis style

1. Right click > **Modify** the **Emphasis** quick style
2. Click **Format > Font**



Notes

3. Select **Words only** from the Underline style dropdown
4. Click **OK** to complete the style modification



Before

enclosed *in the basin*et which



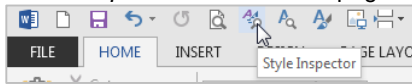
After

enclosed *in the basin*et which

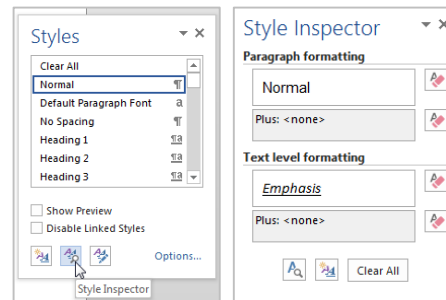
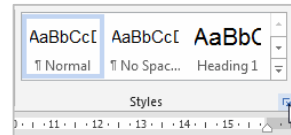
Exercise 14.

Inspect styles

1. Click a text element with a paragraph and/or character style applied
 2. Click the **Styles Window** launcher
 3. Click **Style Inspector**
- OR
- Click **Style Inspector** in your Quick Access Toolbar
- See *Add quick access tools* on page 4.



You can inspect, restyle, or clear styles using this pane.



Exercise 15.

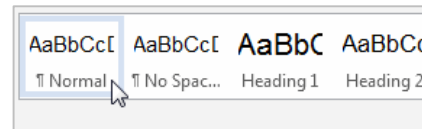
Remove/clear styles

Formatting difficulties can arise from manually overwriting, rather than removing, formatting.

Paragraph styles

1. Select a paragraph from which to clear styles
2. Apply the **Normal** style

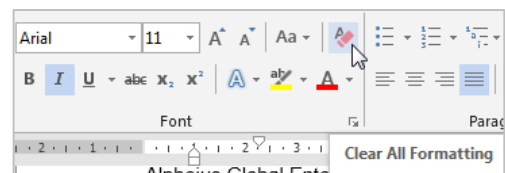
Normal style is the same as “no style” and will remove a style or additional formatting which does not match the Normal style definition. Please note this solution will strip your formatting if you aren’t using styles.



Character styles

1. Highlight the styled text
2. Click **Clear Formatting** in the **Font** group on the Home tab

This tool will return paragraph formatting to Normal and remove any extra character formatting.



Notes

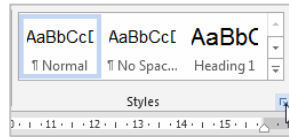
New styles

Exercise 16.

Create a style

Paragraph with border

1. Select a paragraph or add a blank paragraph on which to apply the new style
2. Click the **Styles Window** launcher on the bottom right of the **Styles** group

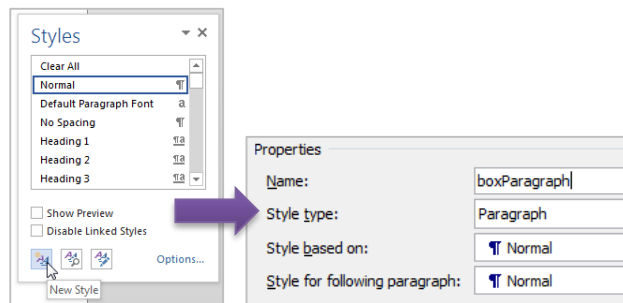


This is a small square box with a diagonal arrow.

3. Click the **New Style** button on the bottom of the window
4. Give the style a descriptive **name**
5. Select the **Paragraph** style type

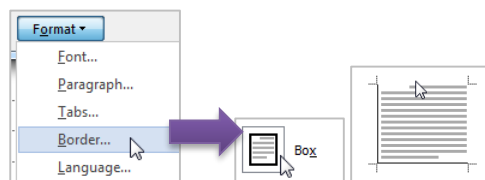
The type will depend on how you intend to use the style: *Paragraph* for whole paragraphs, *Character* for text selections or *Linked* for whole paragraphs or selections.

6. Base the style on **Normal**
7. Select **Normal** for the following paragraph



Border characteristics

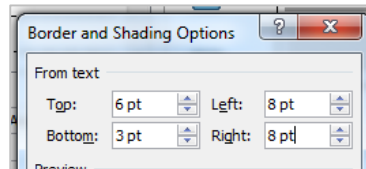
1. Click **Format > Border**
2. Click the **Box** option or click on the preview pane to add individual borders
3. Click **Options**



4. Add spacing between your box border and paragraph text as appropriate

This will vary depending on your paragraph line spacing.

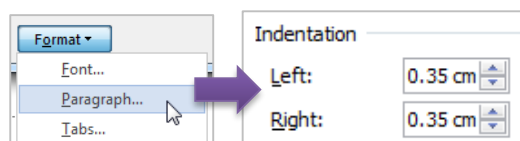
5. Click **OK** to close the Options box
6. Click **OK** to close the Borders dialogue



Paragraph characteristics

1. Click **Format > Paragraph**
2. Adjust left and right margins so the box border sits in line with Normal paragraph text
3. Click **OK** to close the paragraph dialogue
4. Click **OK** to create the style

The new style will appear in the Styles Gallery and be automatically applied on currently selected paragraph.



Normal paragraph

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. ¶

Box paragraph

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. ¶

Notes

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

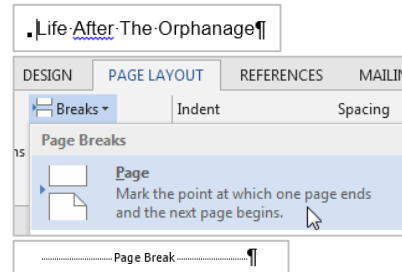
Use page breaks to end the current page and start at the top of the next page.

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

OR

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

3. Remove any surplus paragraphs



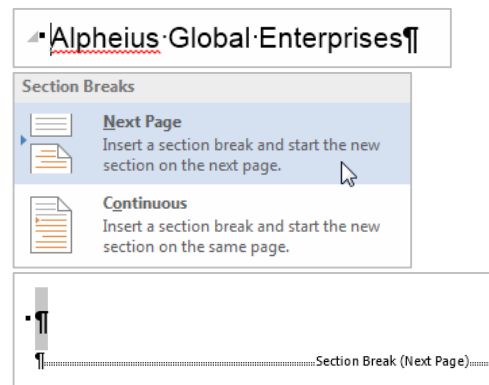
Section breaks

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
2. Click the **Page 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.

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

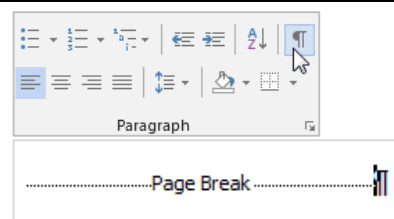


Exercise 18.

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.



Notes

Headers and footers

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

Exercise 19.

Add header or footer text

At the top of the document:

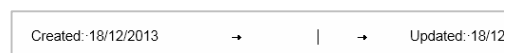
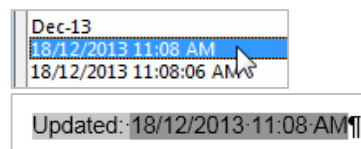
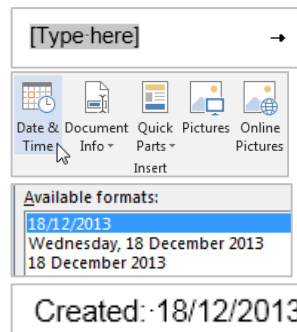
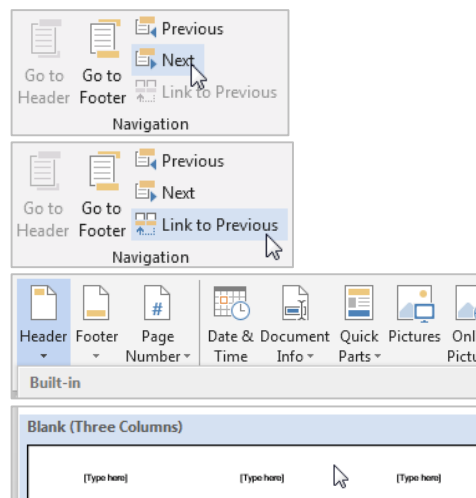
- Double click into the document **Header and Footer Workspace** within the top margin

The Header & Footer Tools tab will appear in the Ribbon



Edit the header

1. Click **Next** to navigate to the Header of Section 2
2. Delink the header by clicking **Link to Previous** so the button is off
3. Click the **Header** button
4. Choose the **Blank (Three Column)** header option
5. Highlight the left placeholder and type '**Created:**'
6. Click **Date & Time** from the **Insert** group
7. Select a date format
8. Uncheck '**Update Automatically**'
9. Click **OK**
10. Select the right placeholder and type '**Updated:**'
11. Click **Date & Time**
12. Check '**Update automatically**'
13. Click **OK**
14. Delete the middle placeholder



Notes

Exercise 20.

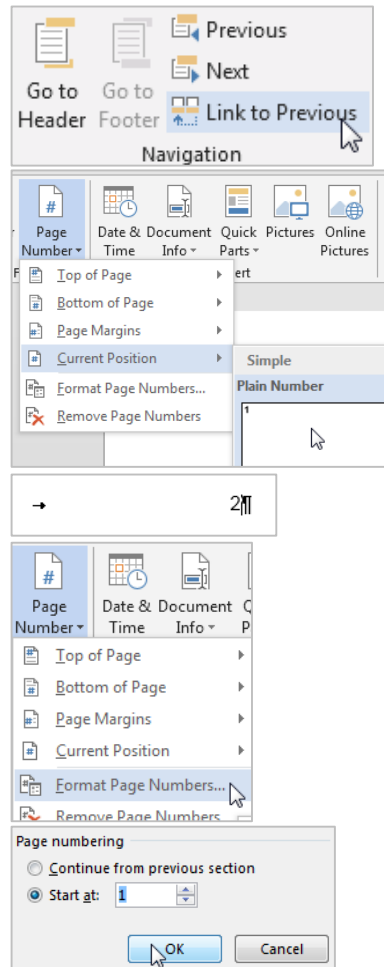
Add page numbers

Within the Header and Footer Workspace:

1. Click **Go to Footer**
2. Delink the footer by clicking **Link to Previous** so the button is off
3. Press the **TAB** key twice
4. Click **Page Number > Current Position > Plain Number**

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 and ensure the count is **1**
7. Click **OK**



Notes

Keyboard Shortcuts

Working with Office Applications

Display and use windows

To do this	Press
Switch to the next window.	ALT+TAB
Switch to the previous window.	ALT+SHIFT+TAB
Close the active window.	CTRL+W or CTRL+F4
Restore the size of the active window after you maximize it.	ALT+F5
Move to a task pane from another pane in the program window	F6
Switch to the previous window.	CTRL+SHIFT+F6
Maximize or restore a selected window.	CTRL+F10
Copy a picture of the screen to the Clipboard.	PRINT SCREEN
Copy a picture of the selected window to the Clipboard.	ALT+PRINT SCREEN

Undo and redo actions

To do this	Press
Cancel an action.	ESC
Undo an action.	CTRL+Z
Redo or repeat an action.	CTRL+Y

Access and use task panes and galleries

To do this	Press
Move to a task pane from another pane in the program window.	F6
Display the full set of commands on the task pane menu.	CTRL+SPACEBAR
Perform the action assigned to the selected button.	SPACEBAR or ENTER
Open a drop-down menu for the selected gallery item.	SHIFT+F10
Select the first or last item in a gallery.	HOME or END
Scroll up or down in the selected gallery list.	PAGE UP or PAGE DOWN

Access and use smart tags

To do this	Press
Display the shortcut menu for the selected item.	SHIFT+F10
Display the menu or message for a smart tag. If more than one smart tag is present, switch to the next smart tag and display its menu or message.	ALT+SHIFT+F10
Select the next item on a smart tag menu.	DOWN ARROW
Select the previous item on a smart tag menu.	UP ARROW
Perform the action for the selected item on a smart tag menu.	ENTER
Close the smart tag menu or message.	ESC

Notes

Working with documents and web pages

Create, view, and save documents

To do this	Press
Create a new document of the same type as the current or most recent document.	CTRL+N
Open a document.	CTRL+O
Close a document.	CTRL+W
Split the document window.	ALT+CTRL+S
Remove the document window split.	ALT+SHIFT+C
Save a document.	CTRL+S

Switch to another view

To do this	Press
Switch to Print Layout view.	ALT+CTRL+P
Switch to Outline view.	ALT+CTRL+O
Switch to Draft view.	ALT+CTRL+N

Print and preview documents

To do this	Press
Print a document.	CTRL+P
Switch in or out of print preview.	ALT+CTRL+I
Move around the preview page when zoomed in.	Arrow keys
Move by one preview page when zoomed out.	PAGE UP or PAGE DOWN
Move to the first preview page when zoomed out.	CTRL+HOME
Move to the last preview page when zoomed out.	CTRL+END

Full Screen Reading view

To do this	Press
Go to beginning of document.	HOME
Go to end of document.	END
Go to page <i>n</i> .	<i>n</i> , ENTER
Exit reading layout view.	ESC

Work with Web pages

To do this	Press
Insert a hyperlink.	CTRL+K
Go back one page.	ALT+LEFT ARROW
Go forward one page.	ALT+RIGHT ARROW
Refresh.	F9

Notes

Character and paragraph formatting

Copy formatting

To do this	Press
Copy formatting from text.	CTRL+SHIFT+C
Apply copied formatting to text.	CTRL+SHIFT+V

Change or resize the font

To do this	Press
Open the Font dialog box to change the font.	CTRL+SHIFT+F
Increase the font size.	CTRL+SHIFT+>
Decrease the font size.	CTRL+SHIFT+<
Increase the font size by 1 point.	CTRL+]
Decrease the font size by 1 point.	CTRL+[

Apply character formats

To do this	Press
Open the Font dialog box to change the formatting of characters.	CTRL+D
Change the case of letters.	SHIFT+F3
Format all letters as capitals.	CTRL+SHIFT+A
Apply bold formatting.	CTRL+B
Apply an underline.	CTRL+U
Underline words but not spaces.	CTRL+SHIFT+W
Double-underline text.	CTRL+SHIFT+D
Apply hidden text formatting.	CTRL+SHIFT+H
Apply italic formatting.	CTRL+I
Format letters as small capitals.	CTRL+SHIFT+K
Apply subscript formatting (automatic spacing).	CTRL+EQUAL SIGN
Apply superscript formatting (automatic spacing).	CTRL+SHIFT+PLUS SIGN
Remove manual character formatting.	CTRL+SPACEBAR

View and copy text formats

To do this	Press
Display nonprinting characters. (asterisk on numeric keypad does not work)	CTRL+SHIFT+*
Review text formatting. (click the text with the formatting you want to review)	SHIFT+F1
Copy formats.	CTRL+SHIFT+C
Paste formats.	CTRL+SHIFT+V

Notes

Set the line spacing

To do this	Press
Single-space lines.	CTRL+1
Double-space lines.	CTRL+2
Set 1.5-line spacing.	CTRL+5
Add or remove one line space preceding a paragraph.	CTRL+0 (zero)

Align paragraphs

To do this	Press
Switch a paragraph between centred and left-aligned.	CTRL+E
Switch a paragraph between justified and left-aligned.	CTRL+J
Switch a paragraph between right-aligned and left-aligned.	CTRL+R
Left align a paragraph.	CTRL+L
Indent a paragraph from the left.	CTRL+M
Remove a paragraph indent from the left.	CTRL+SHIFT+M
Create a hanging indent.	CTRL+T
Reduce a hanging indent.	CTRL+SHIFT+T
Remove paragraph formatting.	CTRL+Q

Apply paragraph styles

To do this	Press
Open Apply Styles task pane.	CTRL+SHIFT+S
Open Styles task pane.	ALT+CTRL+SHIFT+S
Start AutoFormat.	ALT+CTRL+K
Apply the Normal style.	CTRL+SHIFT+N
Apply the Heading 1 style.	ALT+CTRL+1
Apply the Heading 2 style.	ALT+CTRL+2
Apply the Heading 3 style.	ALT+CTRL+3

Notes
