



# Using Microsoft Word



## Styles and Contents

*Styles* enable a user of Word to create 'sets' of formatting that can be used repeatedly throughout a document. For instance, if you wanted to make sure all of the headings in your document appeared the same way, you could create a style with all the necessary formatting and apply that style to each of your headings, which would be a lot quicker than individually formatting each one. Additionally, once a style has been used in a document, changing the formatting for that style will change any parts of the document that use that style. This makes it possible to modify the formatting of several sections all at once. In short, when you use a style, you can use several formats in one simple step.

You can create:

- A character style – to control formats on text within a paragraph such as fonts, sizes and colours.
- A paragraph style – to control paragraph formats such as alignment, tabs and spacing. They can also include character formats.
- A table style – to provide consistent borders, spacing, shading and fonts in tables.
- A list style – to quickly format numbering or bullet characteristics for lists.

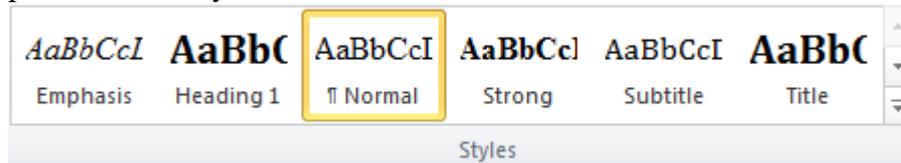
Using styles in a document not only simplifies formatting and helps to keep formatting consistent within a document, it can also be used to assist in the generation of special Word objects such as document *Indexes* and *Tables of Contents*.

## Using Built In Styles

When a new document is created in Word, it will have a few styles included by default. Standard text uses a style called Normal. It formats text with Calibri font with 11 point size some extra space between paragraphs and lines. Like any style, the Normal style can be modified. A new document will also include some default fonts for use as headings. These styles can be selected in a number of ways as shown in the following exercise.

### Exercise 1. Applying Standard Styles

- 1) Open the Word document called *Cottage Pie Recipes*. All of the text in the document is currently formatted using the Normal style. You can tell since no matter where you are in the document, the styles selection in the ribbon will show the name of the style for the text your insertion point is currently in.



- 2) Click anywhere in the line at the top which says *Cottage Pie Recipes*.
- 3) Move your mouse over the styles shown. Notice that the name of each style is shown using a sample of the style's formatting. If you leave your mouse over one of the styles, your selected paragraph will change to show you how it would look with that style.
- 4) Click on **Heading 1** to apply that built in style. Because it is a paragraph style, the whole line will be formatted without the need to select it all.



Some of the built in styles may also be selected using certain keyboard shortcuts.

- 5) Click on the next line where it says *Cottage Pie recipe from British Food*. We will format this using the **Heading 2** style.

When you have normal text selected (I.e. when you are not in a list) you can use keyboard shortcuts to change the selected paragraph to one of the built in heading styles. The **[Alt] [Shift] [→]** shortcut will change to the next heading style while the **[Alt] [Shift] [←]** shortcut will change to the previous heading style as you will soon see.

- 6) Hold down **[Alt]** and **[Shift]** and then press the left arrow key **[←]**. The paragraph will now be formatted using the **Heading 1** style. We want this paragraph to be formatted using the next available style which is **Heading 2**.
- 7) Hold down **[Alt]** and **[Shift]** and then press the right arrow key **[→]**. The paragraph will now use the **Heading 2** style. *Heading 2* should be displayed in the Styles box on the toolbar.

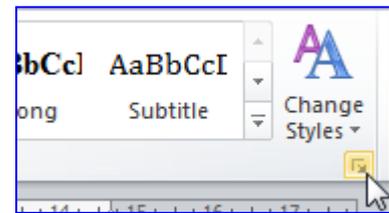
**Note** When you are in a list, these same shortcuts may be used to adjust indentation and promote/demote list items.

**Tip** With normal text selected, the **[Alt] [Shift] [←]** shortcut will apply the heading style last used. The **[Alt] [Shift] [→]** will apply the Heading level below the one last used.

## Using the Styles and Formatting Task Pane

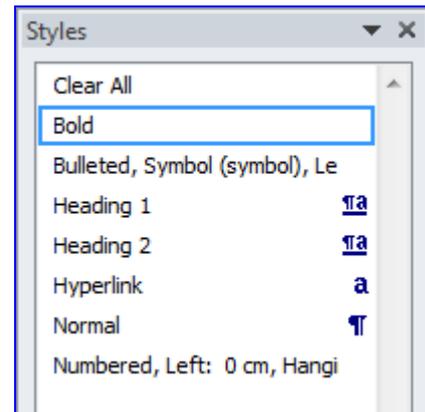
So far you will have used the task pane for tasks such as working with clipart and mail merges. It can also come in handy when you are working with styles.

You can also easily display the styles task pane by clicking the small **Styles** icon in the corner of the **Home** ribbon group.



## Exercise 2. Applying Styles

- 1) Click in the paragraph which contains the single word *Source*.
- 2) Click the **Styles** icon in the corner of the **Home** ribbon group . The task pane should appear as shown to the right. With the task pane visible you can see a complete list of styles that are being used in a document and select styles from the list by clicking on them. The task pane also makes several other important options available as shown later.
- 3) Click on the **Heading 3** style in the list to apply that style to the selected text. Repeat to apply the heading 3 style to the lines which say *Ingredients* and *Method*.
- 4) Time to practice. Continue through the rest of the document and use any of the methods you have tried so far to format the remaining headings. All of the recipe names (E.g. *Comforting cottage pie* and *Proper English Cottage Pie*) should be formatted using the **Heading 2** style. All of the headings which say *Source*, *Ingredients* and *Method* should be formatted using the **Heading 3** style.
- 5) Save the changes to the document when all of the headings have been appropriately formatted. As in the example below.



### **Townies Cottage Pie**

#### **Source**

<http://thefoody.com/meat/towniescottagepie.html>

#### **Ingredients**

450g (1lb) Minced Beef  
 675g (1½lb) Mashed Potato  
 1 Onion  
 1 Carrot  
 1 tin Mushroom Soup  
 110g (4oz) Peas  
 2 Cloves Garlic  
 50g (2oz) Cheddar Cheese  
 Salt and Black Pepper

#### **Method**

Pre-heat the oven to 190°C; 375°F; Gas 5  
 Chop the onion and carrot  
 Fry minced beef until lightly coloured and remove from the pan and drain well.  
 Add the onion, garlic and carrot cooking gently until the onion is transparent and pepper.  
 Mix the meat, vegetables and soup place in a ceramic dish.  
 Cover the mixture with an even layer of mashed potato.  
 Cover and bake for 30 - 40 minutes.

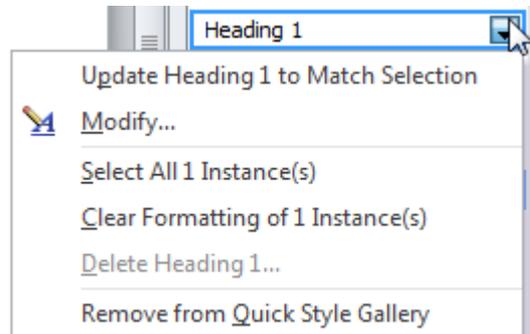
**Note** Applying a style may replace existing formatting.

## Modifying Styles

When you change a style's attributes, any part of your document which that style has been applied to will update to take on the changed attributes of the style. Styles can be changed by editing the options for a style. They can also be changed by formatting a section of your document the way you want the style to look, selecting it and then changing the style to match what is selected.

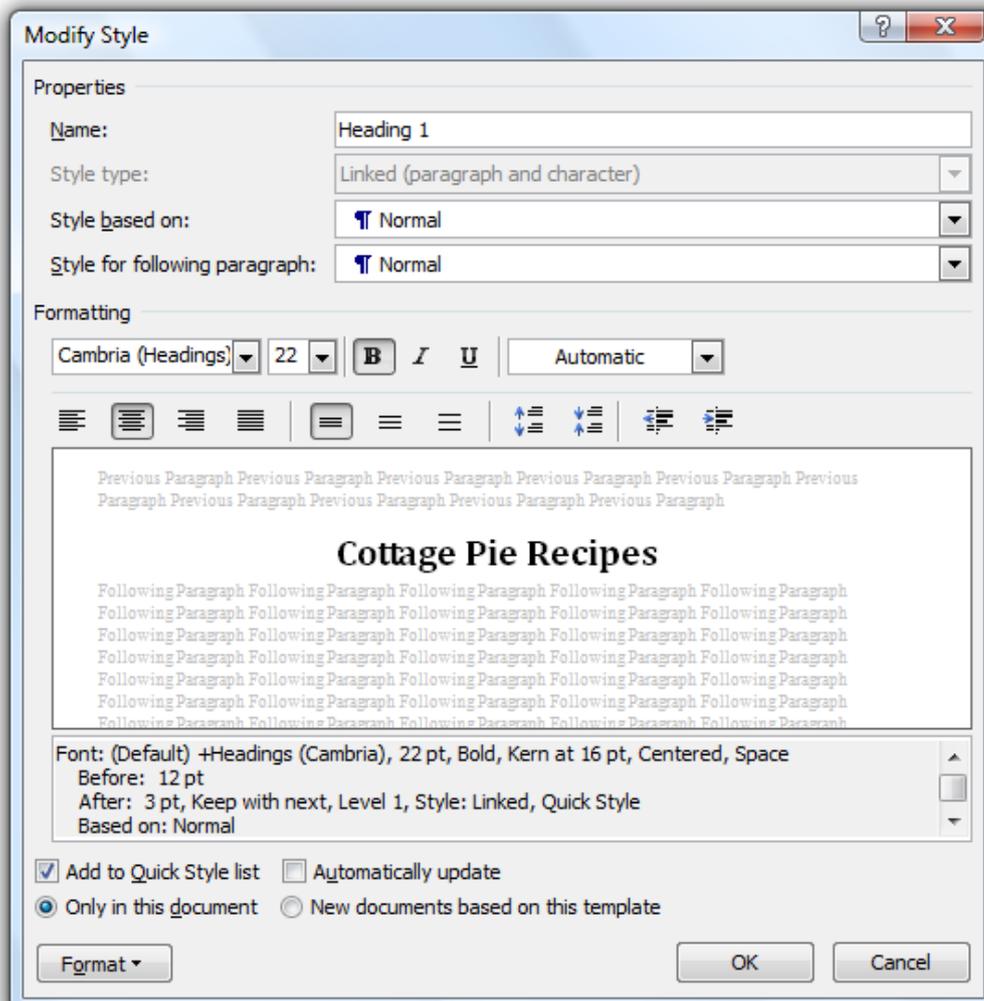
### Exercise 3. Updating Style Definitions

- 1) Make sure the **Styles** task pane is showing on the side of your screen.
- 2) Move your mouse over the *Heading 1* style and click on the drop down arrow which appears. A style menu will be displayed.



Note the first option displays the number of instances where the style is used and allows you to select each instance of that style. In this case, selecting this option would select every paragraph where the *Heading 1* style is used, though only one paragraph is currently using it. You will also notice that the delete option is unavailable since *Heading 1* is one of the standard styles. You can only delete new styles that you have created. Deleting a style will mean that any text using that style reverts back to using the *Normal* style.

- 3) From the style menu click the **Modify** option. The following dialog will appear.

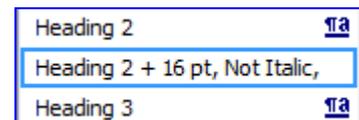


- 4) Change the font size from *16* to *22* and change the alignment to *centre*. The options should look the same as the example above.
- 5) Click **OK** to update the style definition. The first paragraph, which uses the *Heading 1* style will update to reflect the formatting changes. If other paragraphs used the same style then they would also update.

#### Exercise 4. Updating Styles by Example

- 1) Select the first paragraph that uses the *Heading 2* style (*Cottage Pie recipe from British Food*).
- 2) Change the formatting of the paragraph so that it is a different colour, size sixteen and remove the italic formatting.

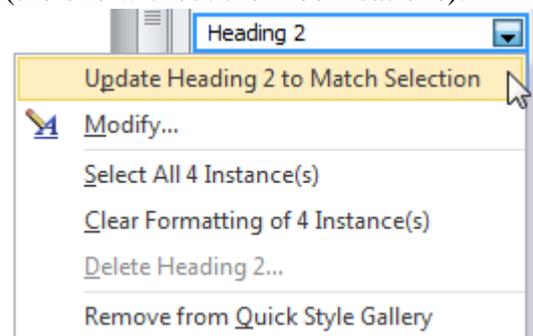
If you look in the Styles and Formatting task bar, you will notice that the *Heading 2* style is listed twice. The first one is for the style on its own. The second one is for instances of the style where additional formatting has been applied.



- 3) Click on the arrow next to the main *Heading 2* style (the one without the modifications).
- 4) From the style menu which appears, select **Update Heading 2 to Match Selection**.

The *Heading 2* style will be changed to match the selected text. The modified version of the style will also disappear since that has now become the main style.

- 5) Scroll through the document to check that the rest of the headings using the *Heading 2* style have been updated with the formatting changes.



## Creating Styles

Like most tasks in Word, there is more than one way to create a new style. The following exercises will demonstrate some of those methods. Note that styles you create can also be deleted, but built in styles such as *Heading 1* cannot be deleted.

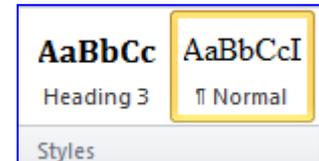
### Exercise 5. Creating a New Paragraph Style

- 1) Select the source for the first recipe. Your selected text should contain a web address.
- 2) Change the formatting to Arial, 10pt font size, 0.5cm indent and underlined. The text should look like the example below.

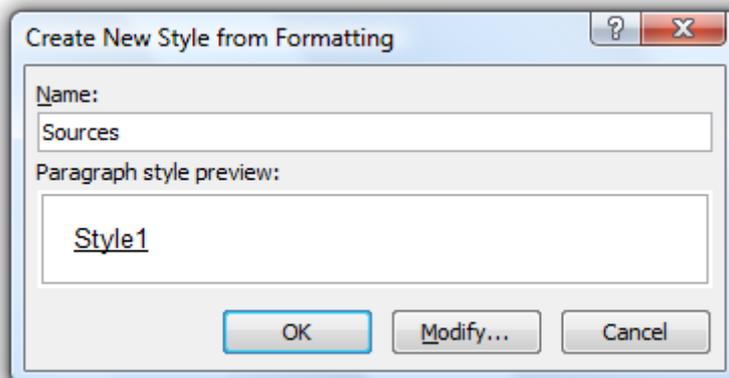
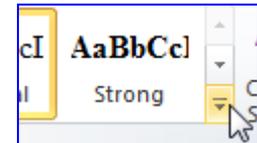


- 3) Make sure the text you just formatted is still selected. Because we are going to create a paragraph style it is not necessary to select the entire paragraph style. Selecting any part of the paragraph or even just having your insertion point somewhere within the paragraph is sufficient.

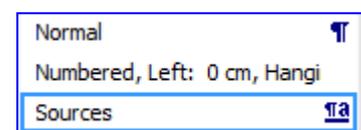
The style box on the ribbon will show the name of the currently selected style. Currently you have selected text which is using the *Normal* style in addition to some modifications.



- 4) Click the icon  at the end of the styles section of the Ribbon.
- 5) From the menu which appears, select **Save Selection as a New Quick Style**.
- 6) When the **Create New Style from Formatting** dialog appears, enter *Sources* for the style name and click **OK**.



Notice that the new style will now appear in the **Styles** pane. The icons next to each style show you what type of style it is. For example your new *Sources* style has a  icon which tells you it's a style which contains both paragraph and character formatting.



- 7) Use the methods you have learned previously to apply the source style to all of the other website addresses in the document. Since it's a style with paragraph formatting, you won't need to select a whole paragraph to apply the style

## Cottage Pie Recipes

### Cottage Pie recipe from British Food

#### Source

<http://www.britainexpress.com/articles/Food/cottage-pie.htm>

#### Ingredients

1lb Ground Beef

1 yellow onion

Vegetable Cube

Corn-starch

A handful of peas (can be frozen)

6 large baking potatoes

Browning and seasoning sauce (I use Kitchen Bouquet)

#### Method

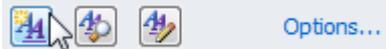
Peel and chop up the potatoes into large chunks and put on to boil in a pot. This will take about 20 minutes. While the potatoes are cooking, you can start cooking the meat.

Chop up the onion and fry in a pan until almost golden brown. Add the ground beef

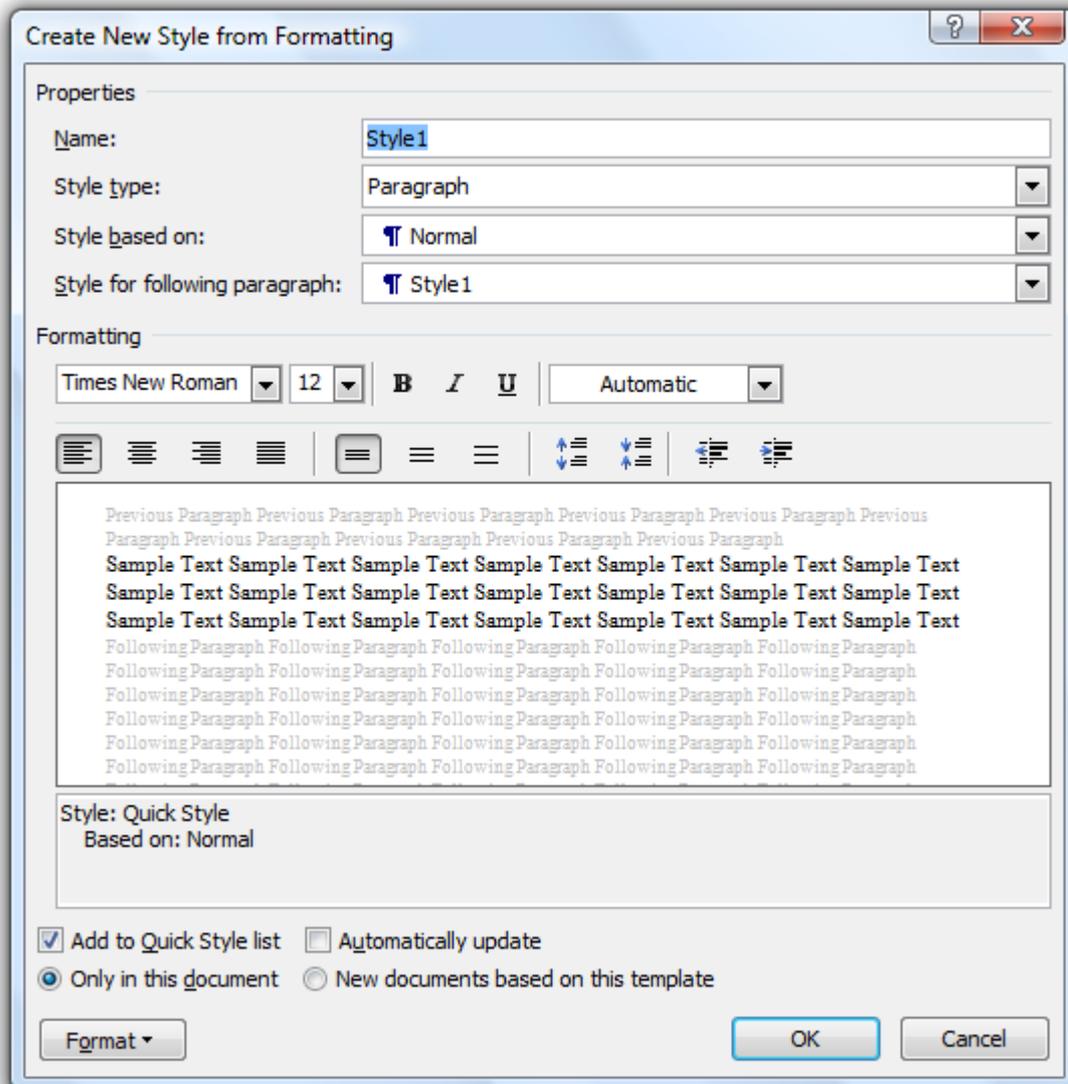
## Exercise 6. Creating a New Character Style

The styles box provides a quick way to create paragraph styles, but for other types of styles and additional options, you can use the **New Style** dialog. We're going to create a new paragraph style that we will use to format key phrases in the recipes.

1) Click the **New Style** button at the bottom of the **Styles and Formatting** task pane.



A dialog box like the one shown below will appear.



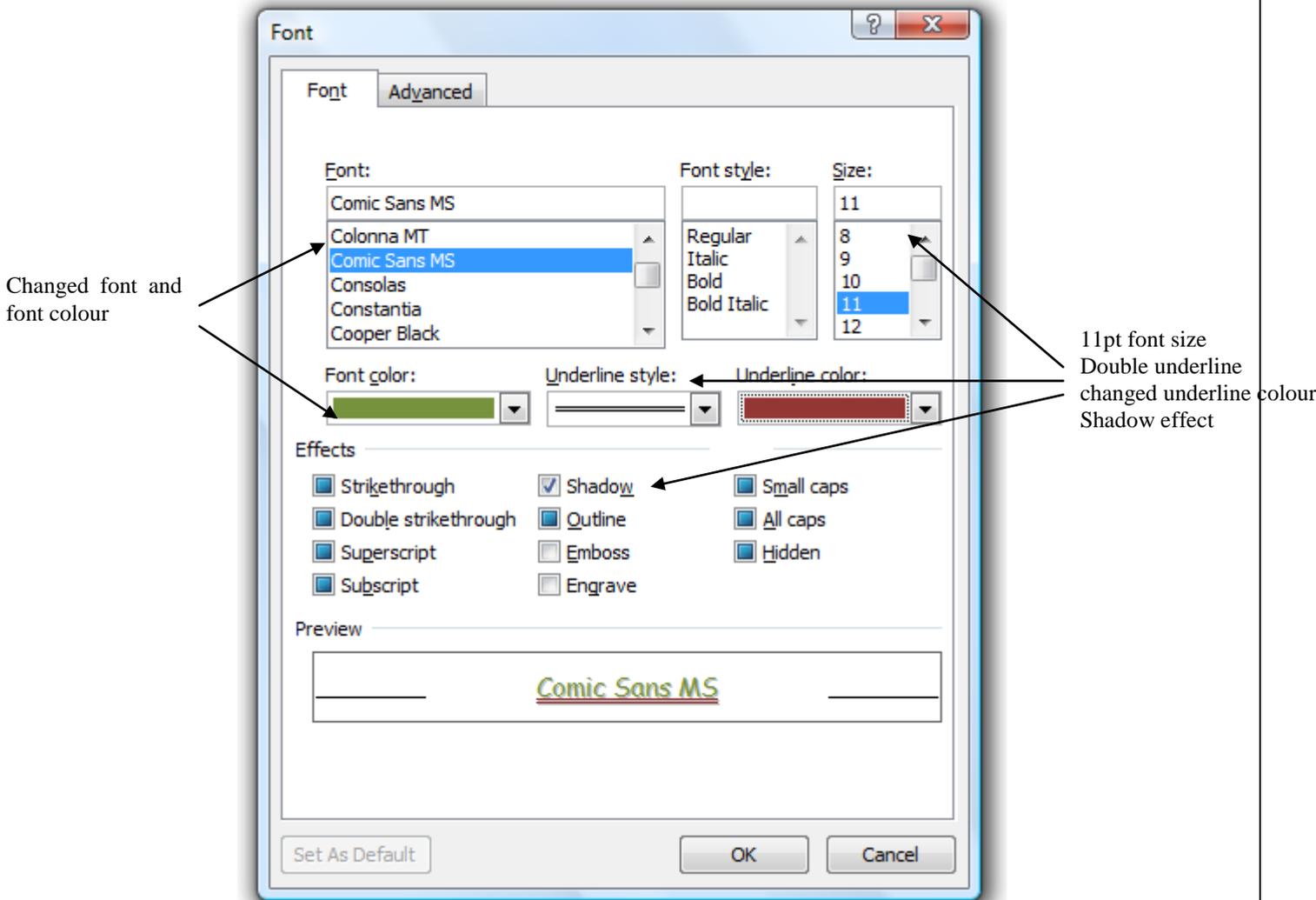
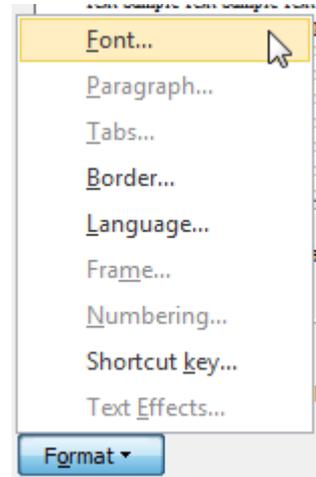
The options are explained below.

<b>Name</b>	Name of the new style
<b>Style Type</b>	Choose from <i>paragraph</i> , <i>character</i> , <i>list</i> etc.
<b>Style based on</b>	You can choose to use an existing style as the starting point for a new style. If the original style is changed, any similar formatting in the new, related style will also change. This option is not available if list style is selected in style type.
<b>Style for following paragraph</b>	You can specify a default style to follow the current style. For example, if you are editing the <i>Heading 1</i> style, you can use this to specify that when a user presses <b>[Enter]</b> , the next style will automatically be set to <i>Heading 2</i> . This option only applies when the style type is set to paragraph.

**Formatting** These options will vary depending on the style type selected and provide quick access to formatting options.

**Format** The format button provides access to advanced options such as the **Font** formatting dialog and the **Paragraph** formatting dialog.

- 2) For the style name enter *Keywords*.
- 3) Change the style type to *Character*.
- 8) We could use the few options available for specifying the format for the style but we need more options so click the **Format** button. Only the options that relate to Character styles are displayed. Click **Font** to display the Font formatting dialog.
- 9) Change the font formatting options so that they are similar to the ones shown below.



- 10) Click **OK** to after the options are all set.

11) Check that the style options look like the ones below and click **OK** to create the style.

The screenshot shows the 'Properties' task pane in Microsoft Word. The 'Name' field is set to 'Keywords'. The 'Style type' is 'Character'. The 'Style based on' is 'Default Paragraph Font'. The 'Formatting' section shows the font set to 'Comic Sans MS', size '11', with bold, italic, and underline buttons. A color swatch is set to a greenish-yellow. Below the formatting are icons for text alignment and bullet points. A preview window shows the text 'Sample Text' with a double underline and green color. The font information at the bottom reads: 'Font: Comic Sans MS, 11 pt, Double underline, Underline color: Accent 2, Font color: Accent 3, Shadow, Not Emboss, Not Engrave, Style: Quick Style Based on: Default Paragraph Font'. At the bottom, there are checkboxes for 'Add to Quick Style list' (checked), 'Only in this document' (selected), and 'New documents based on this template' (unselected). 'Format', 'OK', and 'Cancel' buttons are also visible.

12) In the method section for the first recipe select the word *Peel*.

13) Apply the new *Keywords* style to that text

14) Continue through the document and apply the style to other words that may be key parts of the recipe such as *chop*, *fry* and *mix*.

### Method

Peel and chop up the potatoes into large chunks and put on to boil in a pot. This will take about 20 minutes. While the potatoes are cooking, you can start cooking the meat.

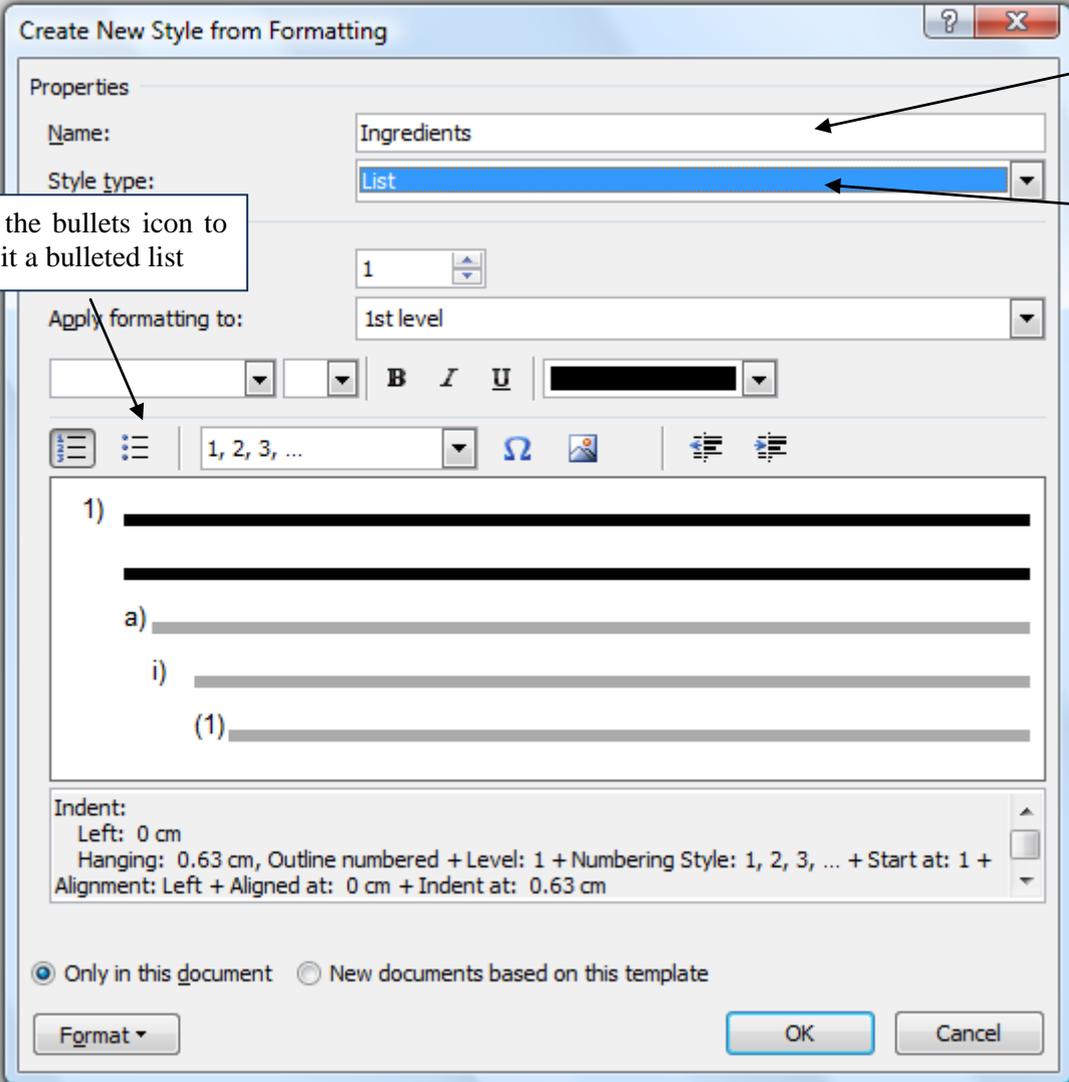
Chop up the onion and fry in a pan until almost golden brown. Add the ground beef and break it all up and cook until no longer red in colour. Turn on the oven and preheat a deep baking dish in there.

Add the vegetable cube and make sure it is broken up and mixed in.

Throw in the peas - even if they're frozen and mix them into the meat and continue to

### Exercise 7. Creating a List Style

- 1) Click the **new style** button. 
- 2) Change the options as shown below.

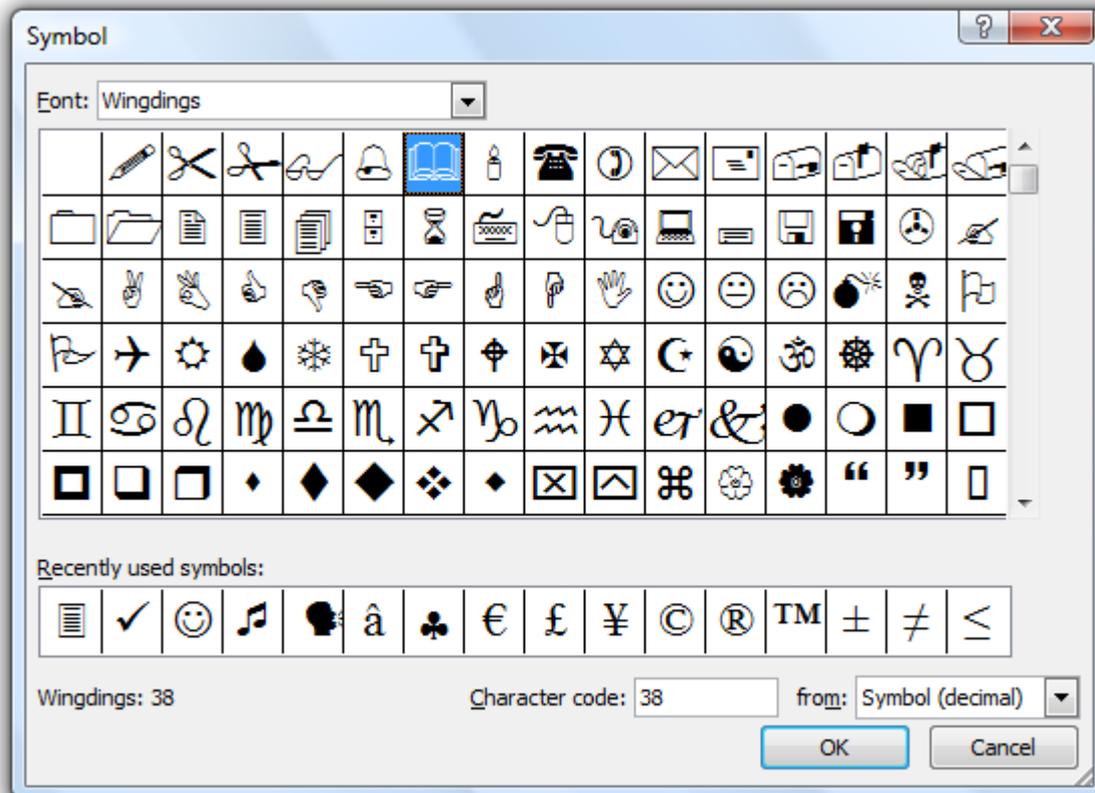


Ingredients for the style name

List for the style type

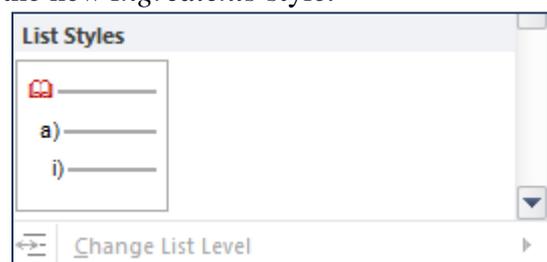
Click the bullets icon to make it a bulleted list

- 3) Click on the **Insert Symbol** icon . A dialog box like the one below will appear.



- 4) From the list at the top choose a symbols font such as *Wingdings* and then select a symbol to use for your bullets.
- 5) Alternatively you could click the **Insert Picture** icon  and then select a picture to use as a bullet symbol.
- 6) When you are satisfied with your selection, click **OK** to complete the creation of the style.
- 7) Select the ingredients for the first recipe and apply the new *Ingredients* style.

**Note** If the style doesn't appear in your main list of styles, click the **Multilevel List** icon  in your ribbon. You will be able to select the new list style from the menu which appears.



- 8) Apply the style to the ingredients in the other recipes.

## Comforting cottage pie

**Source**  
[http://www.bbc.co.uk/food/recipes/database/comfortingcottagepie\\_14505.shtml](http://www.bbc.co.uk/food/recipes/database/comfortingcottagepie_14505.shtml)

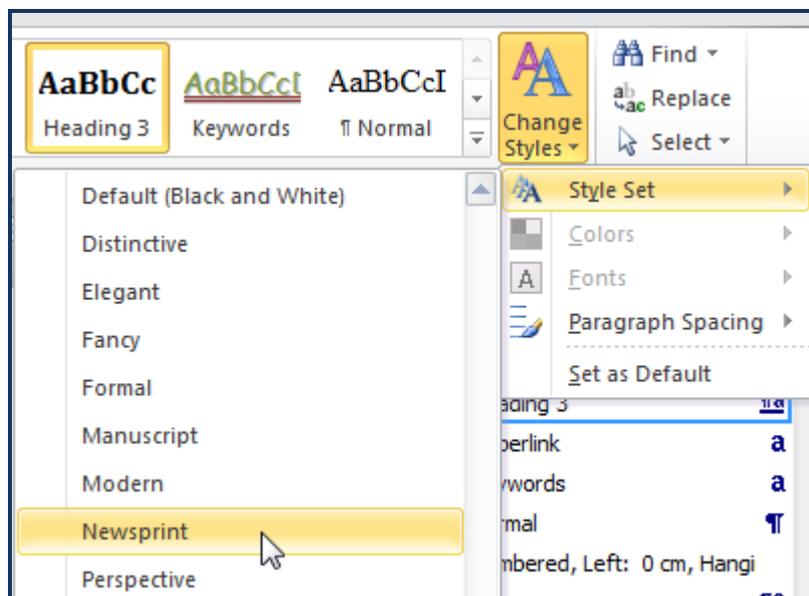
**Ingredients**

-  1 tbsp oil
-  1 large onion chopped
-  2 medium carrots, chopped
-  560g/1¼ lb beef mince
-  400g/14 oz sweet potatoes

## Exercise 8. Style Sets

Word contains several sets of styles which are intended to work together to give your document a consistent look. These style sets contain styles for common document elements such as headings.

- 1) Scroll to the top of your document where you can see the main different types of headings in use.
- 2) Click the **Change Styles** icon.
- 3) From the menu which appears select **Style Set**. A list of available style sets will appear.  
- 4) Move your mouse over some of the available style sets. As you move your mouse over each one, the styles in your document (such as heading styles and the normal style) will change to show how they would look using that style set.
- 5) Select a style set that you like the look of and click on it to apply the set. If you'd rather keep the styles you already have then simply click outside the list to close it.



## Cottage Pie Recipes

### Cottage Pie recipe from British Food

#### Source

<http://www.britainexpress.com/articles/Food/cottage-pie.htm>

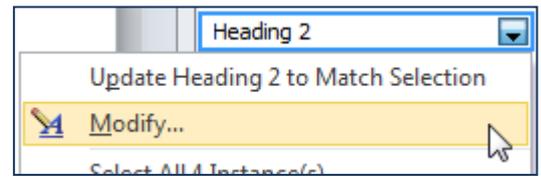
#### Ingredients

 1lb Ground Beef

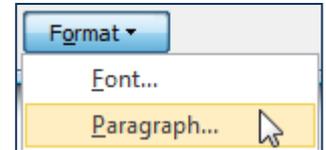
 1 yellow onion

**Exercise 9. Additional Practice**

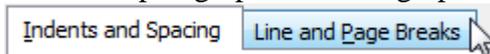
- 1) Click the arrow next to the *Heading 2* style and select **Modify**.



- 2) Click the **Format** button at the bottom of the styles options and select **Paragraph**.



- 3) When the paragraph formatting options appear, click the **Line and Page Breaks** tab at the top.



- 4) Click the **Page break before** option.  Page break before
- 5) Click **OK** to close the Paragraph formatting options.
- 6) Click **OK** again to close the style options and confirm the change. Each paragraph using the *Heading 2* style will now begin on a new page. Don't worry about all of that blank space on the first page. We're about to make use of that.



## Tables of Contents and References

One of the most useful things about using heading styles in a document is that they can be used to automatically create an index or a table of contents. These will use your style to create fields complete with links and page numbers, which can be automatically updated when the document changes.

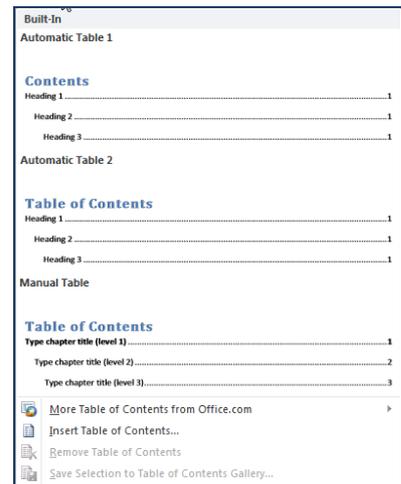
### Exercise 10. Creating a table of contents

- 1) Click on the blank line beneath the main heading on the first page. This is where our table of contents will be placed.
- 2) Select the **References** tab on the **Ribbon**.
- 3) Click the **Table of Contents** icon on the left end of the ribbon.



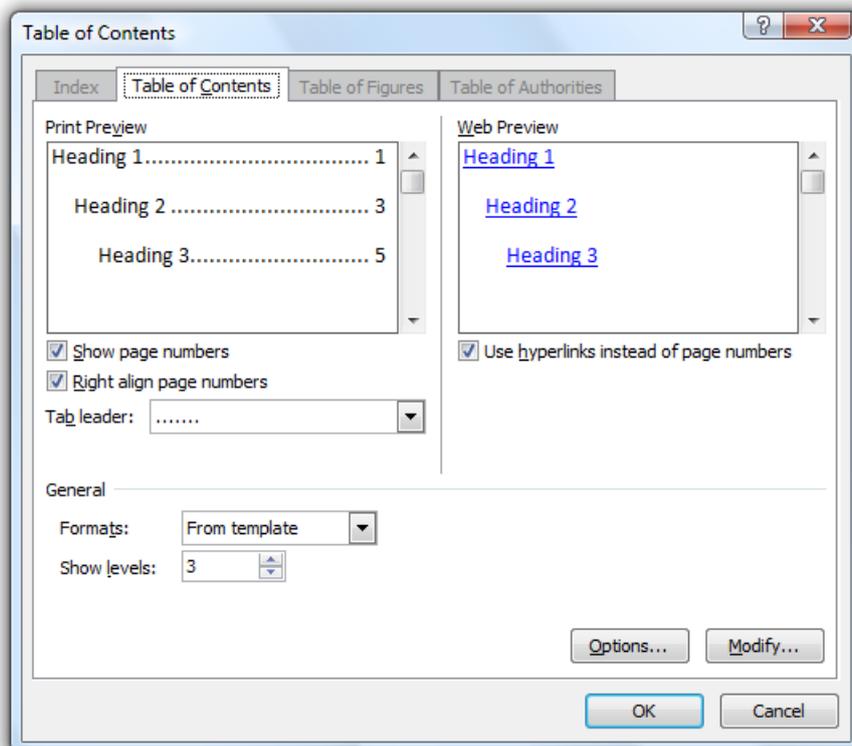
Table of Contents ▾

A menu will appear showing a couple of Table of Contents styles.

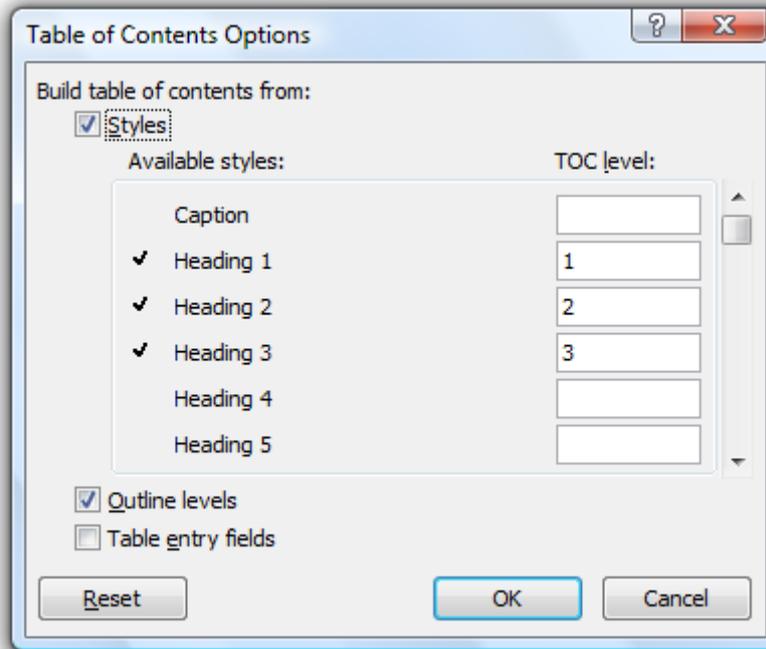
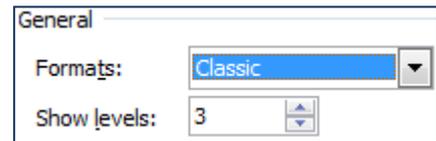


- 4) Select the  **Insert Table of Contents...** option from the bottom of the menu.

The **Index and Tables** dialog will appear.



- 5) View the different **Formats** options and see the result in the **Print Preview** box. Select a format that you like the look of.
- 6) Click the **Options** button.



These options allow you to specify which styles will be included in the table of contents and what level they will be. The first three headings are selected by default. You can add additional paragraph styles to be included but we'll leave them as they are for now.

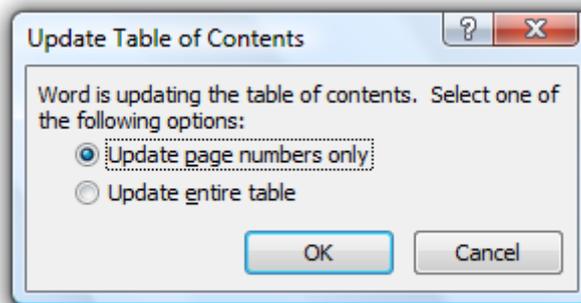
- 7) Click **Cancel** to return to the main **Index and Tables** options.
- 8) Click **OK** to complete the table of contents.

A table of contents is automatically generated from the paragraphs in your document that are using the heading styles.

<b>Cottage Pie Recipes</b>	
<b>Cottage Pie Recipes</b> _____	<b>1</b>
<b>Cottage Pie recipe from British Food</b> _____	<b>2</b>
Source _____	2
Ingredients _____	2
Method _____	2
<b>Comforting cottage pie</b> _____	<b>3</b>
Source _____	3
Ingredients _____	3
Method _____	3
<b>Proper English Cottage Pie</b> _____	<b>5</b>
Source _____	5
Ingredients _____	5
Method _____	5
<b>Townies Cottage Pie</b> _____	<b>7</b>
Source _____	7

The table of contents is a field, just like page numbers in footers or totals in a table. This means that it can update when there are changes to the document information that it is based on. If you make changes to your document and want to update the table to reflect the changes, you can update the field.

- 9) Right-click inside the table and select **Update Field** (or click inside the field and press the **[F9]** key which does the same thing). The following options will appear.



- 10) The first option will only update the page numbers without changing any of the items in the table of contents. The second option updates page numbers and will also check the document for additional headings to add to the table of contents and deleted headings to remove from the table of contents.

**Note** When you have a table of contents or an index referring to page numbers, it makes sense to add page numbers to each page using headers and footers as shown earlier. In this exercise we haven't done that but if you can't remember how, refer back to the earlier exercise titled *Paragraph Formatting*.

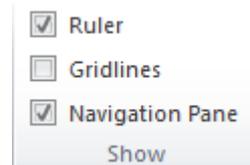
**Tip** If you move your mouse over the table you will see a message like the one to the right. Holding down **[Ctrl]** and clicking on an item in the contents will take you to the part of the document that the item refers to.

Current Document  
Ctrl+Click to follow link

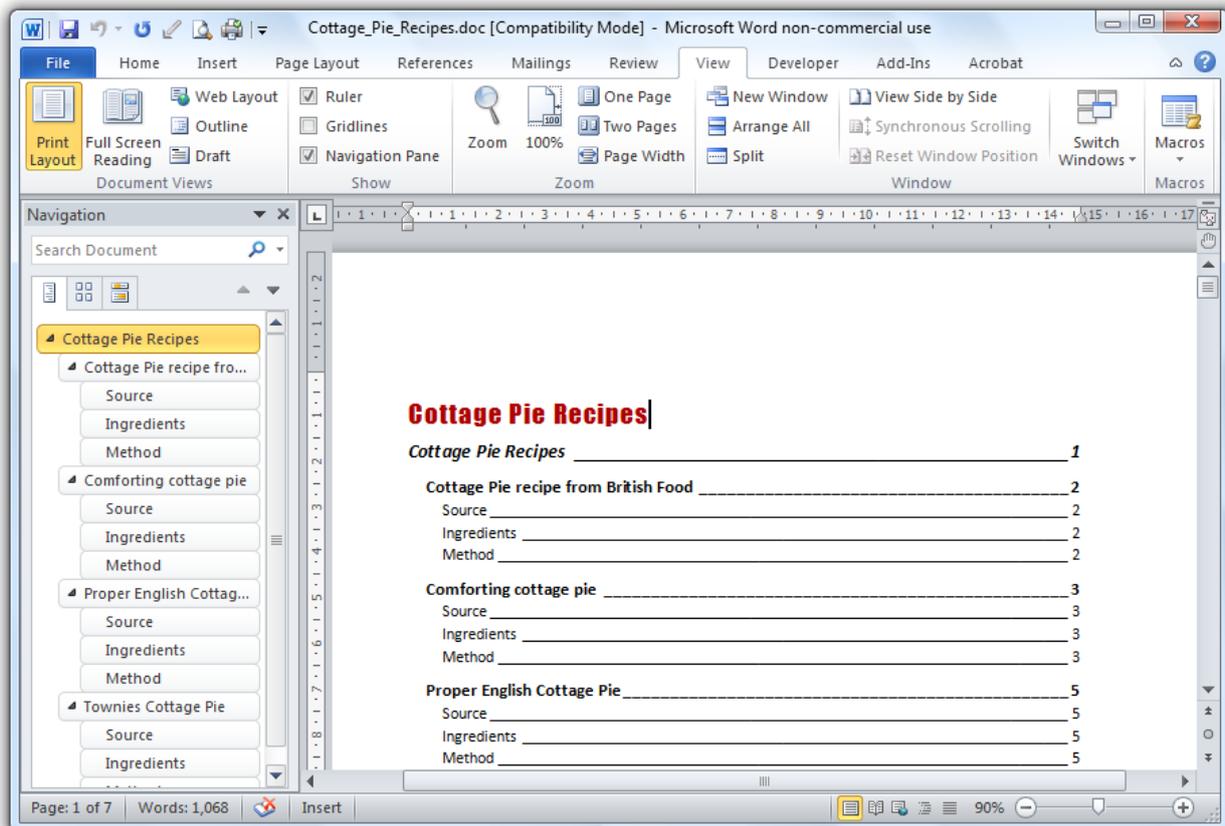
## Exercise 11. Using the Navigation Pane

When you start Word, the Navigation pane will usually be visible on the left side of your document. This provides you not only with useful tools for navigating your document. It also provides some useful tools for changing the structure of your document.

- 1) If you have closed the **Navigation Pane**, click the **View** tab on the **Ribbon**.
- 2) From the **Show** section of the ribbon, click the **Navigation Pane** option to make sure it is ticked.



The **Navigation Pane** should be visible to the left of your document.



The Navigation Pane will show the paragraphs that have been formatted using heading styles.

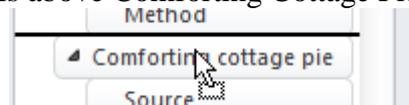
- 3) Click on a heading within the Navigation Pane. You will be taken to that heading.

You can also use the Navigation Pane to rearrange sections of your document

- 4) In the Navigation Pane, move your mouse over Proper English Cottage Pie.



- 5) Drag that heading so that it is above Comforting Cottage Pie.



- 6) Not only will this change the order of the headings in your document, it will also change the order of everything under those headings. It is an easy way to re-arrange entire sections within a document.

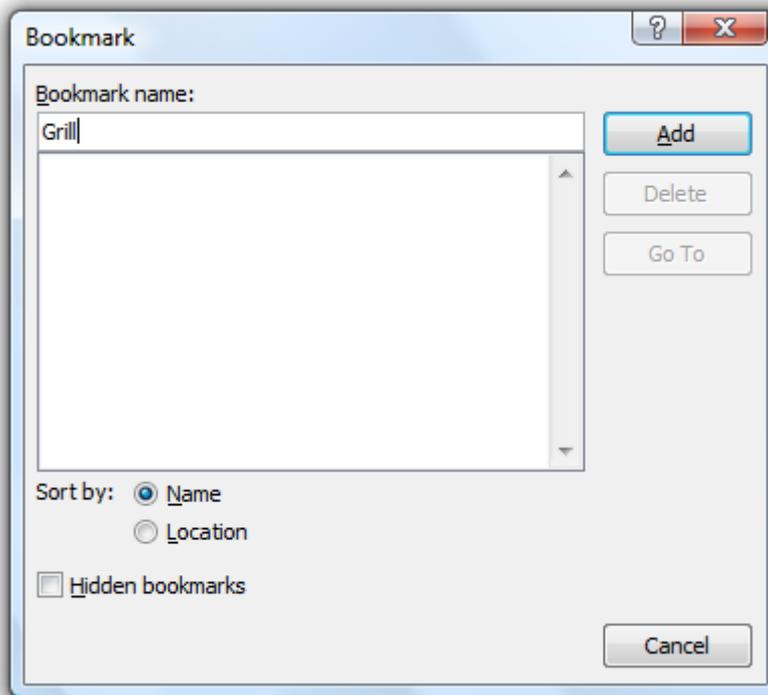
## Exercise 12. Adding Internal References

There are times when it is useful to have a reference to another page in the document without having to create an entire index or table of contents. There are two steps to doing this. The first step is to create a bookmark at the location you want to refer to. The second step is to create a reference that points to that bookmark.

- 1) Scroll to the end of the document and select the last word, which should be *grill*.
- 2) From the **Insert** tab, click on the **Bookmark** icon.



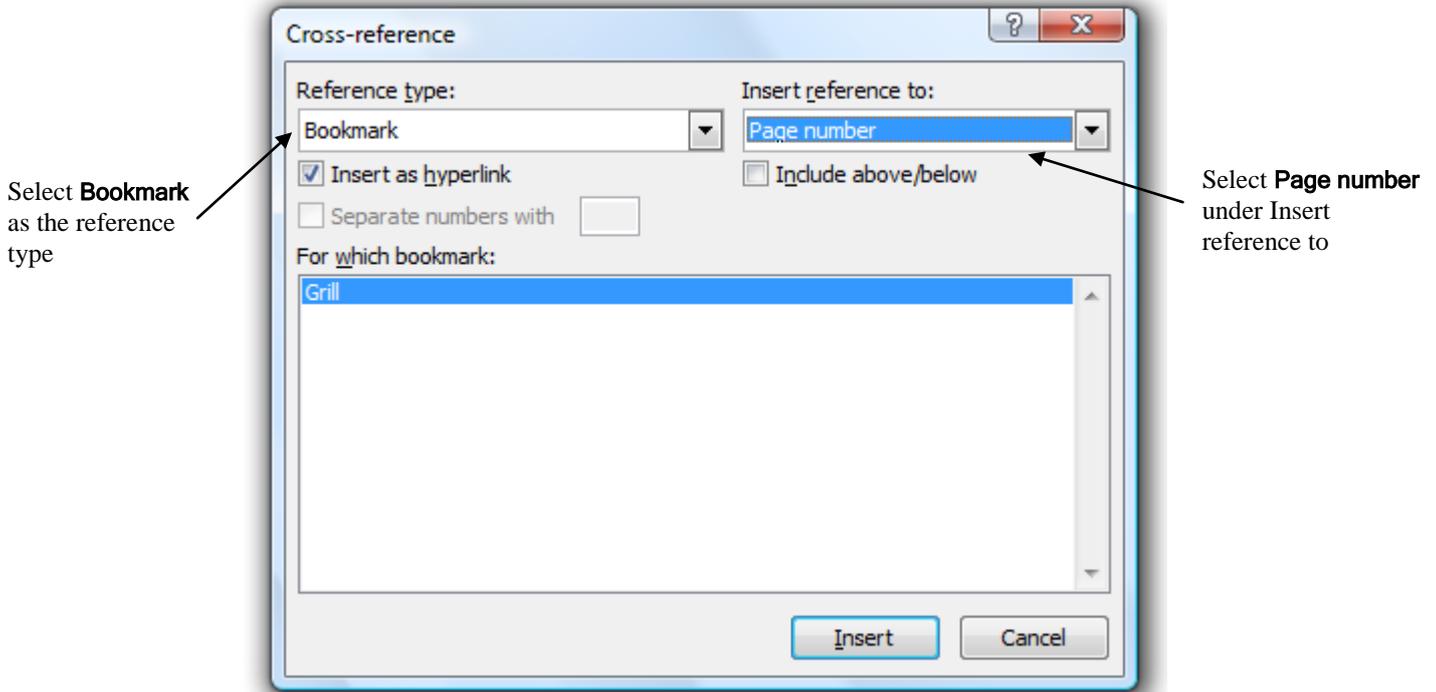
Bookmark



- 3) Under **Bookmark name**, type *grill*.
- 4) Click the **Add** button.
- 5) Click on the **Bookmark** icon again and you will see that the grill bookmark has now been added. We will create a reference elsewhere using this bookmark as target.
- 6) Click **Cancel** to close the **Bookmark** dialog.
- 7) Scroll to the first recipe (Cottage Pie recipe from British Food).
- 8) Scroll to the last sentence and add the following text to the end of the paragraph (With 2 spaces instead of one between the words *page* and *also*).

*The Townies Cottage Pie on page also grills the pie.*

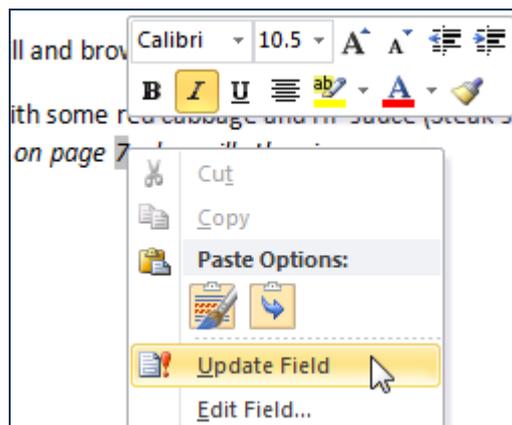
- 9) Format the text in italics.
- 10) Place the insertion point between the words *page* and *also*.
- 11) Select the **References** tab and click on the  **Cross-reference** icon.



- 12) Since there is only one bookmark it will already be selected in the list. Click the **Insert** button to place the reference in the page.
- 13) Click on **Close** to close the **Cross-reference** dialog.

Remove from grill and enjoy with some red cabbage and HP sauce (Steak sauce if you can't get that). *The Townies Cottage Pie on page 7* also grills the pie.

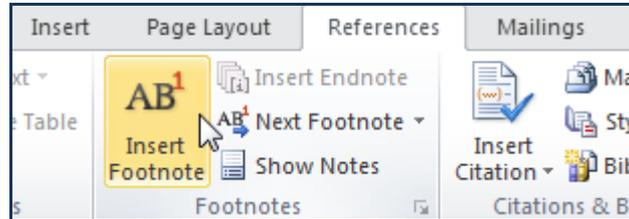
**Note** If the page numbers in your document change, you can update the field in the usual way to bring the number up to date.



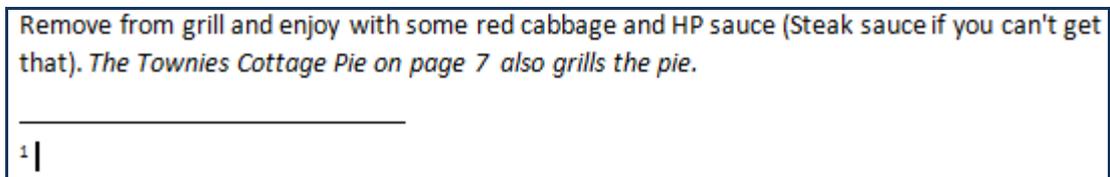
### Exercise 13. Adding a Footnote

When a writer wants to support their text with a brief bit of additional information without disrupting the flow of the text, a footnote may be used. Footnotes are easy to create in Word.<sup>1</sup>

- 1) In the ingredients for the first recipe, click at the end of the line which says, *A handful of peas (can be frozen)*.
- 2) From the **References** tab, click on the **Insert Footnote** icon.



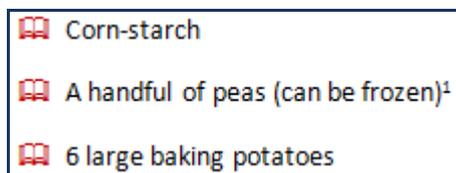
A new footnote will be created at the bottom of the page just above the area where the footer would be.



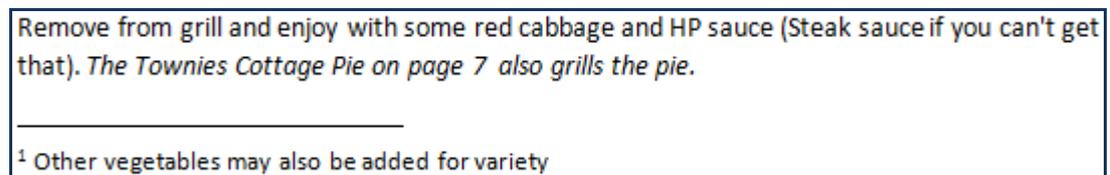
- 3) Type the following text.

*Other vegetables may also be added for variety*

The footnote reference should now look like the example below.



The footnote text at the bottom of the page should look like the example below.



- 4) Save and close the document.

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<sup>1</sup> This is an example of a footnote