



Word 2013

Intermediate

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Tables

You can use tables in your documents to arrange text and data neatly in a grid, organized by columns and rows. Once you've entered information into a table, you can style a table to stand out on the page or sort a table's contents alphabetically or numerically.

In this module, you'll learn how to create tables from scratch or from existing text. You'll also learn how to change a table's size, position, and style, as well as how to sort a table's contents.

Objectives

Create Tables

Convert Tables

Resize Rows and Columns

Table Styles

Borders and Shading

Position a Table

Cell Alignment and Margins

Merge and Split Cells

Sort a Table

Row Headers and Page Breaks

Create Tables

Tables are very useful tools when creating and formatting documents. For example, with a table you can:

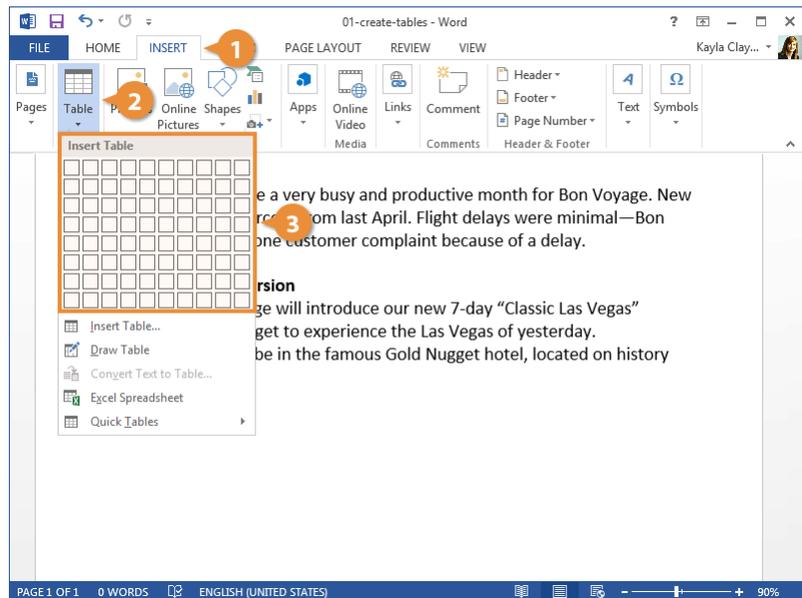
- **Align Text, Numbers, and Graphics:** Many people prefer to use tables for alignment instead of tab stops because text can wrap to multiple lines in a table.
- **Create a Form:** You can use tables to store lists of telephone numbers, clients, and employee rosters.
- **Share Information:** You can use tables to share information between programs. For example, you can copy and paste a table's information into a Microsoft Excel worksheet or Access database.
- **Create a Publication:** Tables make it easier to create calendars, brochures, business cards, and many other publications.

Insert a Table

To create a table, you must first determine how many columns (which run up and down) and rows (which run left to right) you want to appear in your table. Cells are small, rectangular boxes where the rows and columns intersect. The number of columns and rows determines the number of cells in a table.

- 1 Click the **Insert** tab.
- 2 Click the **Table** button.
- 3 Use the grid to select how many columns and rows you'd like.
The table with the specified number of rows and columns is inserted.
- 4 Enter your content into your newly created table.

You can use the arrow keys to navigate from cell to cell as you type. You can also press the **Tab** key to move to the next cell.



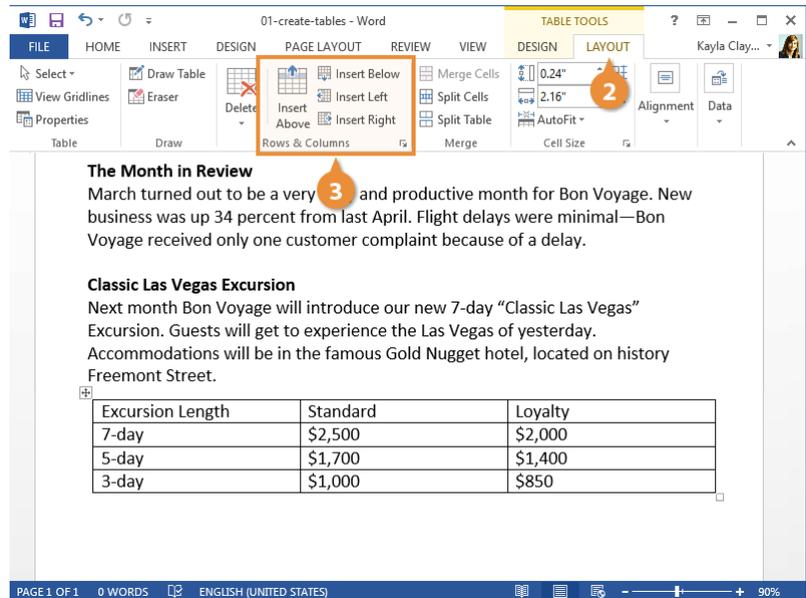
Add a Row or Column

You can add more columns and rows to a table after you've inserted it. This way, you're not trapped using a fixed structure if you need to add more data later.

- 1 Select a cell in a row or column adjacent to where you want the new row or column inserted.
- 2 Click the **Layout** tab in the Table Tools ribbon group.
- 3 Click one of the **Insert** buttons in the Rows & Columns group.

You can insert a row above or below the selected cell's row, or a column to the left or right of the selected cell's column.

Tip: Hover your mouse above the line between columns, or to the left of the line between rows, and click the + button that appears to quickly add a new column or row.



Delete a Row or Column

You can delete rows and columns that you don't want, in case you made a table that was bigger than you needed.

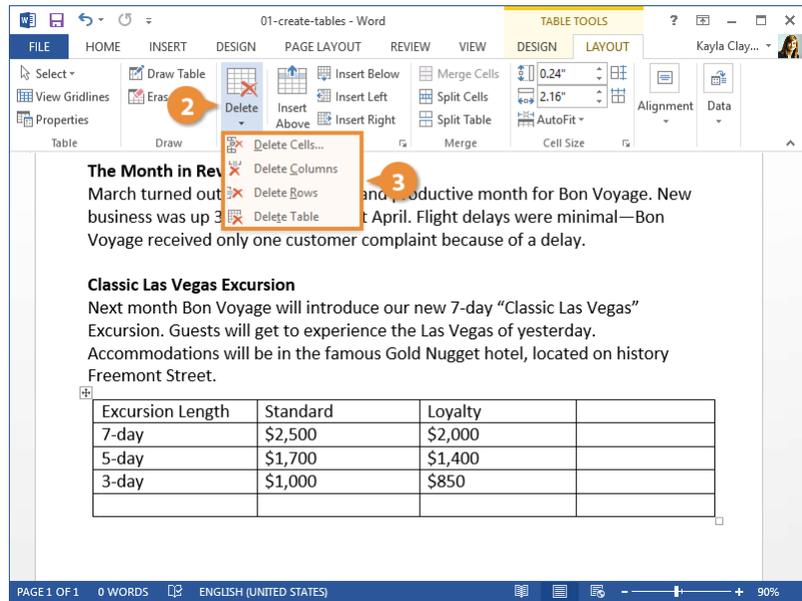
1 Select a cell in a row or column you want to delete.

2 Click the **Delete** button on the Layout tab (in the Table Tools ribbon group).

Here, you have the option to delete the specific cell, the column or row the selected cell is in, or the entire table.

3 Select one of the options.

If you decide to delete only the selected cell, you can choose how to move the rest of the cells around to fill the gap. You can shift the rest of the row's cells to the left or shift the rest of the column's cells up.



Convert Tables

You don't need to create a table from scratch every time. You can convert a selection of existing text into a table, as long as it's properly formatted. You can also convert an existing table into regular text, in case you want to keep the data but don't need it in a table.

Convert Text to Tables

If you have a lot of text already formatted properly, you can quickly turn it into a table.

- 1 Select the text and make sure it's properly formatted.

Word will insert a new column when a **tab** character is found, so make sure that columns are separated by tabs.

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

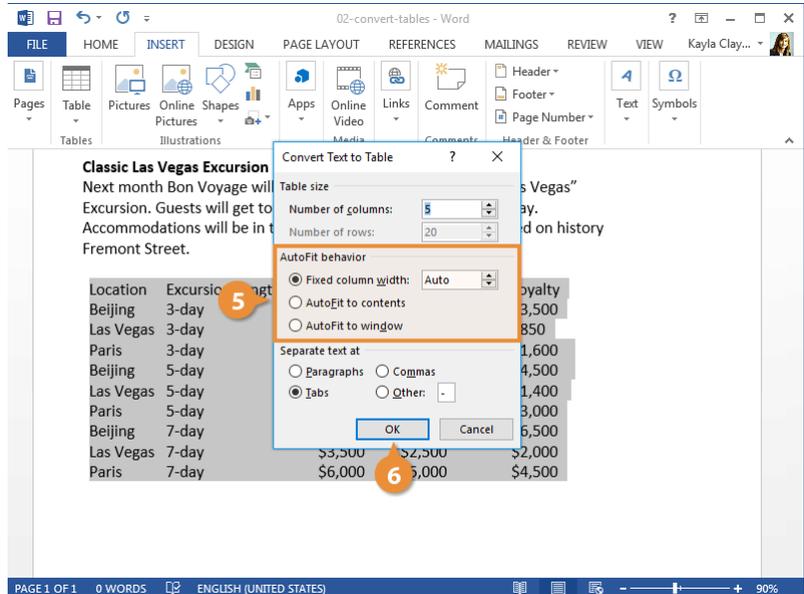
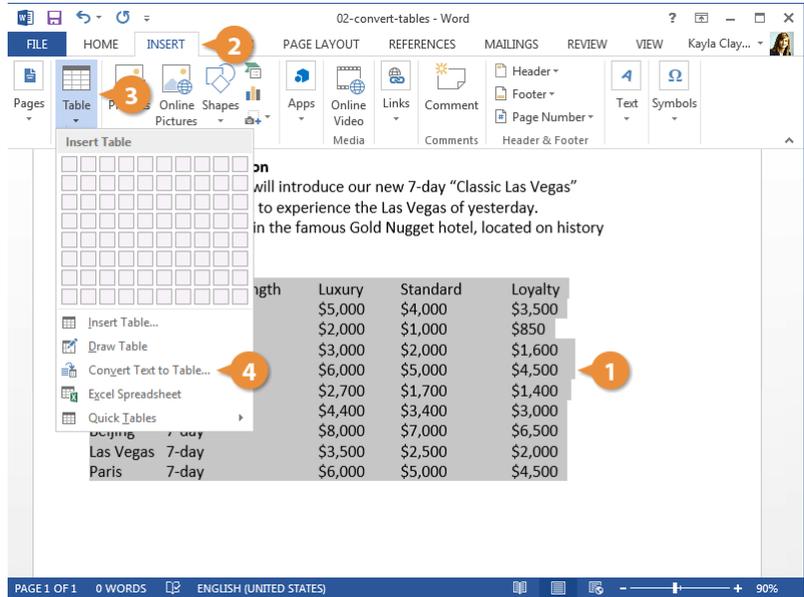
If the text was formatted right, some of the options in this dialog box should already be filled in. Otherwise, set the number of columns and rows, and how to separate the text into columns.

- 5 (Optional) Customize AutoFit behavior.

You can choose whether to set a fixed column width, automatically fit the columns to the content, or automatically fit the table to the page or window.

- 6 Click **OK**.

The selected text is automatically turned into a table.

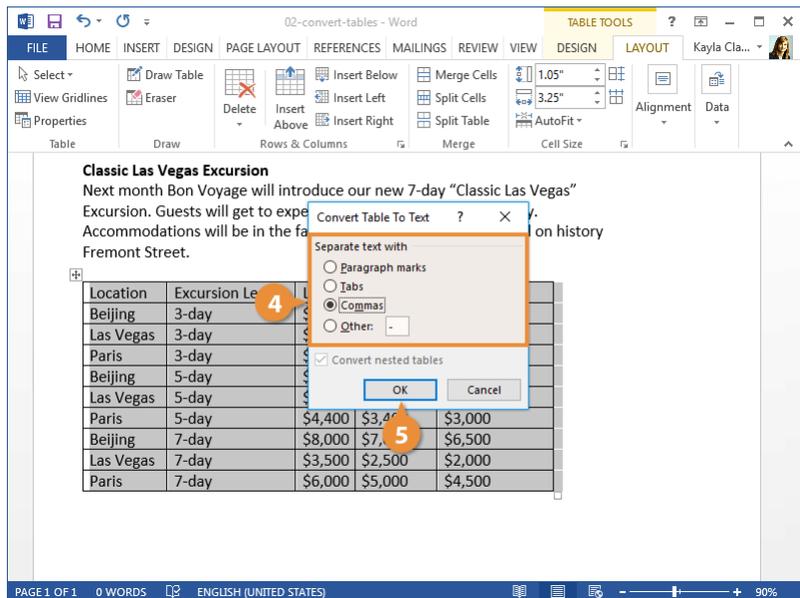
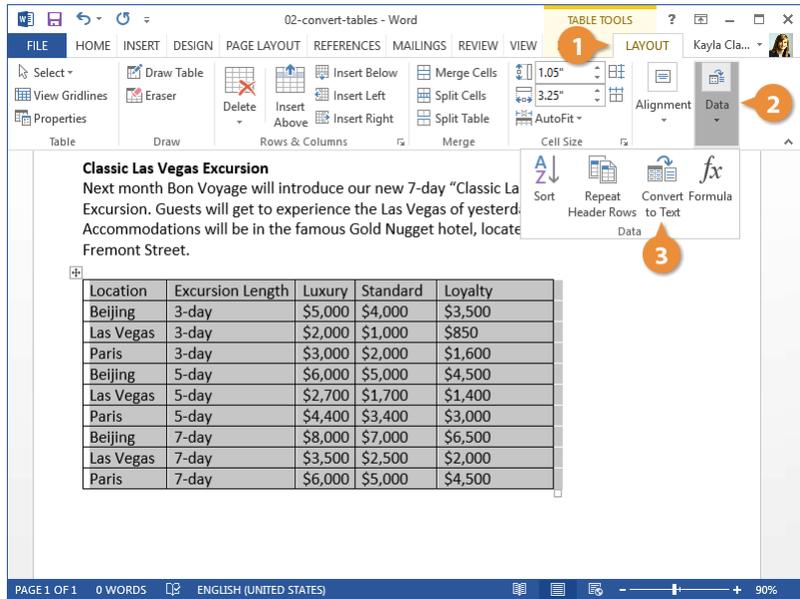


Convert Table to Text

You can also convert an existing table back into plain text. This frees up the text from the table, so that you can keep the table's data without the strict table formatting.

- 1 With the table selected, click the **Layout** tab.
- 2 Expand the **Data group**, if necessary.
- 3 Click the **Convert to Text** button.
- 4 Choose how you want the cells separated.
You can separate the columns with new paragraph marks, tabs, or commas. You could also specify another custom separator.
- 5 Click **OK**.

The table is converted back to text.



Resize Rows and Columns

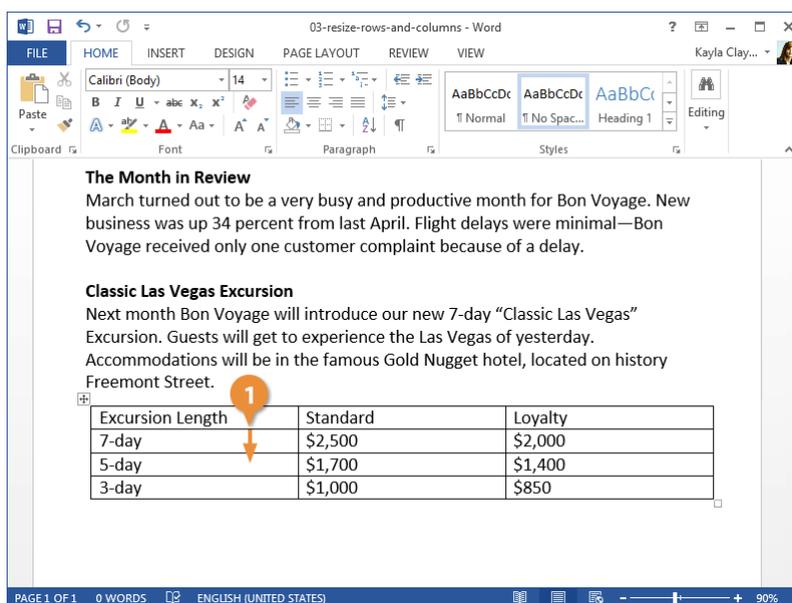
When you first create a table, all the rows and columns will start the same size. As you add information to the table, you'll likely find that some rows and columns will need to be bigger than others. You can adjust the size of rows and columns manually, or automatically resize them.

Manually Resize

The most direct way to manually adjust the width of a column or the height of a row is by directly adjusting them with the mouse.

- 1 Click and drag a cell border until the row or column is the size you need.

The columns or rows adjust to the new size.

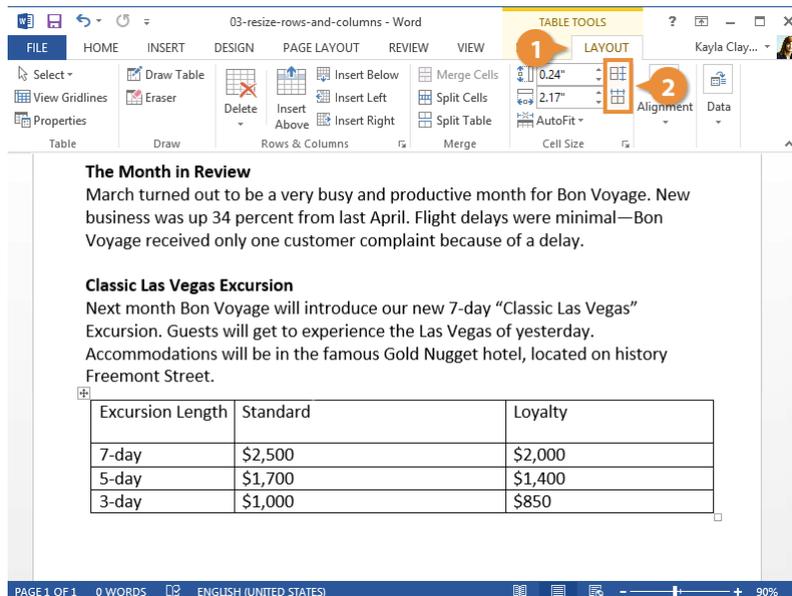


Distribute Rows and Columns

If your table has columns and rows of different sizes, you can distribute them so that they're all the same width or height.

- 1 Click the **Layout** tab in the Table Tools ribbon group.
- 2 Click the **Distribute Columns** button or the **Distribute Rows** button.

The columns or rows in the table are all set to the same width or height.



Automatically Resize

You can also have rows and columns resize automatically to fit the table's contents.

1

Click the **AutoFit** button.

The AutoFit menu has three options.

- **AutoFit Contents** will automatically resize the rows and columns to fit the content in the cells. The table will automatically adjust to new content, resizing the columns and rows as you type.
- **AutoFit Window** will resize the table to fill the available space on the page.
- **Fixed Column Width** will stop the columns and rows from resizing as new content is added if you've previously enabled an AutoFit setting.

2

Select an AutoFit option.

The table's rows and columns are resized according to the option you selected.

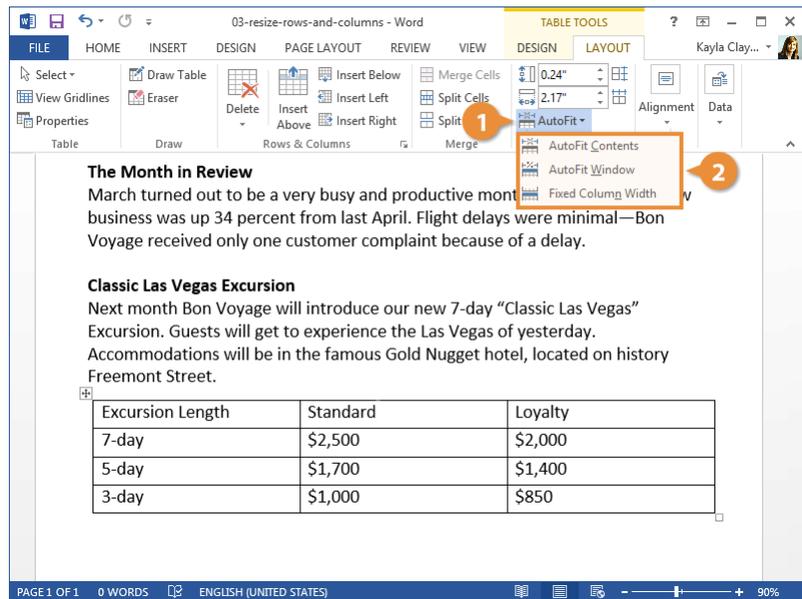


Table Styles

Apply a Table Style

By default, a table is created with the Table Grid style, which includes a basic black border around each cell in the table. Word includes many built-in styles that provide more visual appeal.

- 1 Click inside the table.
- 2 Click the **Design** tab in the Table Tools ribbon group.

The Table Styles group will show a few table styles, but to see the rest, you'll need to expand the gallery.

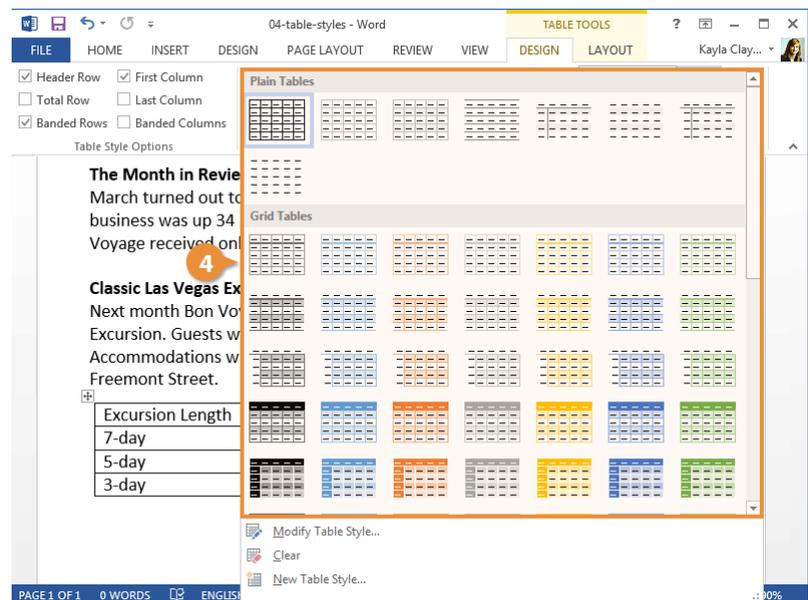
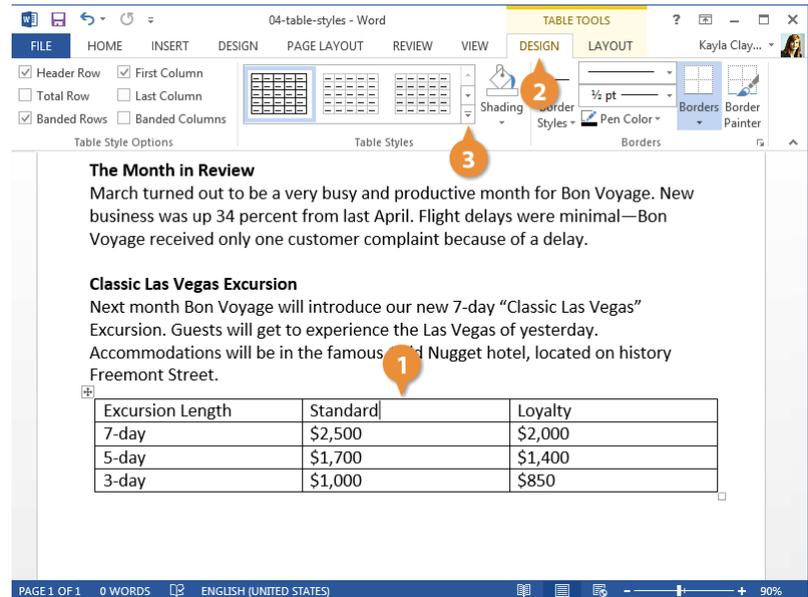
- 3 (Optional) Click the Table Styles **More** button to see all the available styles.

- 4 Select a style.

The style is applied to the table, changing the borders, shading, and colors.

Tip: You could create a new style by selecting **New Table Style** or modify an existing one by selecting **Modify Table Style** and choosing which formatting you'd like.

Tip: To remove a Table Style, select **Clear** from the More Table Styles menu.



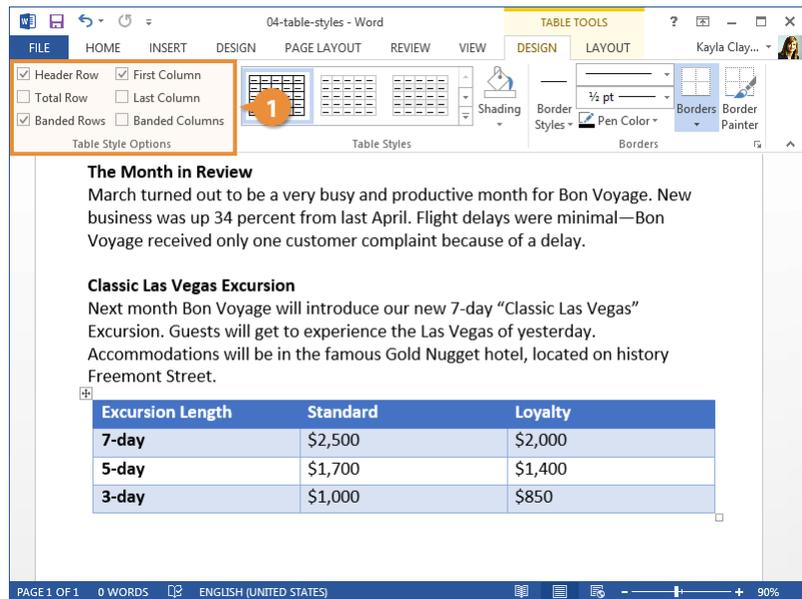
Adjust Style Options

You can further customize a table style by changing the table style options.

1

Use the check boxes in the Table Style Options group to toggle the following settings:

- **Header Row** will apply special formatting to the first row of the table. This special formatting can include font effects, or font, background, and border color.
- **First Column** will apply special formatting to the first column.
- **Total Row** will add special formatting to the final row of a table, designed to summarize the rows above it.
- **Last Column** will apply special formatting to the last column to summarize the earlier columns.
- **Banded Rows** will alternate the background color of rows.
- **Banded Columns** will alternate the background color of columns.



Tip: The special formatting applied by each option is controlled by the style that's been applied to the table. You can customize these formatting options by clicking the Table Styles **More** button, then selecting **Modify Table Style**.

Borders and Shading

Add a Border

Borders can improve a table's appearance, giving it a polished, professional look. Borders also make it easier to keep the information in different cells visually separate.

- 1 Select a cell, multiple cells, or the whole table.

Borders will only be added to the cell or cells you have selected.

- 2 Click the **Design** tab in the Table Tools ribbon group.

Before applying a border, you need to specify the border style. You can individually select a line style, weight, and color, or use an existing border style.

- 3 Click the **Border Styles** list arrow.

This menu shows a few borders included in the document theme, in a variety of colors and line styles.

- 4 Select a border style.

Now that you've selected a border style, choose which borders to apply that style to.

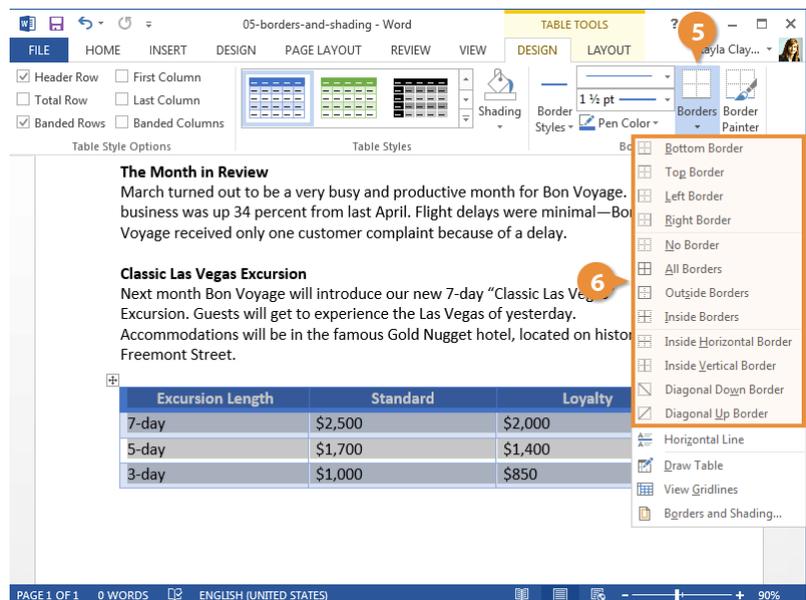
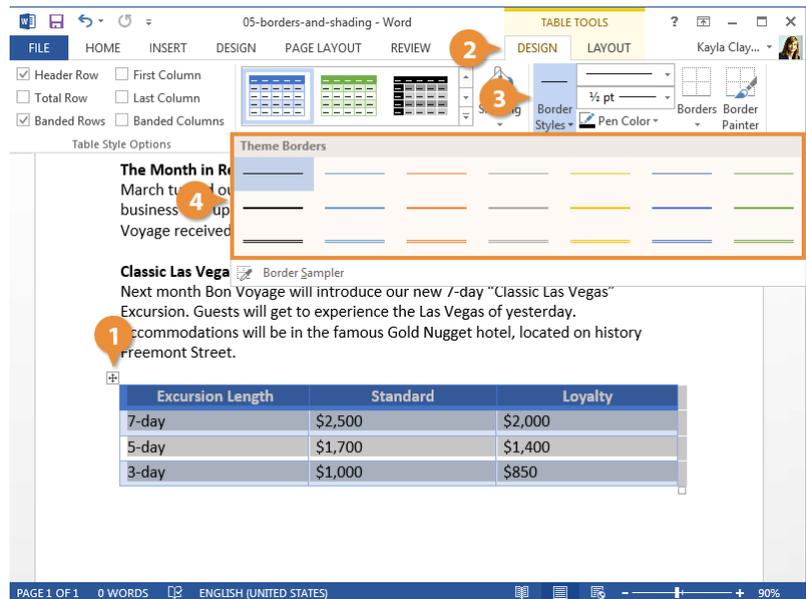
- 5 Click the **Borders** list arrow.

This menu shows which borders the style can be applied to. You can select All Borders or a subset.

- 6 Select the borders you want to add.

The selected border style is applied to the selected borders.

Tip: Select **No Borders** from the Borders menu to remove borders from the selected cells.



Add Cell Shading

Shading includes fill colors and patterns that you can apply to table cells.

1 Select the cell or cells you want to add shading to.

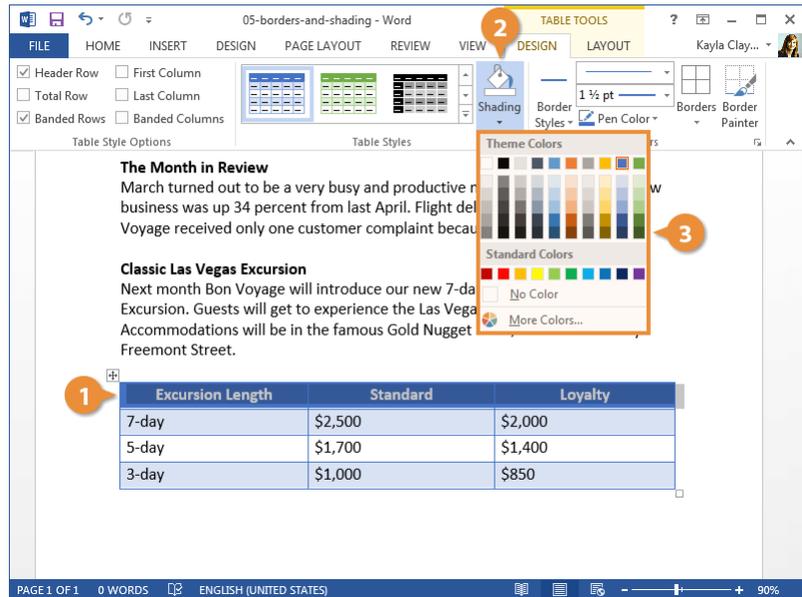
2 Click the **Shading** list arrow on the Table Tools Design tab.

The shading menu will show a spectrum of colors from the current document theme as well as a few standard colors. You could also select **More Colors** to select a custom color or select **No Color** to remove existing shading.

3 Select a color.

The color is added as a background to the selected cells.

Tip: To use a pattern instead of a solid color in your table, click the Borders group dialog box launcher, click the **Shading** tab, and select a pattern in the Style list.



Position a Table

Tables aren't simply stuck where they are when you first insert them. You can move them around manually or let Word position them automatically for you.

Align a Table

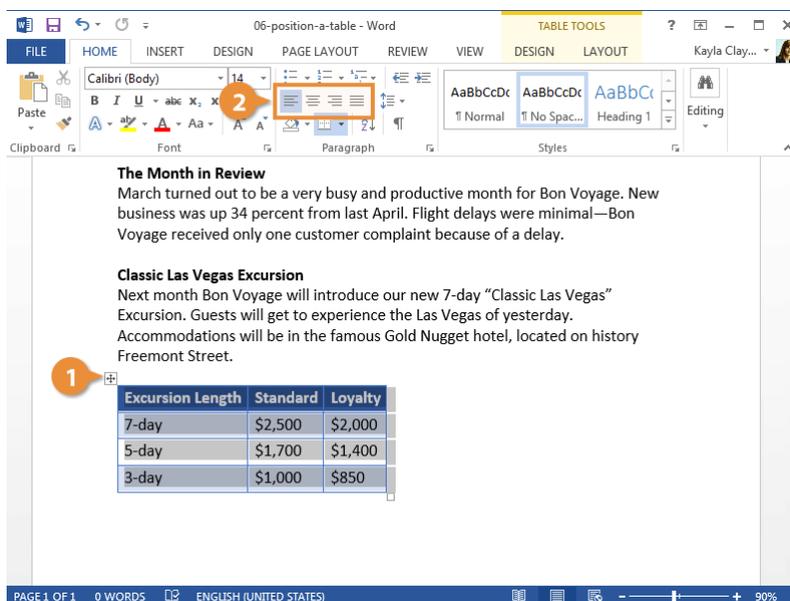
You can position a table the same way that you position regular text, using the alignment controls.

- 1 Select the table by clicking the Move handle (⊕) that appears above the top left corner of the table.

It's important that the whole table is selected. If only certain cells are selected, the text in those cells will be aligned instead of the table.

- 2 Select an alignment option in the Paragraph group on the Home tab.

The table is aligned to the left, center, or right margin of the page, just like text would be.

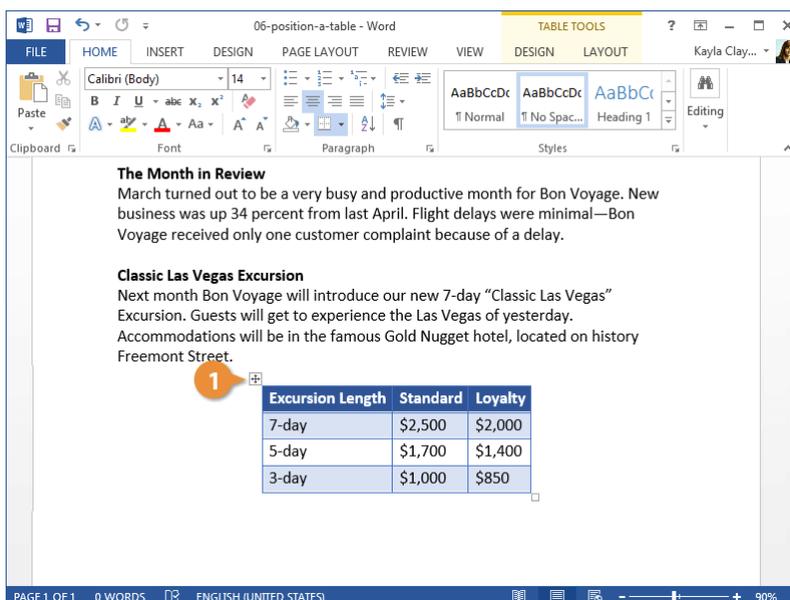


Move a Table

If the basic alignment options don't position the table where you want it to be, you can move the table around the page manually.

- 1 Click the table's Move handle (⊕) and drag it to where you want to move the table.

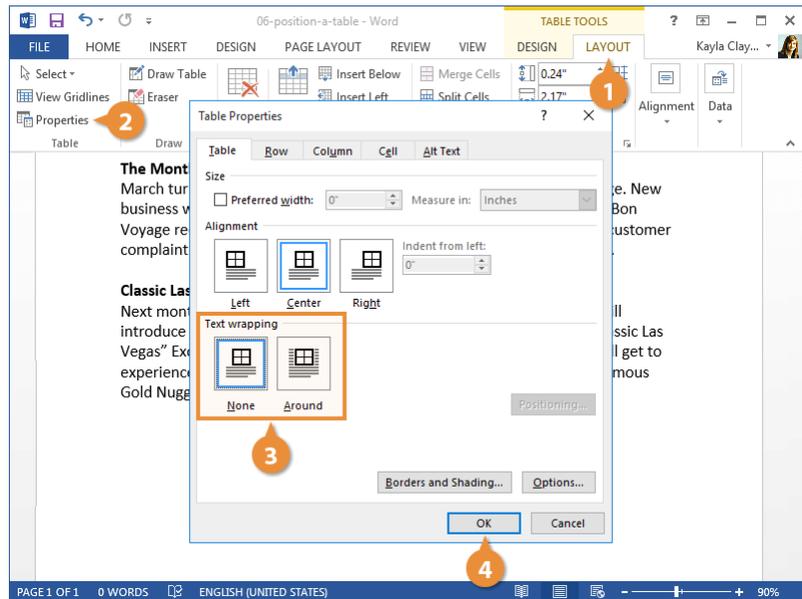
The table moves, and the text on the page moves around to make room.



Adjust Text Wrapping

Text wrapping controls how text in your document flows around a table.

- 1 With the table selected, click the **Layout** tab in the Table Tools ribbon group.
- 2 Click **Properties**.
In the Text Wrapping section of the dialog box, you can choose from two text wrapping options.
 - **None** will clear the areas to the left and the right of the table.
 - **Around** will let the text wrap around the table on the left and right sides.
- 3 Make your text wrapping selection.
- 4 Click **OK**.



The text wrapping is changed to the selected setting.

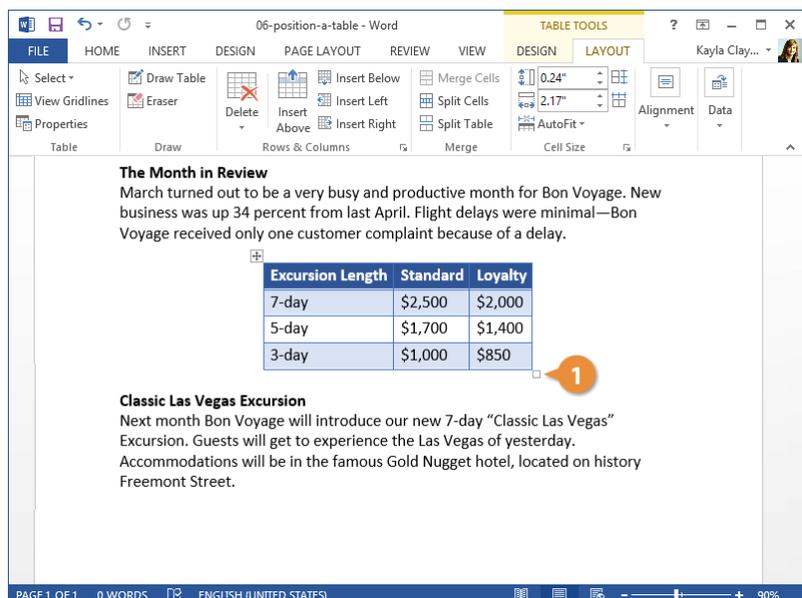
Resize a Table

You can also easily resize a table to fit within a certain space.

- 1 Click and drag the Sizing box in the bottom-right corner of the table to make your table larger or smaller.

The table is resized, with the columns and rows resizing proportionally.

Tip: You can also specify a preferred table width, but not height, in the Table Properties dialog box.



Cell Alignment and Margins

Text Alignment

You can control how text is aligned within a table cell, just like you'd align text on the page.

- 1 Select the cell or cells you want to align.

You could also select the entire table if you want to align all the text together.

- 2 Click the **Layout** tab in the Table Tools ribbon group.

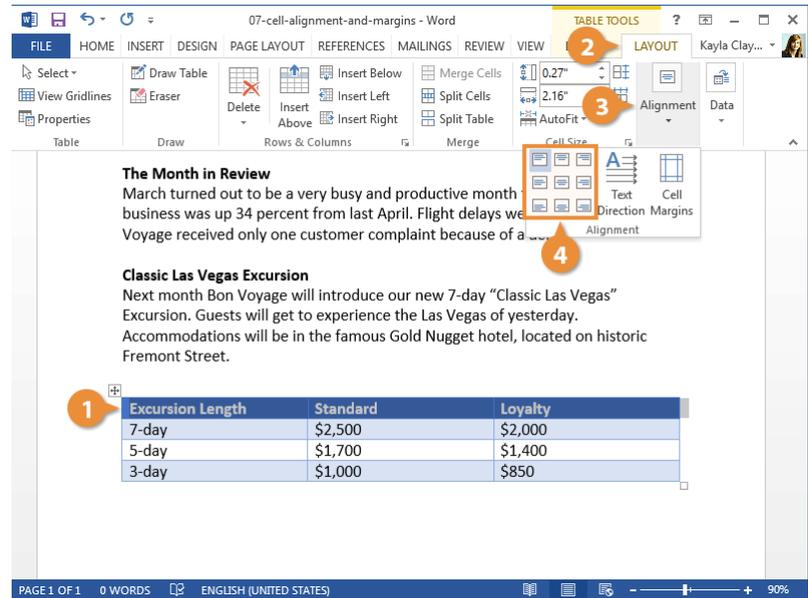
- 3 Expand the **Alignment** group, if necessary.

There are nine alignment options, letting you align the content to either side of a cell, any corner, or center it in the middle of the cell.

- 4 Select an alignment option.

The text in the selected cell realigns to the selected side or corner.

Tip: You can also select **Text Direction** to change the text from left-to-right to top-to-bottom or bottom-to-top.



Add Cell Margins

You can also adjust the margins between cell borders and the text within those cells.

- 1 Select cell or cells you want to adjust.

You can select the entire table to adjust all the margins at once.

- 2 From the Layout tab, expand the **Alignment** group, if necessary.

- 3 Click the **Cell Margins** button.

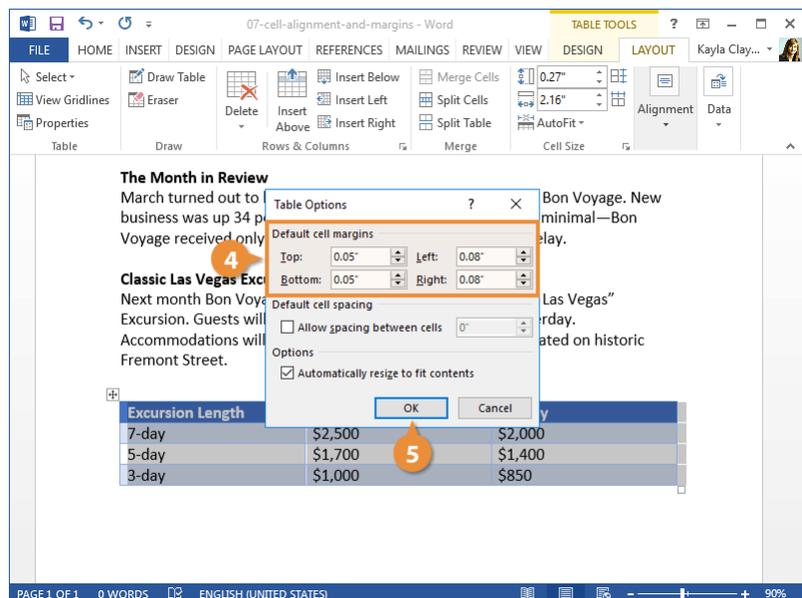
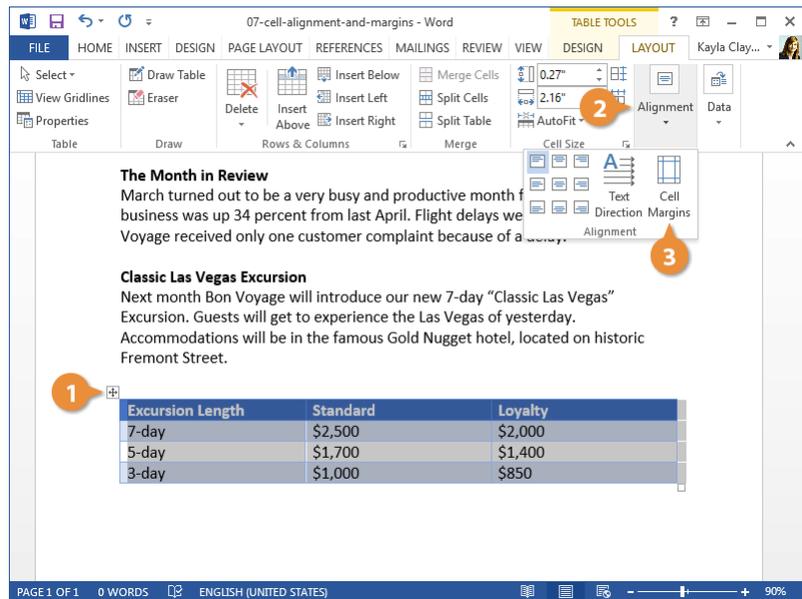
In the Table Options dialog box, we can adjust the margins for the selected cell or cells. The margin affects how much space there is between the edge of the cell and the contents of that cell.

- 4 Adjust the margins.

You can adjust the margin on each side of the cell independently.

- 5 Click **OK**.

The cell margins are changed.



Merge and Split Cells

Even though a table starts out as a strict grid of cells, you can change a table's layout by merging multiple cells together, as well as splitting a cell into multiple cells.

Merge Cells

You can combine several smaller cells into a single, larger cell that spans the space previously occupied by the individual cells.

- 1 Select multiple cells that share a border.
- 2 Click the **Layout** tab in the Table Tools ribbon group.
- 3 Click the **Merge Cells** button.

The selected cells are merged into a single cell that takes up the entire width and height of the original cells.

Tip: You can also right-click the selected cells and select **Merge Cells** from the menu.

The screenshot shows the Microsoft Word interface with the 'TABLE TOOLS' ribbon open and the 'LAYOUT' tab selected. The 'Merge Cells' button is highlighted with a red circle and the number 3. Another red circle with the number 2 points to the 'Layout' tab. A third red circle with the number 1 points to the first cell of the table below. The table contains the following data:

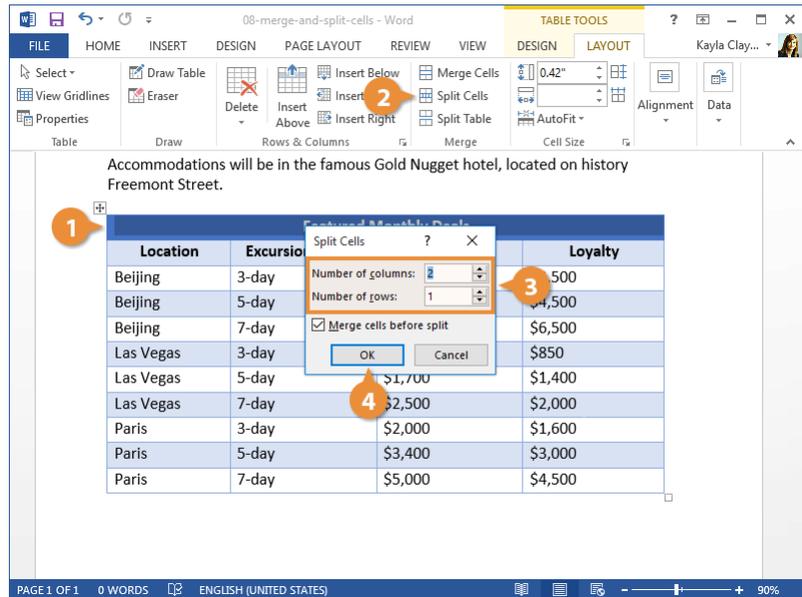
Featured Monthly Deals			
Location	Excursion Length	Standard	Loyalty
Beijing	3-day	\$4,000	\$3,500
Beijing	5-day	\$5,000	\$4,500
Beijing	7-day	\$7,000	\$6,500
Las Vegas	3-day	\$1,000	\$850
Las Vegas	5-day	\$1,700	\$1,400
Las Vegas	7-day	\$2,500	\$2,000
Paris	3-day	\$2,000	\$1,600
Paris	5-day	\$3,400	\$3,000
Paris	7-day	\$5,000	\$4,500

Split Cells

Cells can also be broken up into several smaller cells by using the Split Cells command.

- 1 Select a cell.
- 2 Click the **Split Cells** button in the Layout tab.
- Tip:** You can also right-click a cell and select **Split Cells** from the menu.
- 3 Enter the number of rows and columns you want the cell split into.
- 4 Click **OK** when you're done.

The selected cell is split into the set number of columns and rows.

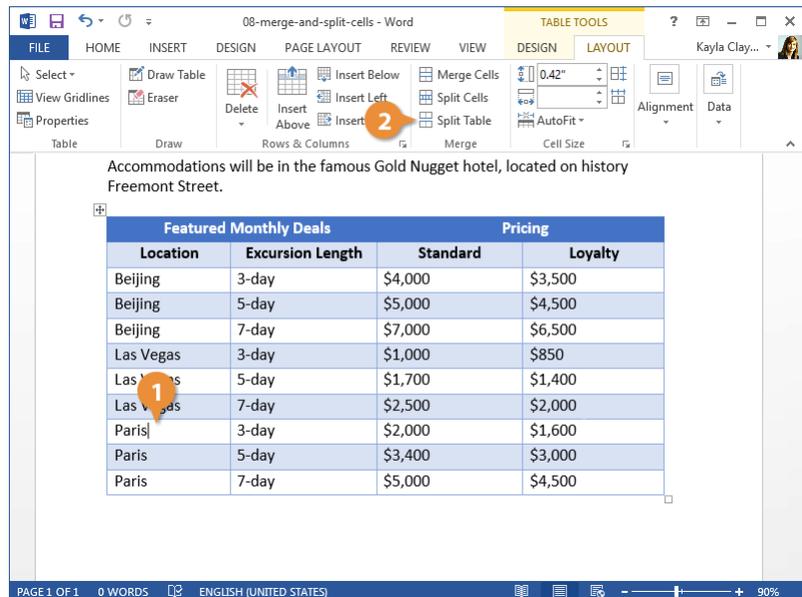


Split Tables

You can also split an entire table in two, letting you move part of it somewhere else. You can move the new part to another page, another document, or just add text or images in the space between the split table.

- 1 Place the text cursor in the row that you want the second table to start with.
- 2 Click the **Split Table** button.

The table is split.



Sort a Table

Word can sort data in a table alphabetically, numerically, or chronologically (by date). In addition, it can sort information in ascending (low to high / A to Z) or descending (high to low / Z to A) order. You can sort an entire table or a portion of a table by selecting what you want to sort.

Sort Tables

- 1 Click inside the table.
You can also select a range of cells to sort just those cells.
- 2 Click the **Layout** tab in the Table Tools ribbon group.
- 3 Expand the **Data** group, if necessary.
- 4 Click the **Sort** button.
- 5 Set up your sort criteria.

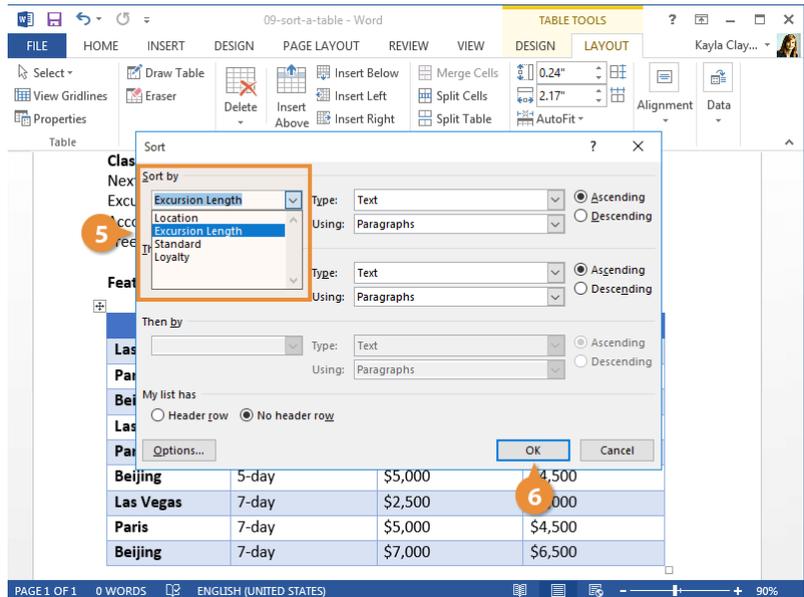
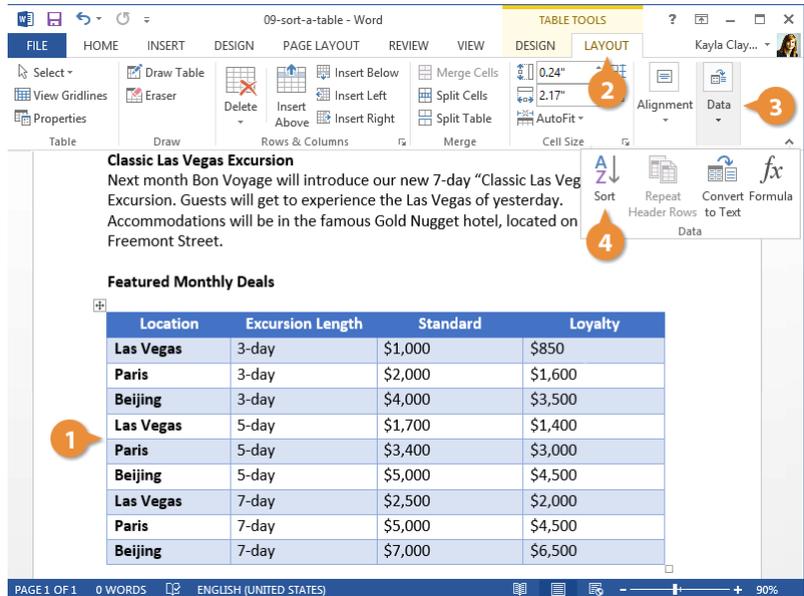
The initial options selected in this dialog box will be automatically set based on the data in the table.

- First, select which column to sort by. If your table has a header row, you'll be able to see the column names in the first list field. Otherwise, the columns will simply be numbered.
- Next, select how to sort, either by Text, Number, or Date.
- Finally, choose whether to sort in Ascending or Descending order.

Tip: To sort by multiple criteria, add additional sort choices with the **Then by** dropdown.

- 6 Click **OK**.

The table is rearranged, as the data is sorted by the criteria you set.



Row Headers and Page Breaks

If you have a large table that spans across several pages, you have a few options to control its appearance.

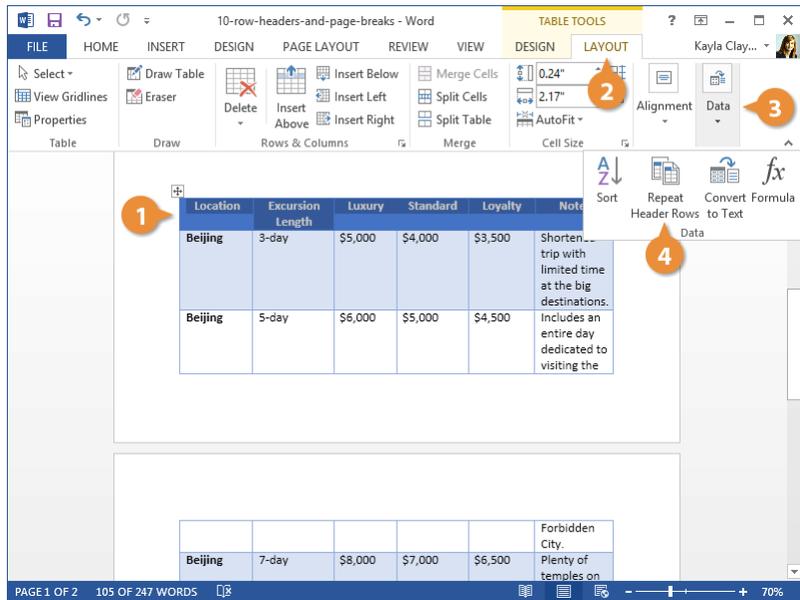
Repeat Row Headers

If the table has a header row, you can repeat it on the top of each page.

- 1 Select the header row.
- 2 Click the **Layout** tab in the Table Tools ribbon group.
- 3 Expand the **Data** group, if necessary.
- 4 Click the **Repeat Header Rows** button.

The header row will now be automatically repeated whenever the table appears across multiple pages.

To turn this off, just click the **Repeat Header Rows** button again.



Adjust Page Break Options

Occasionally, a table will get split up over a page break, making it difficult to consume. Word has settings to prevent this from happening.

- 1 Select the table.
- 2 Click the **Properties** button on the Layout tab.

The Table Properties dialog box opens.

You can also right-click the table and select **Table Properties** from the menu.

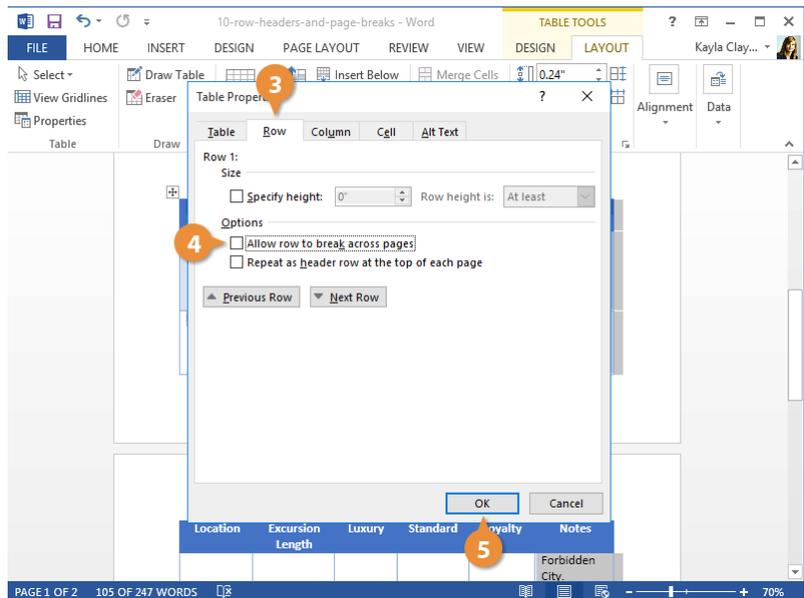
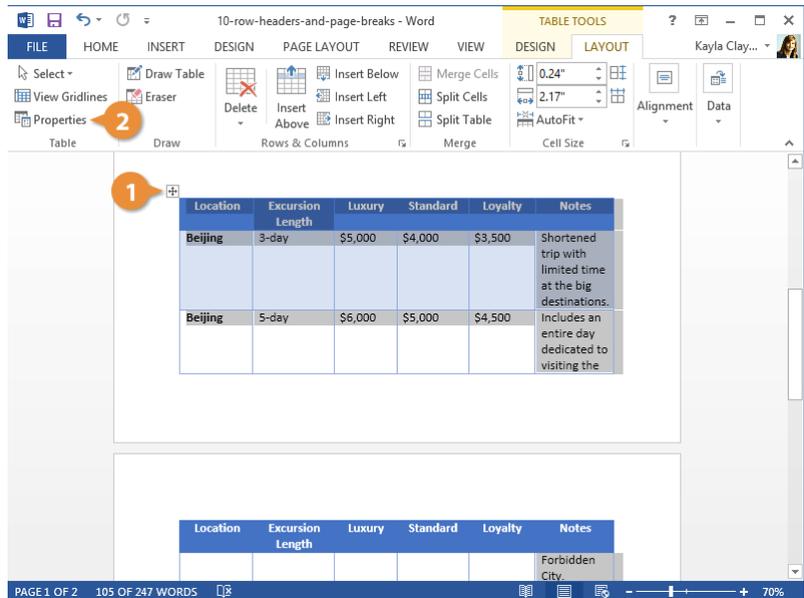
- 3 Click the **Row** tab.

The Row properties let you control the height of the row, as well as two options for how the row appears when the table spans multiple pages.

- **Allow rows to break across pages** toggles whether the row can be split when the table expands to another page. When turned off, the row will move to the next page entirely instead of splitting.
- **Repeat as header row at the top of each page** lets you use the selected row as a header.

- 4 Clear the **Allow row to break across pages** check box.
- 5 Click **OK**.

Any previously broken rows move to the next page to keep the rows intact.



Graphics

Documents that include pictures, drawings, and graphics can be much more compelling and effective than documents that only contain plain text. Once you know how to work with pictures and graphics, you can make all kinds of documents, such as newsletters, greeting cards, and pamphlets.

In this module, you'll learn how to insert pictures, text boxes, shapes, and other sorts of graphics into your documents. You'll also learn how to position, layer, rotate, align, and group the graphics you insert.

Objectives

Pictures

Screenshots and Remove Background

Text Boxes

Shapes

Add Descriptive Text

WordArt

Charts

SmartArt

Modify Objects

Position and Text Wrap

Layer Objects

Flip and Rotate Objects

Distribute and Align Objects

Group Objects

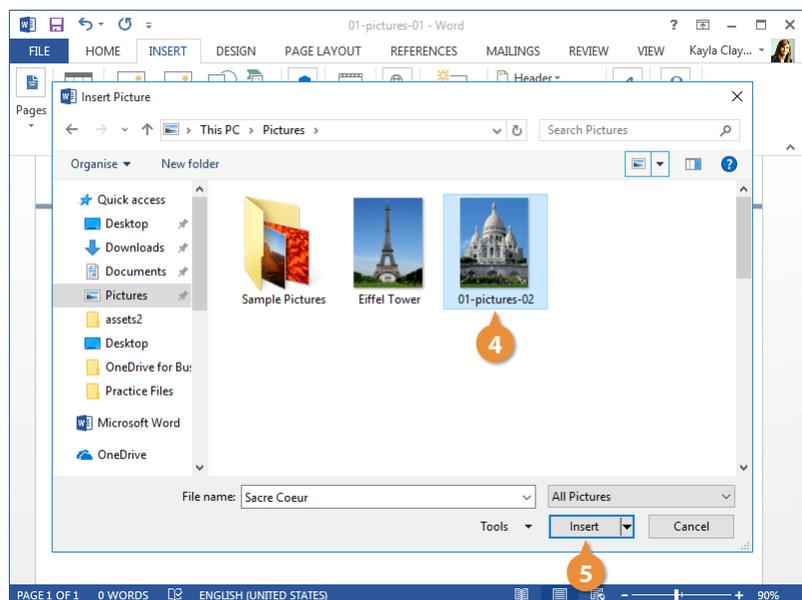
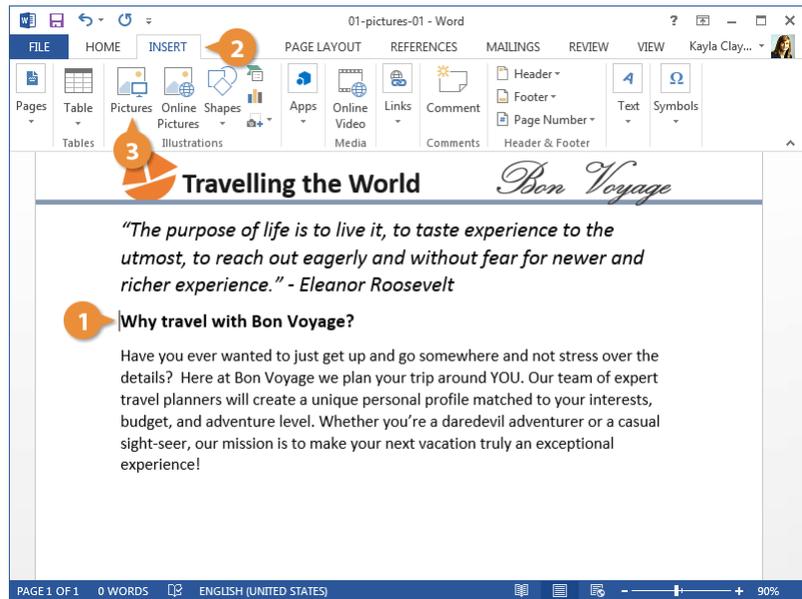
Pictures

Insert a Picture

You can insert graphics and pictures that you have on hand into your document. For example, you can insert an image made in another program, or a photo off a digital camera.

- 1 Click in your document where you want to insert your picture.
- 2 Click the **Insert** tab.
- 3 Click the **Pictures** button.
A file browser window opens.
- 4 Navigate to the picture you want to insert and select it.
Tip: To insert more than one file at a time, press and hold down **Ctrl** as you select them.
- 5 Click the **Insert** button.

The selected picture is inserted.



Insert an Online Picture

You can also use the internet to search for a picture if you don't have one handy in your files.

- 1 Click where you want to insert your online picture.
- 2 Click the **Online Pictures** button on the Insert tab.

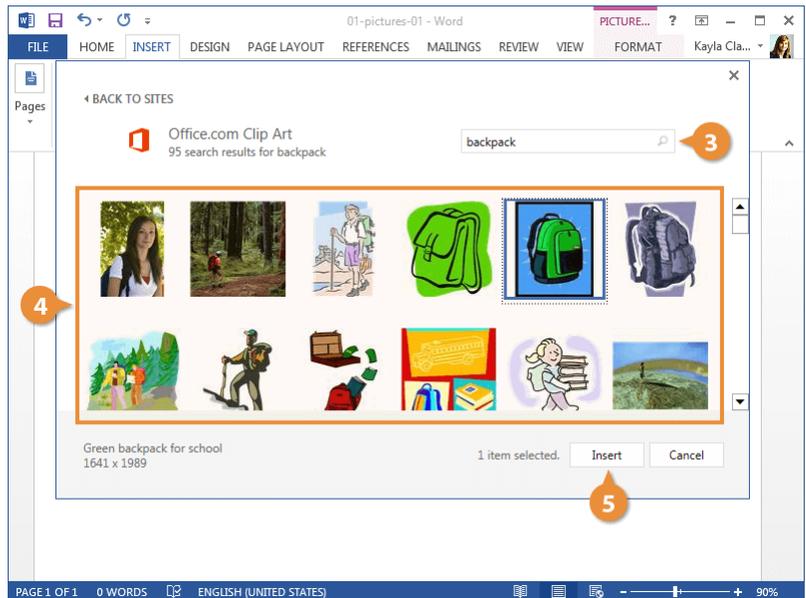
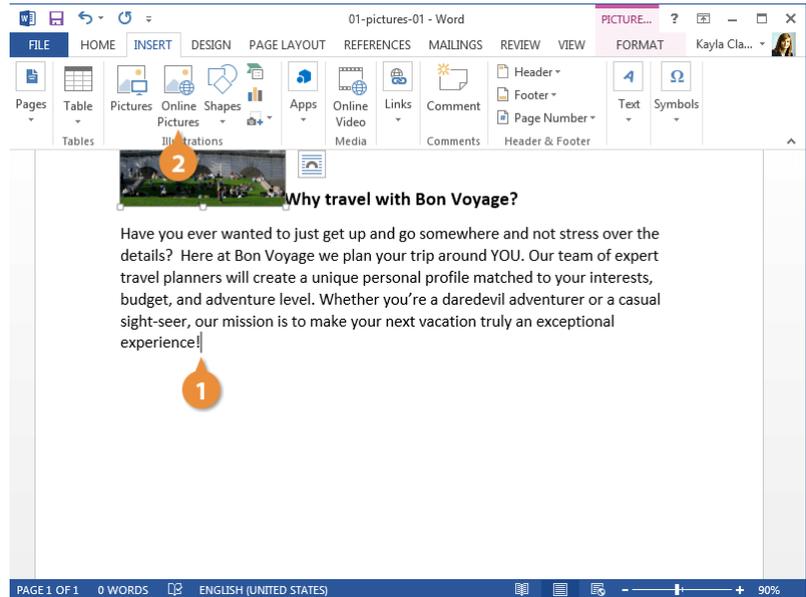
From here, you can search for pictures using Bing Image Search, or browse your OneDrive account for something to use.

- 3 Enter keyword text into the search field and press **Enter**.

Tip: You can use the options below the search field to adjust your search.

- **Size:** Choose how big you want the image to be, from a small thumbnail to an extra-large image.
- **Type:** You can search for a photograph, clipart, line drawings, animations, or images with transparent backgrounds.
- **Color:** Select a color to show images that primarily feature that color.
- **Layout:** Search for square, wide, or tall images.

- 4 Select the picture you wish to use.
- 5 Click the **Insert** button.

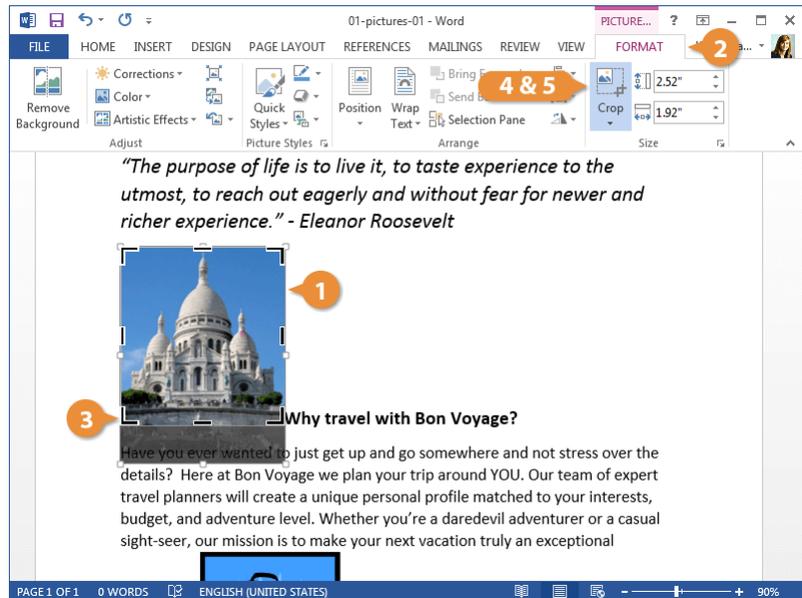


The image is inserted.

Crop a Picture

When you crop a picture, you trim its horizontal and vertical sides. Cropping is useful when you only want to include a portion of a picture, or when you need to adjust its proportions.

- 1 Select the picture.
- 2 Click the **Format** tab in the Picture Tools ribbon group.
- 3 Click the **Crop** button.
Crop handles appear on the sides and corners of the image.
- 4 Click and drag the crop handles where you want to crop.
Tip: To crop all four sides of a picture or graphic at once while maintaining the graphic's proportions, press and hold down **Ctrl** as you drag the handles.
- 5 Click the **Crop** button again when you're finished setting the crop area.



The image is cropped to the borders you set.

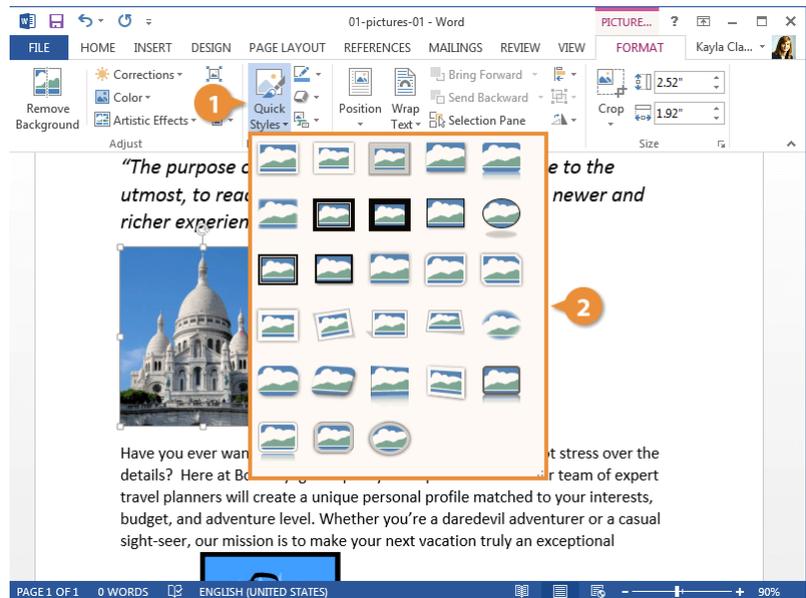
Use Picture Styles

Picture styles let you add borders and effects, such as shadows, reflections, and 3D rotation, to images. You can select a Quick Style or customize your own style.

- 1 Click the **Quick Styles** button on the Format tab.
The Quick Styles gallery expands. Each thumbnail gives a rough preview of how the style will affect the image.

- 2 Select a style.

The style is applied, updating the picture's border and effects.



Use Artistic Effects

You can apply a variety of artistic effects to the images in your Word document. Using these effects is an easy way to make your document stand out.

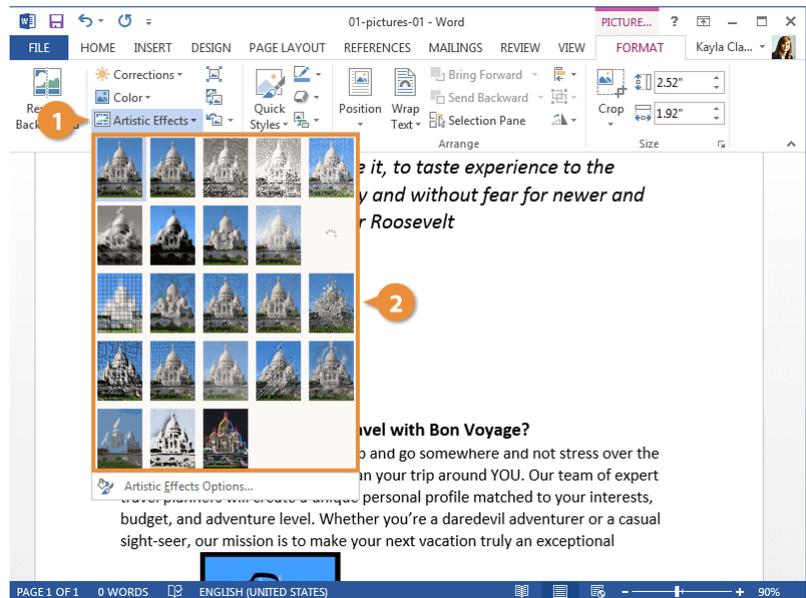
- 1 With the picture selected, click the **Artistic Effects** list arrow on the Format tab in the Picture Tools ribbon group.

Thumbnails for the available artistic effects appear, with emulated pencil sketch styles, paint styles, and texture effects.

- 2 Select an effect from the list.

The artistic effect is applied.

You can use the **Corrections** menu the same way to adjust and enhance your picture brightness, contrast, sharpness, or softness. You can also use the **Color** menu to adjust saturation and tone, or to add a color filter.



Screenshots and Remove Background

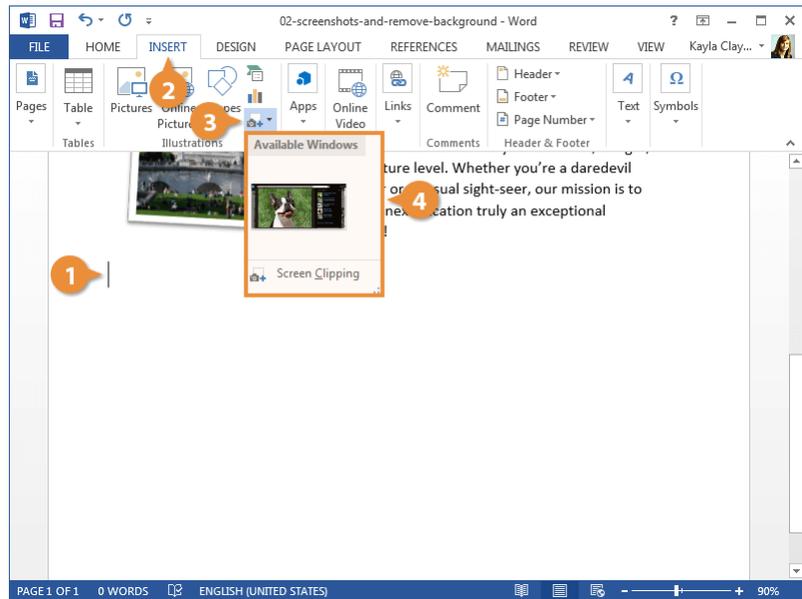
Insert a Screenshot

A screenshot is a digital image of the content displayed on your screen. Screenshots can help relay information that might otherwise be difficult to explain.

- 1 Click where you want to insert your screenshot.
- 2 Click the **Insert** tab.
- 3 Click the **Take a Screenshot** button.
- 4 Choose an option from the drop-down menu:
 - An image from **Available Windows** inserts an entire application window. Selecting a window inserts a screenshot of the entire window.
 - **Screen Clipping** lets you capture a selected area of your computer screen. After selecting this option, the mouse cursor becomes a crosshair. Click and drag to select part of the screen to insert.

To cancel a screen clipping, press **Esc** while the screen clipping tool is active.

A screenshot of the selected window, or the selected part of the screen, is inserted.



Remove a Background

You can remove the background of a picture or screenshot to highlight a picture's subject or remove distractions.

- 1 With the picture selected, click the **Remove Background** button on the Format tab in the Picture Tools ribbon group.

A new Background Removal ribbon appears, and the picture is highlighted with a bright magenta color. Any highlighted areas will be removed.

A box will also appear over the image, around what Word guesses is the subject of the picture.

- 2 Click and drag the box around what you want to keep.

Resizing the box will change which areas are highlighted. If resizing this box doesn't quite remove the background precisely, you can mark specific areas to keep or remove.

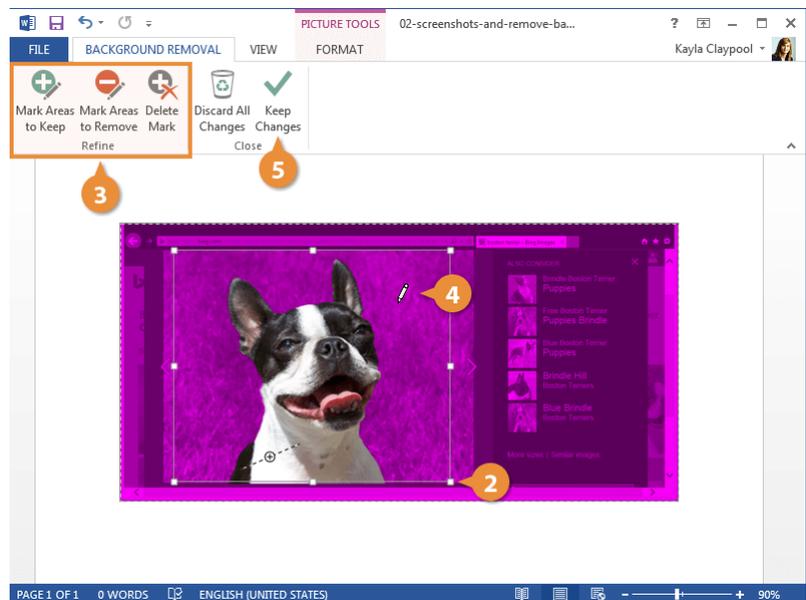
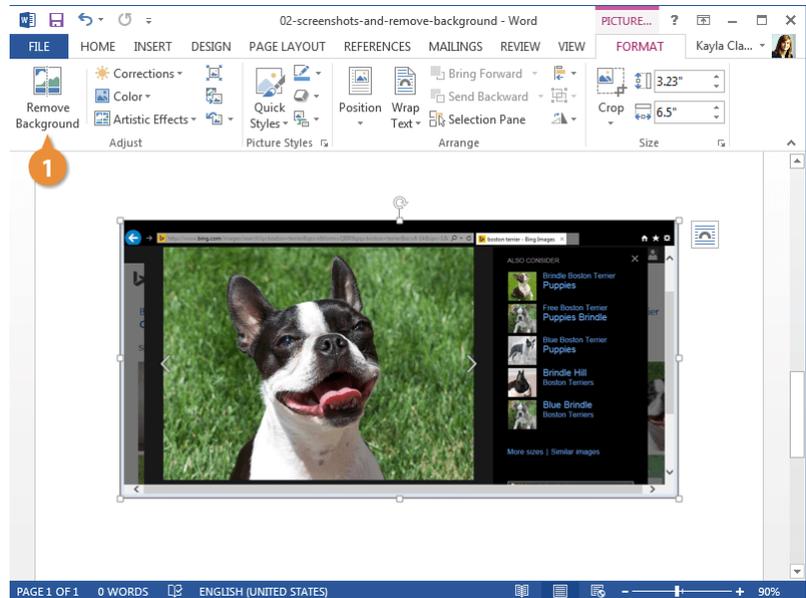
- 3 Click either the **Mark Areas to Keep** or **Mark Areas to Remove** button in the Refine group.

- 4 Click and drag the pencil tool through sections to either add or remove them.

- 5 Click **Keep Changes**.

The Background Removal ribbon closes, and the background of the picture or screenshot is removed.

If the final results aren't quite what you wanted, you can click **Remove Background** again to continue adjusting the picture.

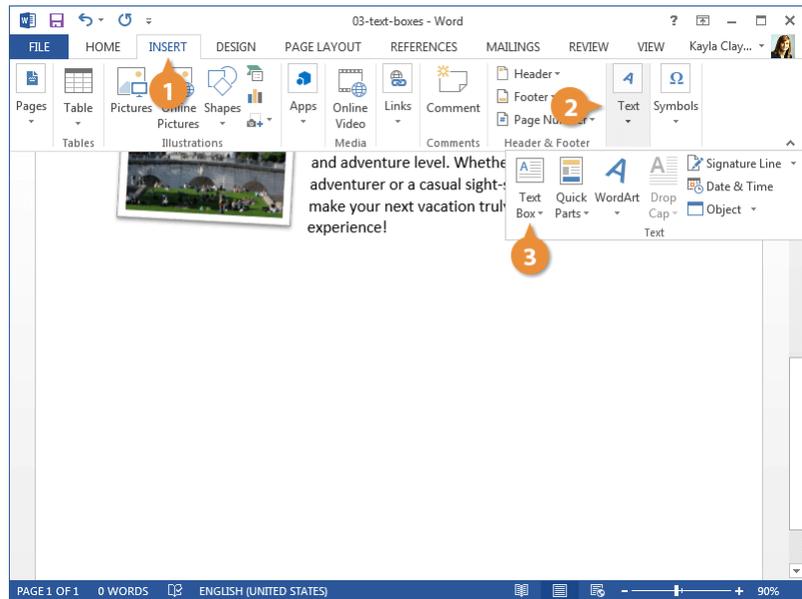


Text Boxes

Insert a Text Box

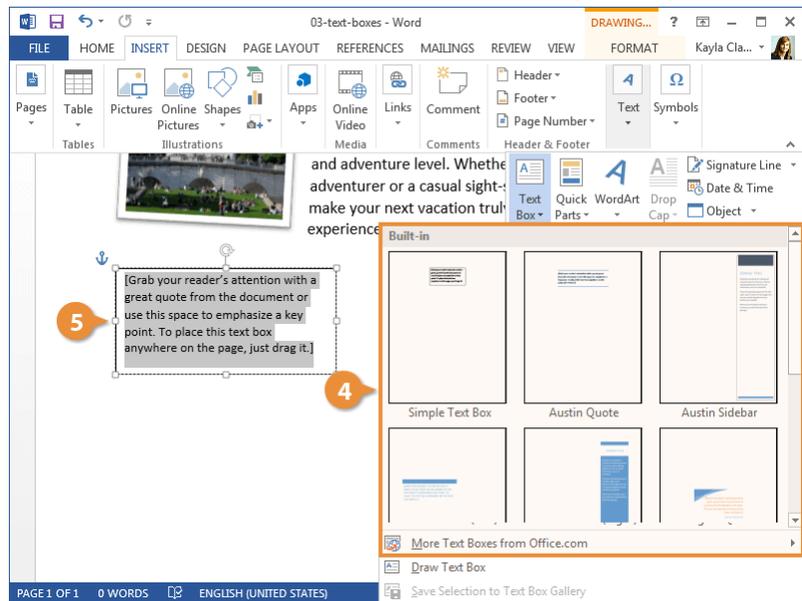
A text box is an element you can insert and position anywhere in a document. Text boxes are great for calling special attention to a quote or a whole block of text.

- 1 Click the **Insert** tab.
- 2 Expand the **Text** group, if necessary.
- 3 Click the **Text Box** button.
A gallery of text box styles appears. The styles range from simple text boxes to stylized sidebars.
- 4 Select the text box you'd like to use.
The text box is automatically inserted.
- 5 Click the text box and type to replace the placeholder text.



The placeholder text disappears as soon as you start typing.

Tip: Text boxes can be sized, moved, arranged, and styled just like shapes and pictures.

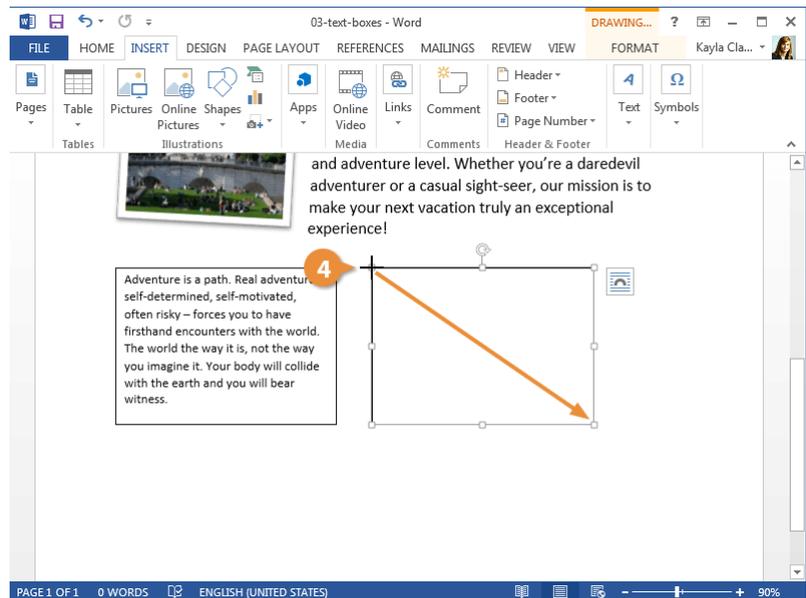
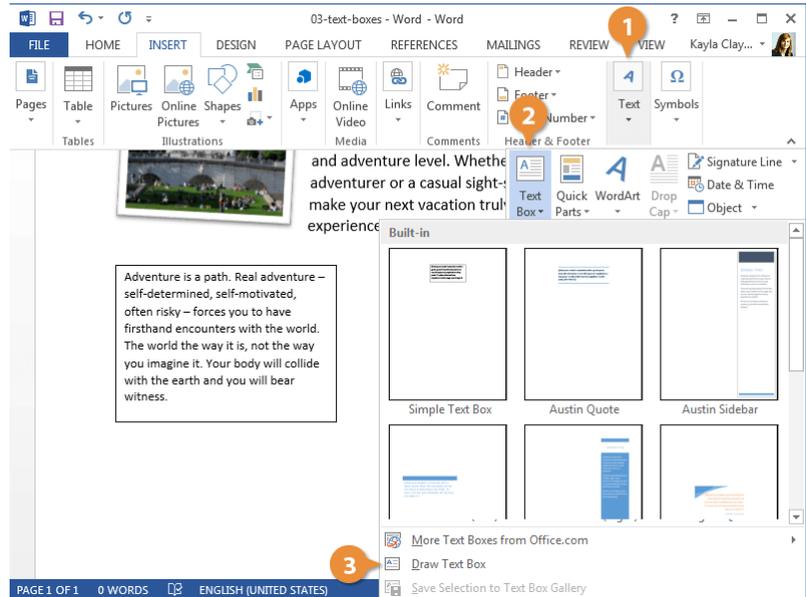


Draw a Text Box

You don't have to use one of Word's built-in text boxes; you can create one from scratch.

- 1 From the Insert tab, expand the **Text** group, if necessary.
- 2 Click the **Text Box** button.
- 3 Select **Draw Text Box**.
- 4 The pointer changes to a crosshair, indicating that you can draw the text box.

The text box is inserted.



Link Text Boxes

Linking text boxes allows text to flow between them. For example, you could make the text of a long article flow through several smaller text boxes in a more advanced layout.

- 1 After you have created two or more text boxes, select the first one.

The second text box must be empty, so make sure to remove any text in it before proceeding.

- 2 Click the **Format** tab in the Drawing Tools ribbon group.

- 3 Click **Create Link** from the Text group.

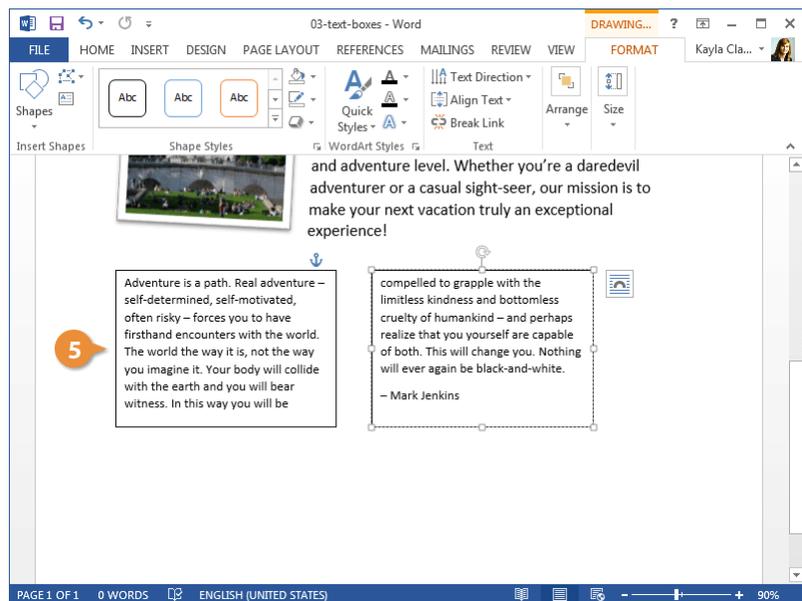
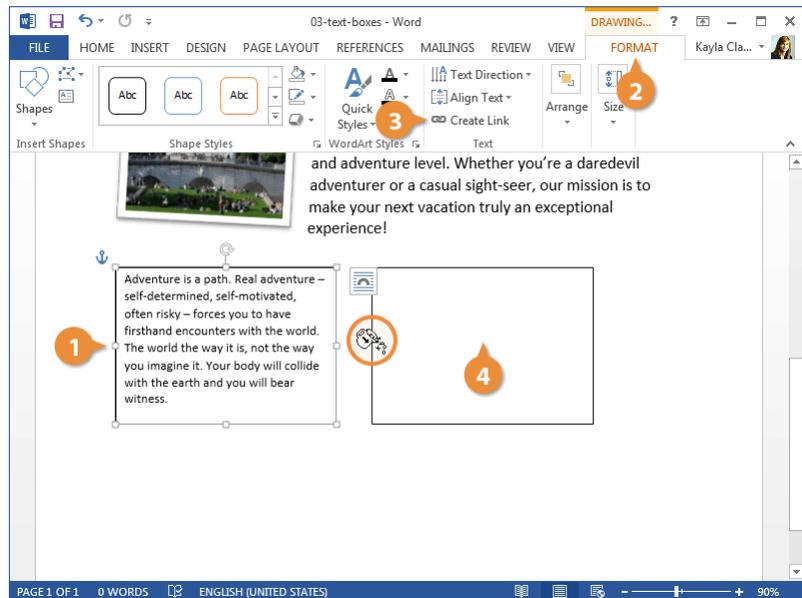
The cursor changes into a tiny pitcher full of letters. Moving the cursor over the second text box reveals that you can “pour” additional text into it.

- 4 Click the second text box with the new cursor.

The two text boxes are linked. Now, once enough text is entered into the first text box, it will automatically overflow into the second.

- 5 Switch back to the first text box and type into it.

You can format the text in a text box just as you would any other text by using the Font and Paragraph groups on the Home tab.



Shapes

You can add shapes to your document to illustrate your ideas. By using the Shapes menu, you can choose from dozens of different types of shapes.

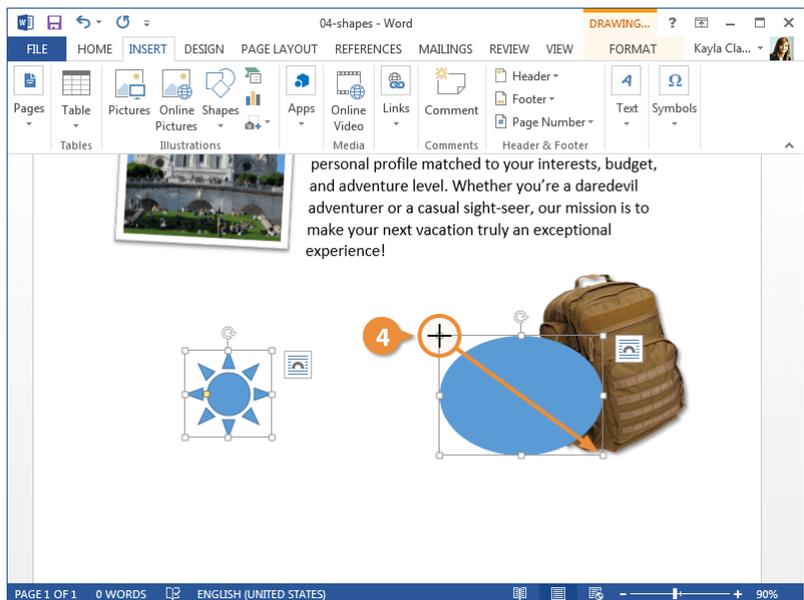
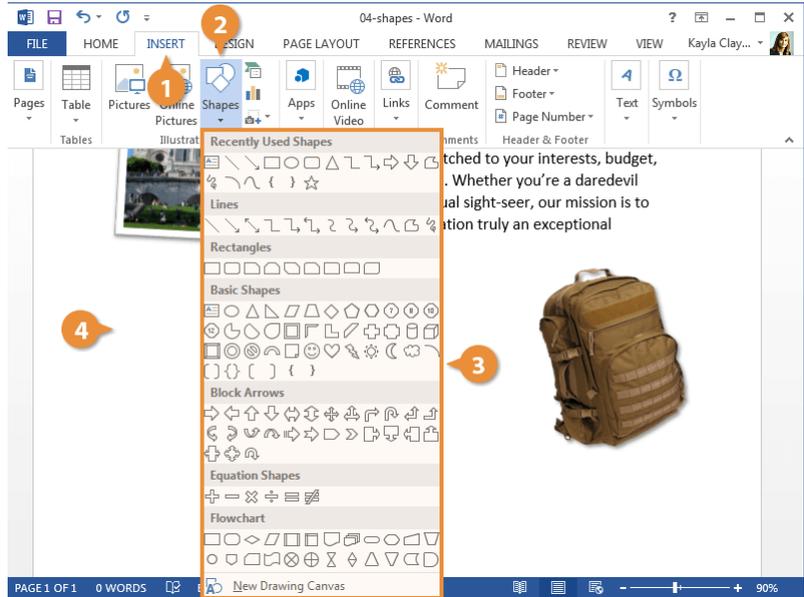
Insert a Shape

- 1 Click the **Insert** tab.
- 2 Click the **Shapes** button in the Illustrations group.

The Shapes menu displays all the types of shapes available, organized into groups.
- 3 Select a shape.

The mouse cursor changes to a crosshair.
- 4 Insert the shape in one of two ways:
 - **Click** anywhere on the page to insert the shape there.
 - **Click and drag** anywhere on the page to place the shape while also controlling its size.

Tip: Some shapes have prominent features that can be adjusted; these shapes will have a yellow adjustment handle.



Shape Styles

Once you've added a shape, you can change its style, fill, outline color, and effects.

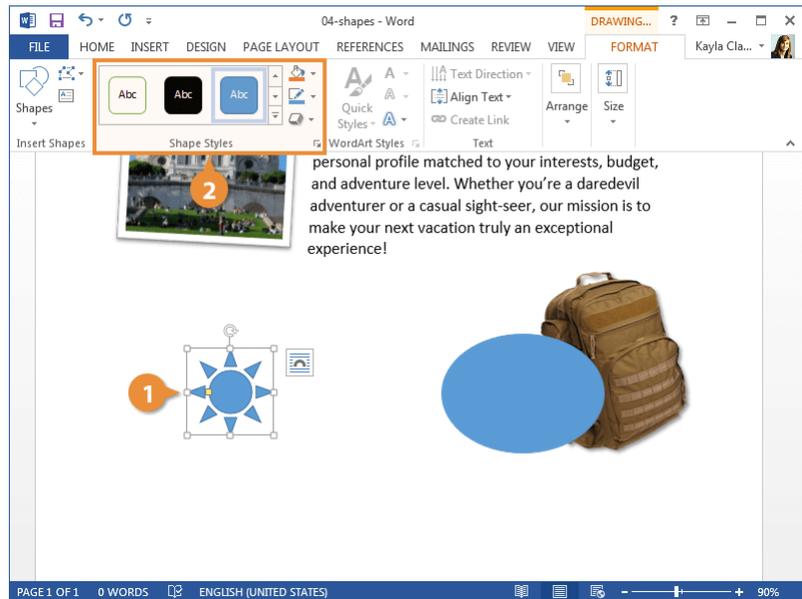
1 Select a shape.

When you select a shape, the Format tab in the Drawing Tools ribbon group becomes available. Double-click a shape to automatically switch to the Format tab.

2 Use the Shape Styles options on the Format tab to change the style, fill color, outline, or shape effects.

- Select a **style** from the Shape Styles gallery or click the gallery's More button to see all available styles.
- Select a **shape fill** color to change the color of the selected shape. You can also fill it with a gradient, picture, or texture pattern.
- Select a **shape outline** color, weight, or dash pattern.
- Apply various **shape effects** such as shadow, reflection, glow, bevel, and 3D rotation.

Tip: You can first apply a preset style from the gallery and then adjust the fill, outline, and effects to customize it.



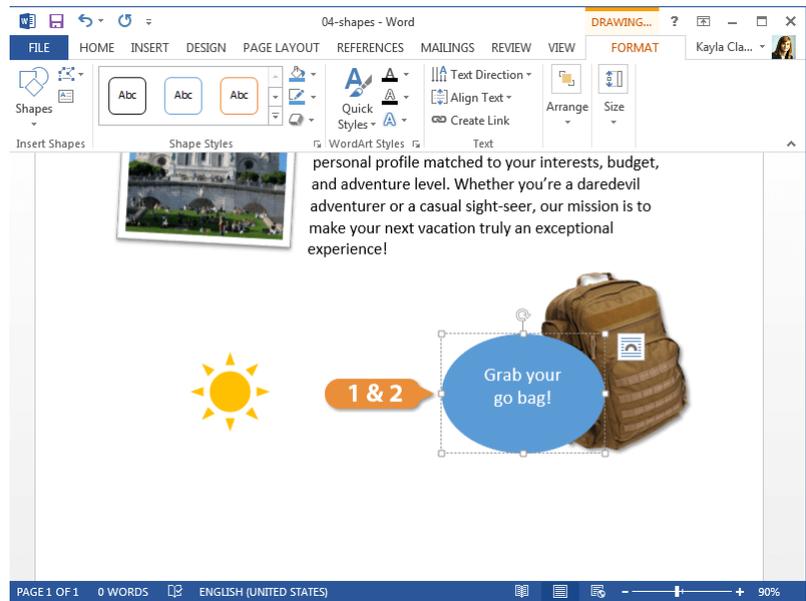
Add Text

You can also add text to shapes. Banners and callouts are best suited for text, but any shape can have text added to it.

- 1 Select a shape.
- 2 Type some text.

The text appears inside the shape and can be formatted just like any other text.

Apply basic font formatting by using the Font and Paragraph groups on the Home tab or apply WordArt styles using the Format tab in the Drawing Tools ribbon group.



Add Descriptive Text

Add Alt Text

Alternative text is used by screen reading programs to describe a picture, chart, or graphic to a user who may have difficulty seeing it.

If your document might be viewed by someone who relies on a screen reader, make sure that every image includes alternative text, so consumers can have a fuller understanding of its content.

- 1 Select a picture.
- 2 Click the **Format** tab in the Picture Tools ribbon group.
- 3 Click the **Format Picture** pane launcher button.
- 4 Click the **Layout & Properties** button.
- 5 Click the **Alt Text** heading.

There are two alt text fields you can fill in — Title and Description.

- 6 Enter a description in the **Description** field.

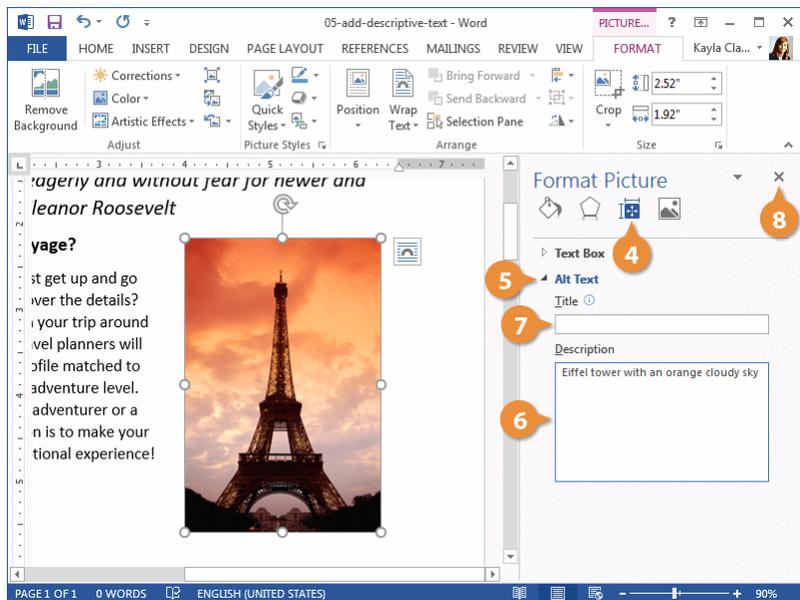
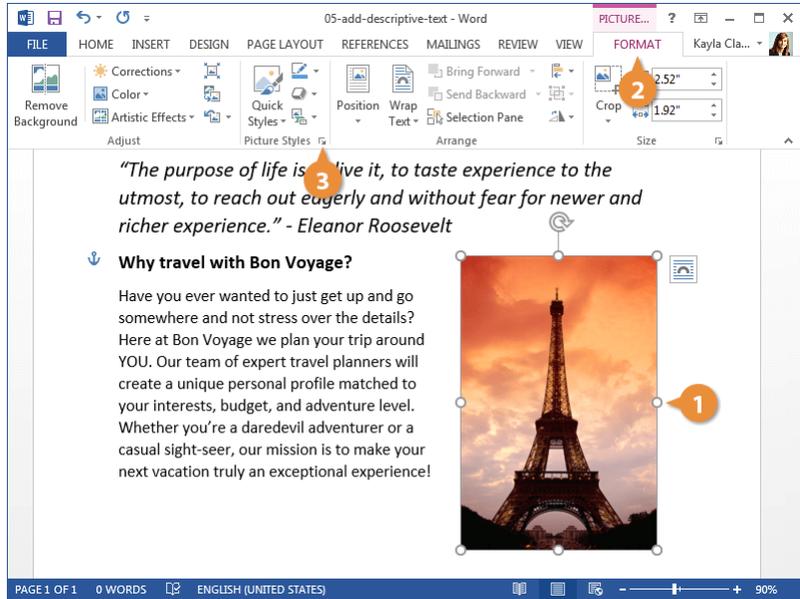
A good description will start general and become specific. For example, “Eiffel Tower with an orange cloudy sky”.

- 7 (Optional) Enter a title in the **Title** field.

If the description is long and detailed, enter a title in the Title field. However, since most screen readers add an extra step to read the description after the title, leave it blank if you don't really need it.

- 8 Close the **Format Picture** pane when you're finished.

Now, when this document is read aloud by a screen reader, the picture will have a description.



WordArt

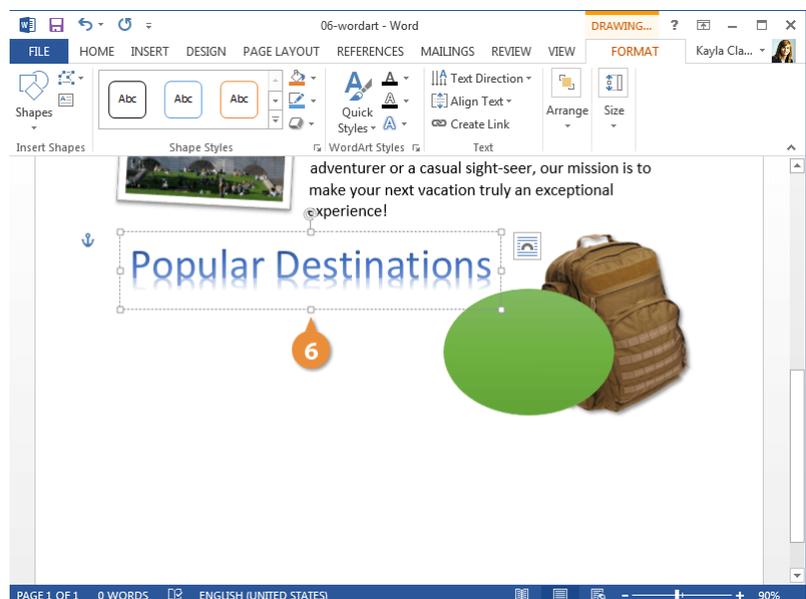
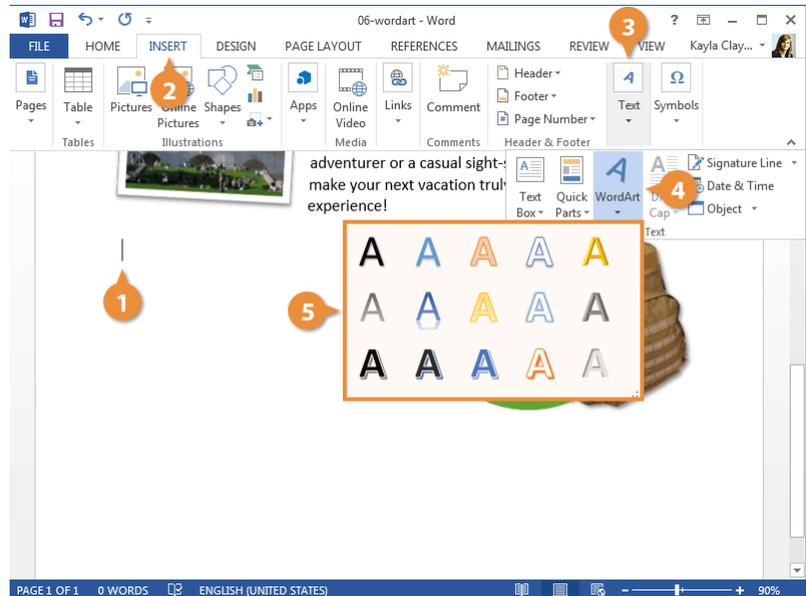
WordArt is a fast and easy way to add dramatic and colorful effects to the text in your documents. You can apply a preset WordArt style, or customize it and create your own.

Insert WordArt

Inserting WordArt is like inserting a text box into your document, but with some additional formatting options.

- 1 Click where you want to insert WordArt.
- 2 Click the **Insert** tab.
- 3 Expand the Text group, if necessary.
- 4 Click the **WordArt** button.
A few preset WordArt styles are presented as preview thumbnails.
- 5 Select a WordArt style from the gallery.
A WordArt text box with some placeholder text is inserted.
- 6 Type to replace the text.

The placeholder text is replaced with the text you typed.



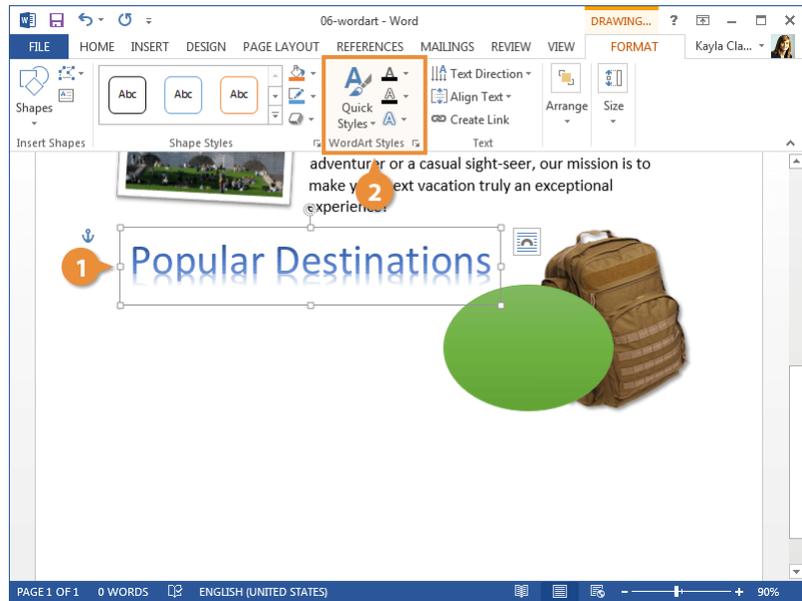
Format WordArt

Once WordArt has been inserted, you can change its appearance to another style or customize its appearance and effects.

1 Select the WordArt object by clicking its border or by selecting all the text inside the object.

2 Use the options in the WordArt Styles group, on the Format tab in the Drawing Tools ribbon group, to change the formatting options for the selected WordArt.

- To select another style, click the **Quick Styles** button to display the WordArt Styles gallery again.
- To change the fill, click the **Text Fill** list arrow and select a color or gradient.
- To change the outline, click the **Text Outline** list arrow. Select a new color, adjust the weight of the outline, or change the outline to a dashed line.
- To change the text effect, click the **Text Effects** button. You can add a shadow, reflection, glow, edge bevel, 3D rotation, or transform effect.



Charts

You can add charts to your documents to help present information graphically. Using them instead of, or in addition to, tables of data can make it easier for readers to understand.

Insert a Chart

- 1 Click where you want to insert the chart.
- 2 Click the **Insert** tab.
- 3 Click the **Chart** button in the Illustrations group.

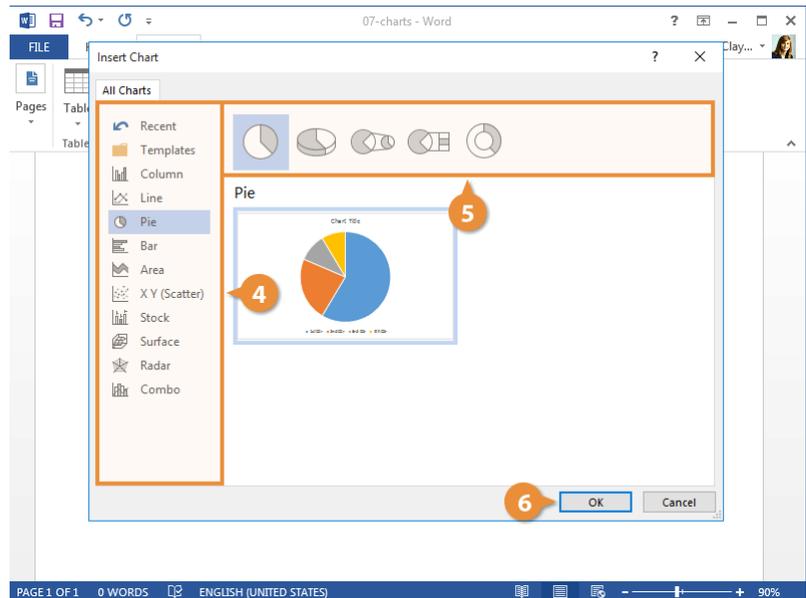
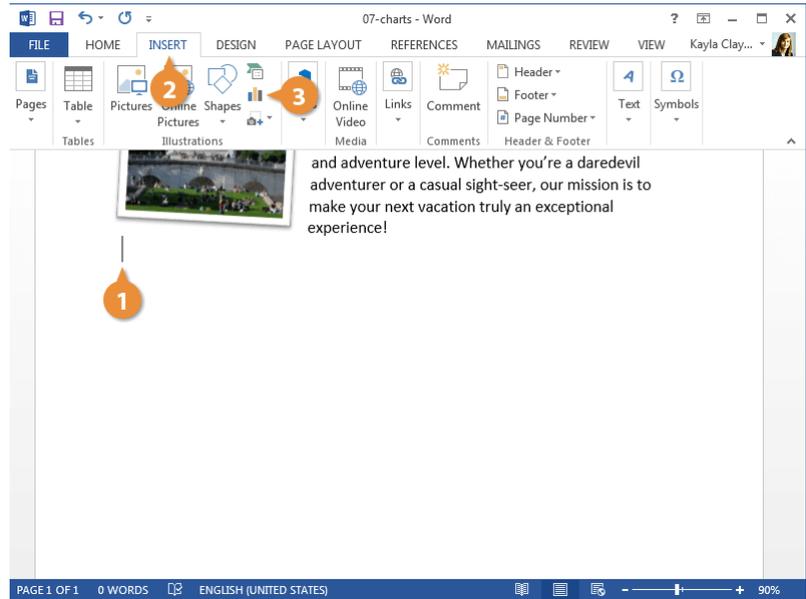
The Insert Chart dialog box lets you choose from a variety of chart types. Some chart types will be better at displaying certain data than others.

The most common types of charts are Column, Line, and Pie.

- **Column** and **Bar** charts work well to compare different sets of data against each other.
- **Line** and **Area** charts are great for showing trends over time.
- **Pie** charts show different categories as parts of a whole.

- 4 Select a chart type.
- 5 Select a chart style.
- 6 Click **OK**.

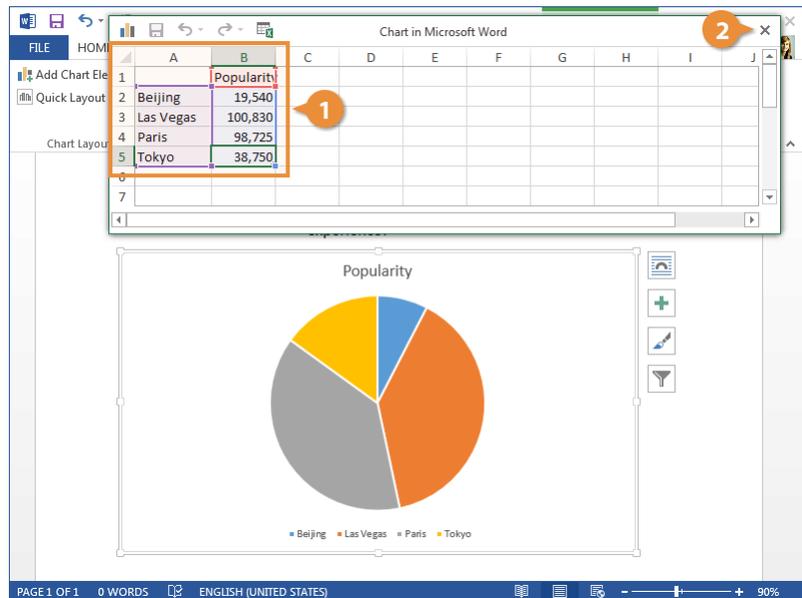
A blank chart is inserted, along with a spreadsheet full of placeholder data.



Add Chart Data

When a chart is inserted, its spreadsheet will be full of placeholder data that you can replace with your own content.

- 1** Enter your chart data.
As you add rows and columns, the row headers, column headers, and data are highlighted by borders.
To add or remove sections of the data, click and drag any of the selection handles in the spreadsheet and what's included in the chart will change.
- 2** Click the spreadsheet window's **Close** button when you're done.



To reopen the spreadsheet, select the chart, click the **Design** tab in the Chart Tools ribbon group, and click the **Edit Data** button.

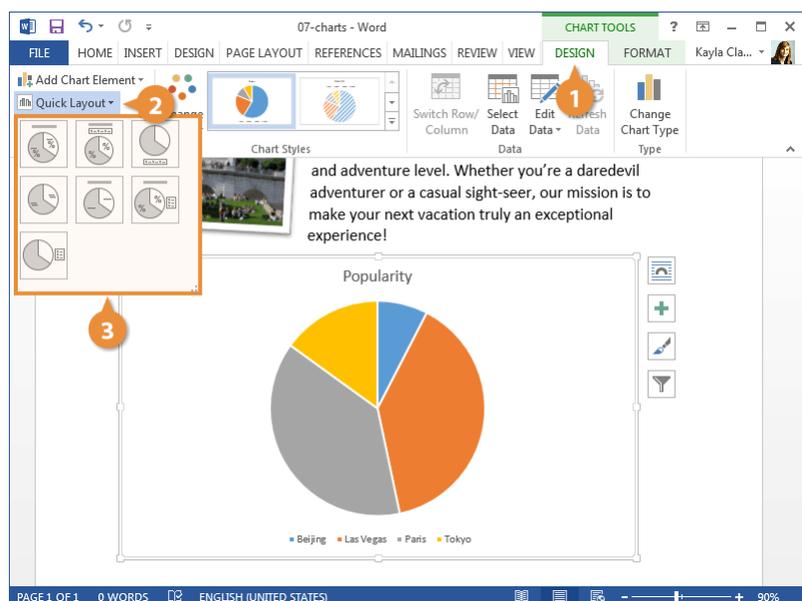
Change the Layout

You can quickly adjust a chart's layout at any point after you've inserted it. Layouts will affect the position of chart elements like the title, legend, and data labels.

- 1** With the chart selected, click the **Design** tab in the Chart Tools ribbon group.
- 2** Click the **Quick Layout** button.
A gallery of available layouts appears, based on the chart's type.
- 3** Select a layout.

The layout is applied.

Tip: If you want to change the color or style, use the options in the Chart Styles group.



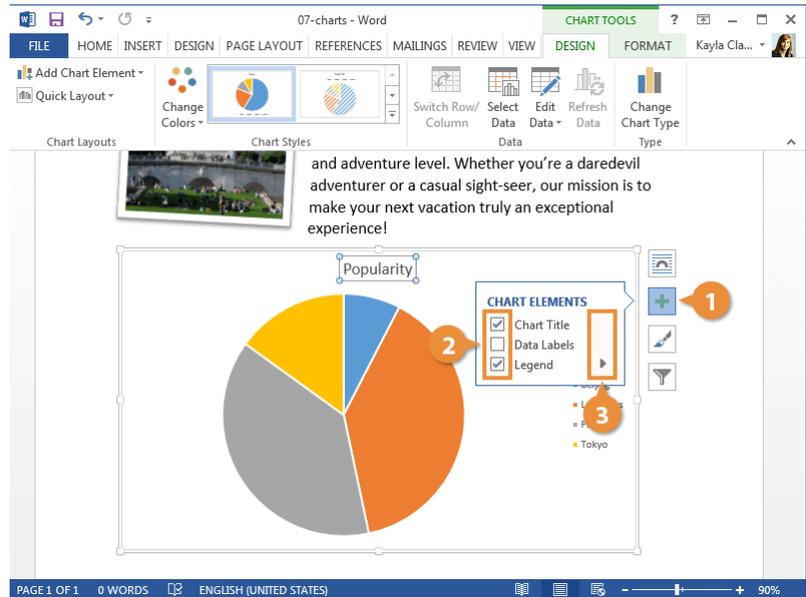
Modify Chart Elements

Another way to change the chart layout is to use the chart tool shortcuts to edit the active chart elements.

- 1 With the chart selected, click the **Chart Elements** button.

Different chart types contain different chart elements. Depending on the chart type, you may be able to adjust gridlines, titles, legends, and data or axis labels.
- 2 Click the check box next to the element you want to toggle on or off.

Each element can also be customized further. You can set the position of elements such as the title or legend, or toggle subsets of specific elements, such as horizontal or vertical gridlines.
- 3 Click the list arrow next to a chart element and select an option.



You can continue to set up chart elements in this way until the chart appears exactly how you want it.

You can also insert or modify chart elements by clicking the **Design** tab in the Chart Tools ribbon group, then clicking **Add Chart Element**.

SmartArt

The SmartArt feature lets you create and customize designer-quality diagrams to convey information with graphics instead of just text. You can even convert bulleted lists into a diagram using the SmartArt diagram tools.

Insert SmartArt Diagrams

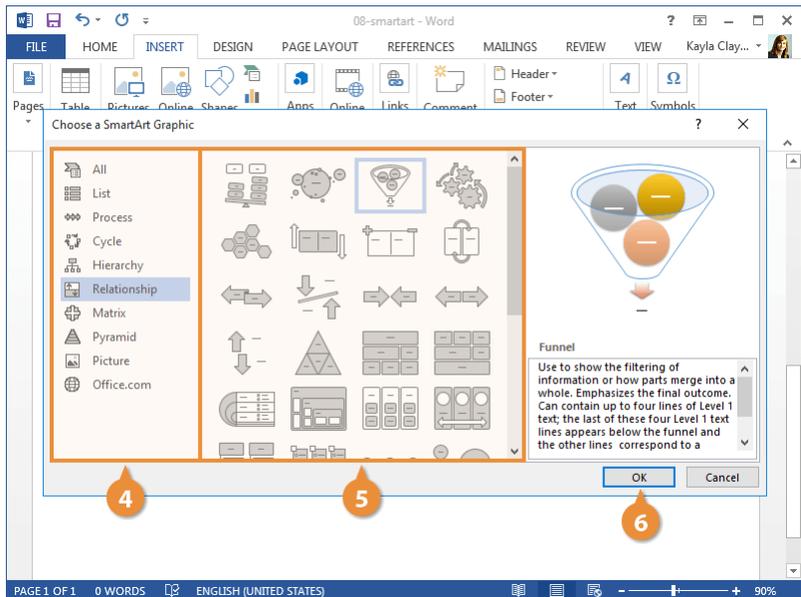
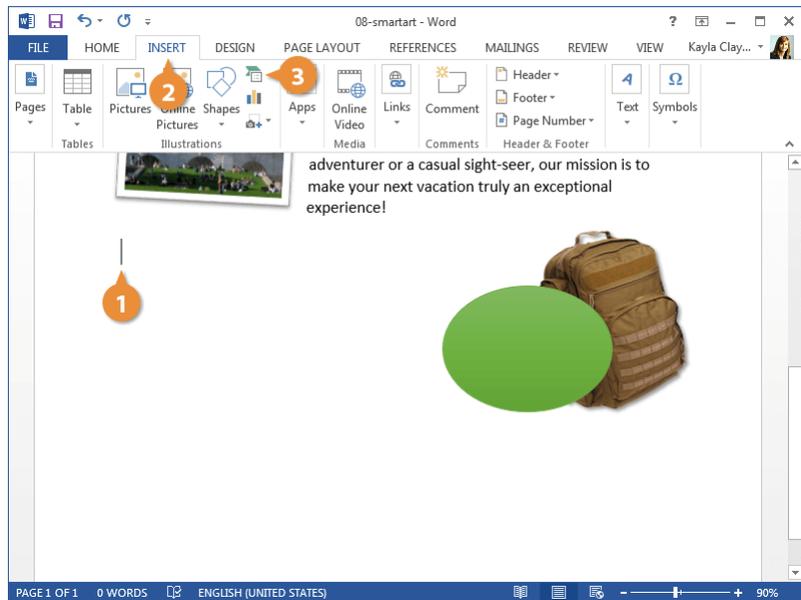
- 1 Click where you want to insert the SmartArt.
- 2 Click the **Insert** tab.
- 3 Click the **SmartArt** button in the Illustrations group.

A dialog box opens, displaying categories of SmartArt on the left, styles of SmartArt graphics in the middle, and a preview and description of the selected SmartArt on the right.

- 4 Select a category.
- 5 Select a graphic.
- 6 Click **OK**.

The selected SmartArt graphic is inserted.

Each part of the graphic contains placeholder text, ready for you to fill it in.

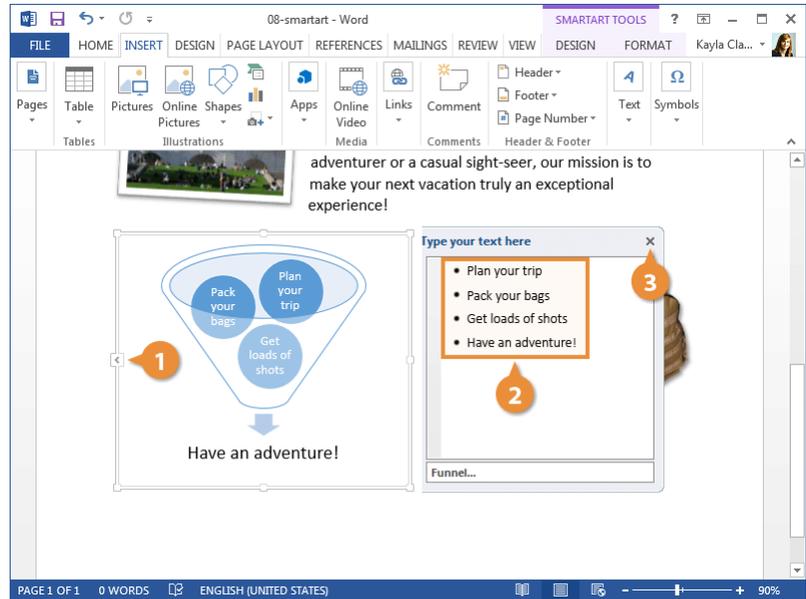


Add Text

- 1 Click the arrow on the SmartArt graphic's left border.
The text pane opens, where you can enter the text for the SmartArt graphic.
You can also open the text pane by clicking the **Text Pane** button on the Design tab in the SmartArt Tools ribbon group.
- 2 Enter text for each bullet in the text pane.
- 3 Click the text pane's **Close** button when you're done.

You can also click each text placeholder in the SmartArt graphic to directly add text.

Tip: Some SmartArt graphics can accommodate more bullet points than they start with. To add another bullet, press **Enter** in the text pane.



Modify Objects

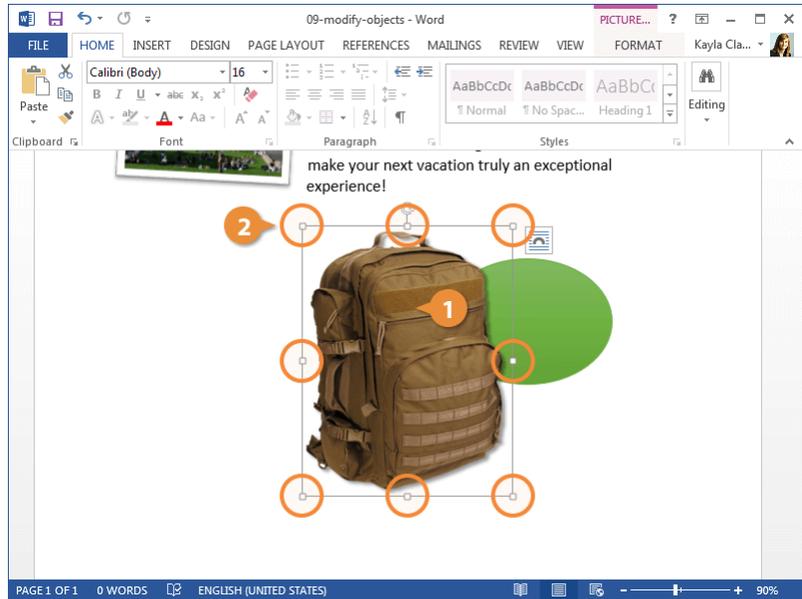
Once you've inserted objects into your documents, they will usually need to be modified in order to fit with the other elements on a page. You can resize, move, rotate, and delete the shapes and graphics in your documents.

Resize an Object

You can resize an object that you've inserted to make it fit wherever you need it.

- 1 Select the object.
Notice that when you select an object, sizing handles appear at the sides and corners of the border.
- 2 Click and drag the **sizing handles** until the object is the size you want.

Pictures and screenshots will automatically maintain their proportions if you click and drag from the corners. To maintain other objects' proportions while resizing, hold down the **Shift** key as you click and drag.



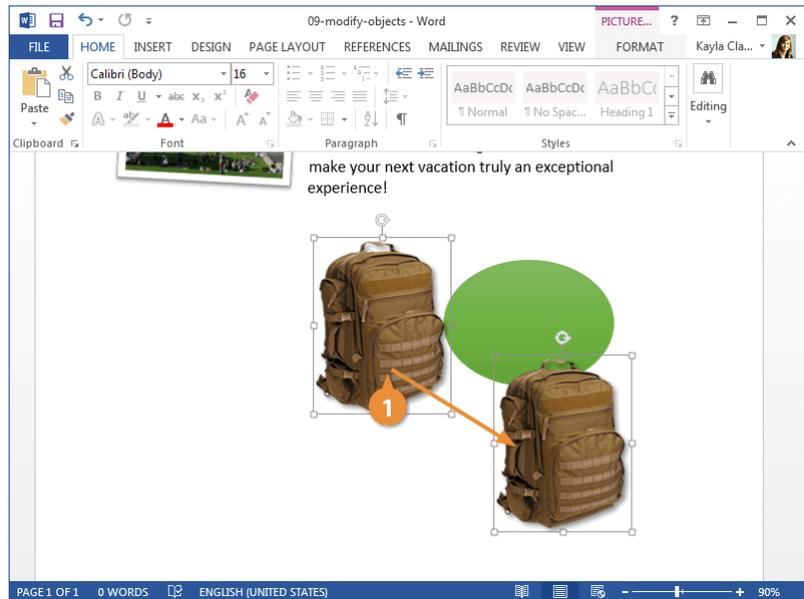
Move an Object

You can position an object anywhere on the page.

- 1 Click and drag the object to a new location.

The object moves.

Note: You can only click and drag objects to move them if they're not positioned in line with the text. Click the **Layout** tab, then click the **Wrap Text** button and select another option in order to position the object freely.



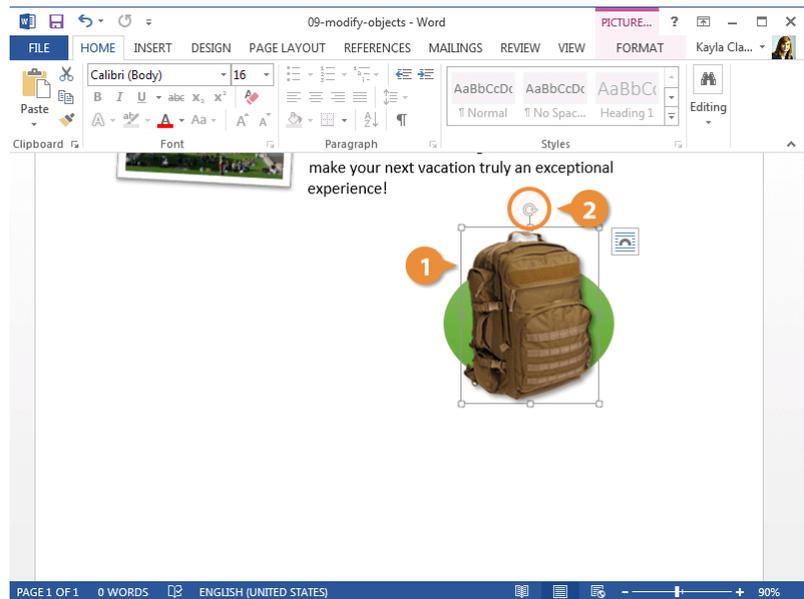
Rotate an Object

You can quickly rotate an object while it's selected as well.

- 1 Select the object.
In addition to the sizing handles, a rotation handle will appear above the object.
- 2 Click and drag the **rotation handle** to the left or right.

The object rotates to follow the rotation handle.

Tip: You can also flip and rotate the object using the ribbon, by clicking the **Layout** tab and clicking the **Rotate** button.

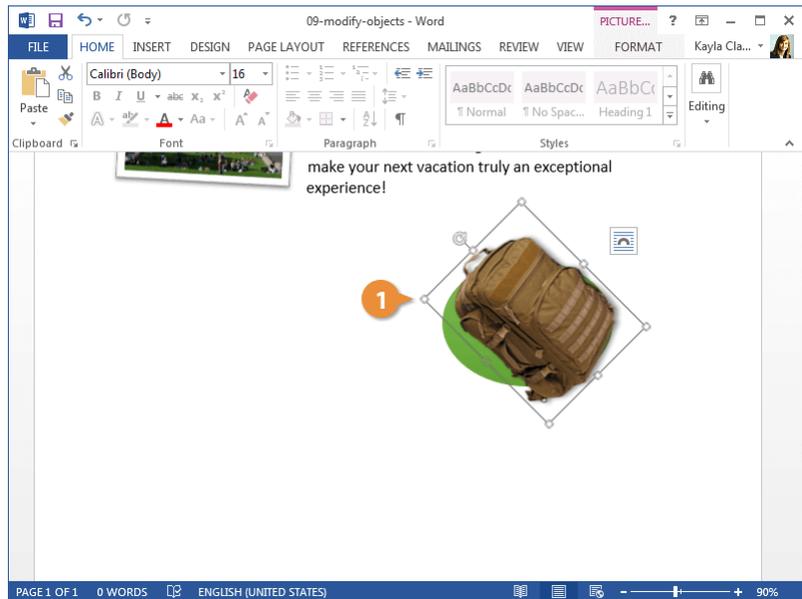


Delete an Object

Deleting an object from your document isn't much different than deleting text.

- 1 Select the object.
- 2 Press the **Delete** key on the keyboard.

The object is deleted from the document.



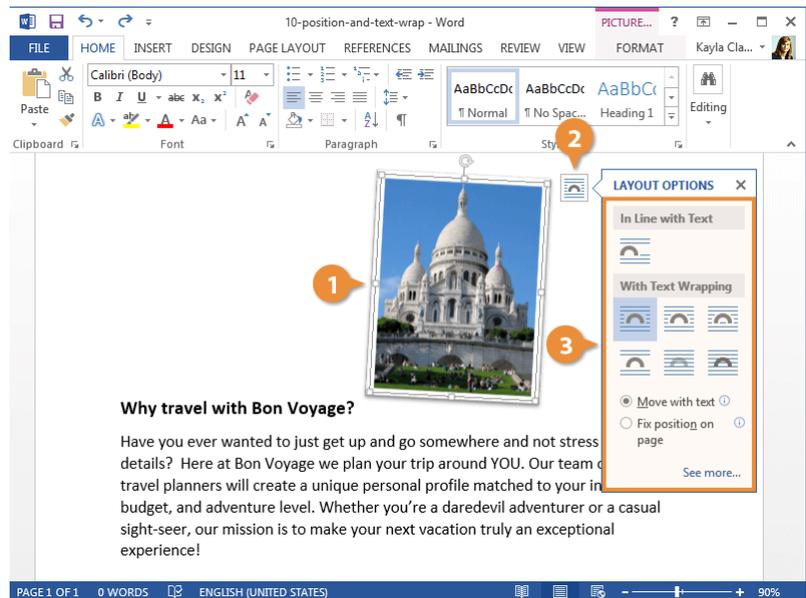
Position and Text Wrap

Whenever you insert a graphic into a document, it is inserted in line with text by default. This treats the object as if it were text, moving it around the page as text is inserted. You can enable text wrapping on an object to move it around freely, forcing the text to move around to accommodate it.

Wrap Text Around an Object

Text wrapping is how an object in your document interacts with the text around it. You have several options controlling how closely text will wrap around an object.

- 1** Select an object.
When an object is selected, a **Layout Options** button appears by its top-right corner.
- 2** Click the **Layout Options** button.
Here, you can choose to keep the object in line with text or select a text wrapping option. Each option's icon represents how closely the text will wrap around the object.
You can also place the object behind or in front of the text.
- 3** Select an option.



The text wrapping is applied, and the text moves to accommodate the object.

You can also click the **Wrap Text** button on the **Layout** tab to access text wrapping options.

Position an Object

You can use the Position menu to automatically place an object in a certain spot on the page.

- 1 Select an object.

Depending on the type of object selected, different ribbon groups will appear at the end of the ribbon. Selecting a picture will open the Picture Tools ribbon group, selecting a shape will open the Shape Tools ribbon group, and so on.

Each of these ribbon groups will include a Format tab.

- 2 Click the **Format** tab in the new ribbon group.

- 3 Click the **Position** button in the Arrange group.

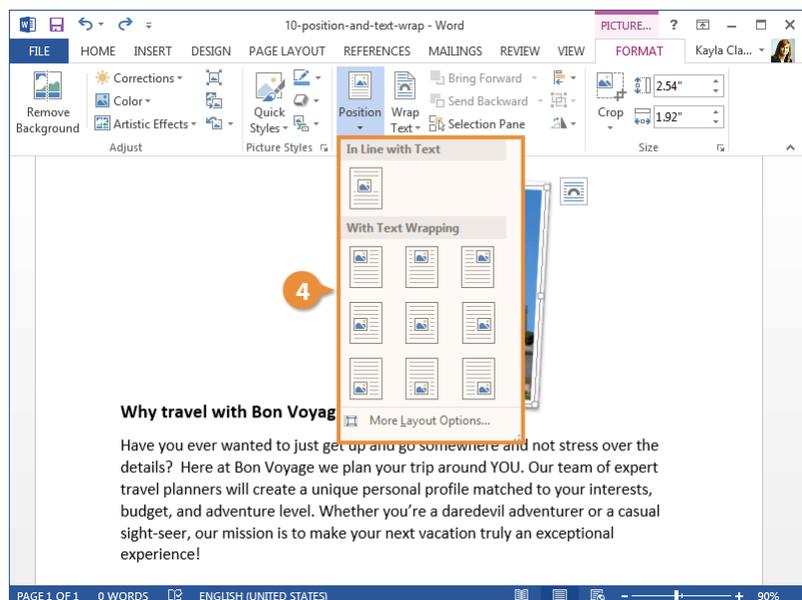
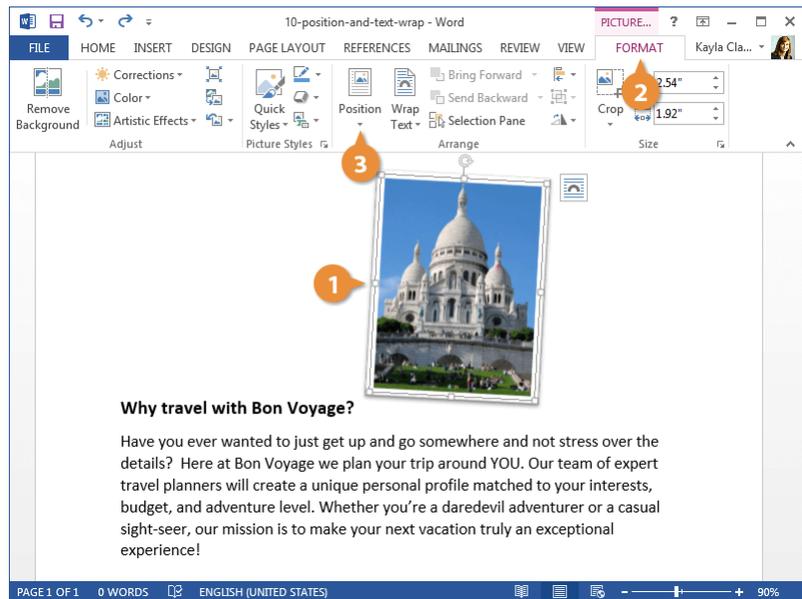
This menu gives you the option to keep the object in line with text or position in one of nine automatic positions on the page.

Selecting one of these positions will force the text to wrap around the object automatically, instead of moving the object with it.

- 4 Select from the options.

The object is moved to the selected position.

You can also select **More Layout Options** to access the Layout dialog box, where you have more precise control over where the object appears on the page.



Align an Object to Text

You can move objects on your own with a click and drag, but you can also make sure that they're aligned with text and other objects using Word's alignment guides.

- 1 With an object selected, click the **Align Objects** button on the Format tab.

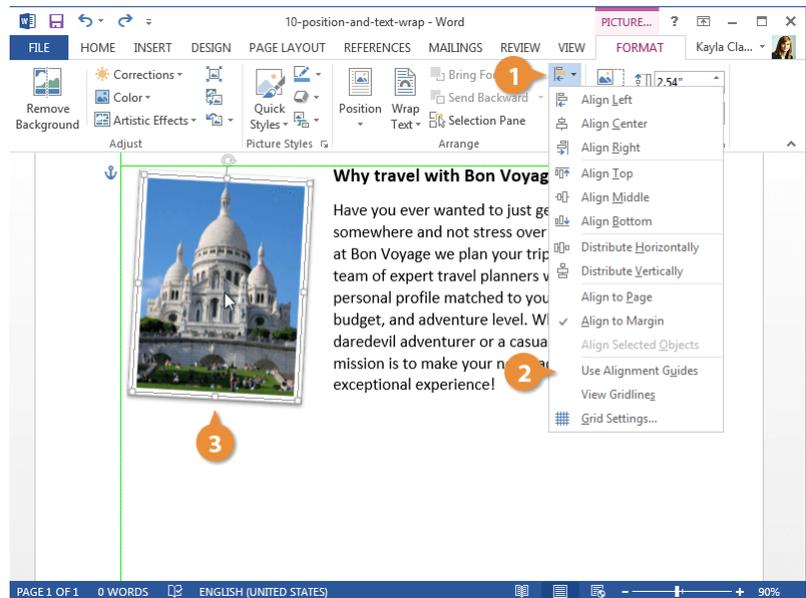
The Align Objects menu includes a Use Alignment Guides setting. If it's already checked, the alignment guides are enabled.

- 2 If the **Use Alignment Guides** option is unchecked, select it.

- 3 Click and drag the object until green alignment guides appear.

These alignment guides will appear and disappear when the object is dragged near something that it can be aligned to.

Tip: To further help you with your alignment, you can also turn on gridlines that appear in the background like graph paper. Select **View Gridlines** from the **Align Objects** menu or check the **Gridlines** check box on the **View** tab.



Layer Objects

Word layers objects, like a stack of papers, so you can easily adjust which objects appear in front of the others and which are sent to the back.

Use the Layer Object Buttons

- 1 Select the object.
- 2 Click the **Format** tab.
- 3 If necessary, expand the **Arrange** group.

The Arrange group has options to both bring the selected object forward to a higher layer or to send it backward to a lower layer.

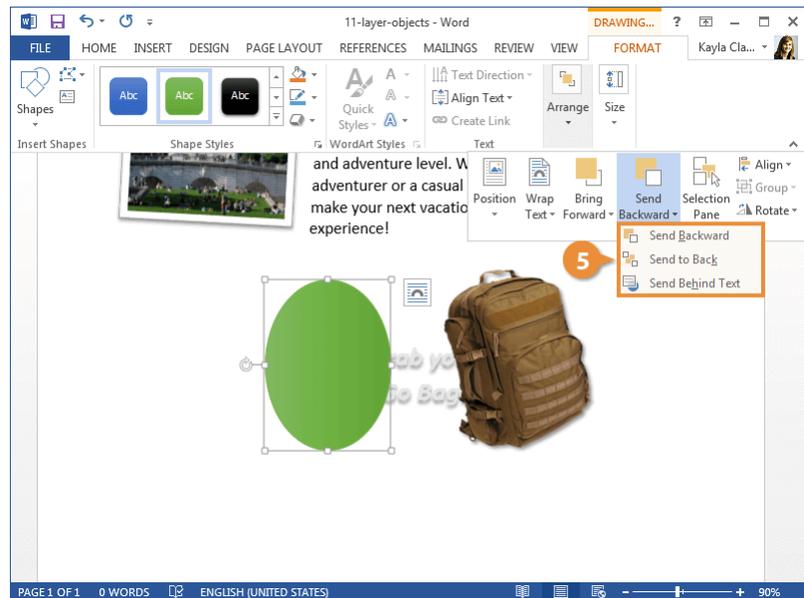
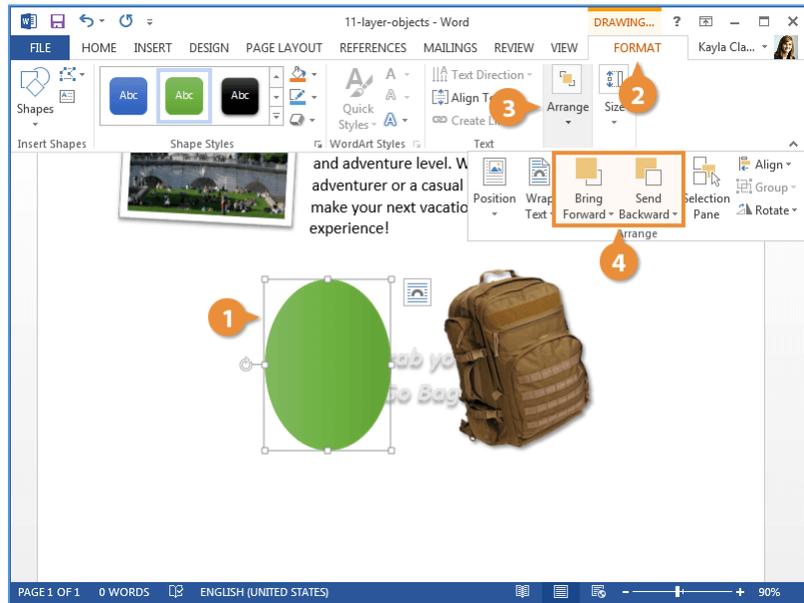
- 4 Click the **Bring Forward** or **Send Backward** list arrow.

There are several options available for adjusting the object's layer.

- **Bring to Front/Bring in Front of Text:** Brings the selected object to the very front, or just in front of the text.
- **Send to Back/Send Behind Text:** Sends the selected object to the very back, or just behind the text.
- **Bring Forward:** Brings the selected object up one layer.
- **Send Backward:** Sends the selected object down one layer.

- 5 Select a layering option.

The selected object moves up or down in the object layers.



Use the Selection Pane

You can use the Selection pane to see a list of all the objects on a page, rearrange their layer order, and toggle their visibility.

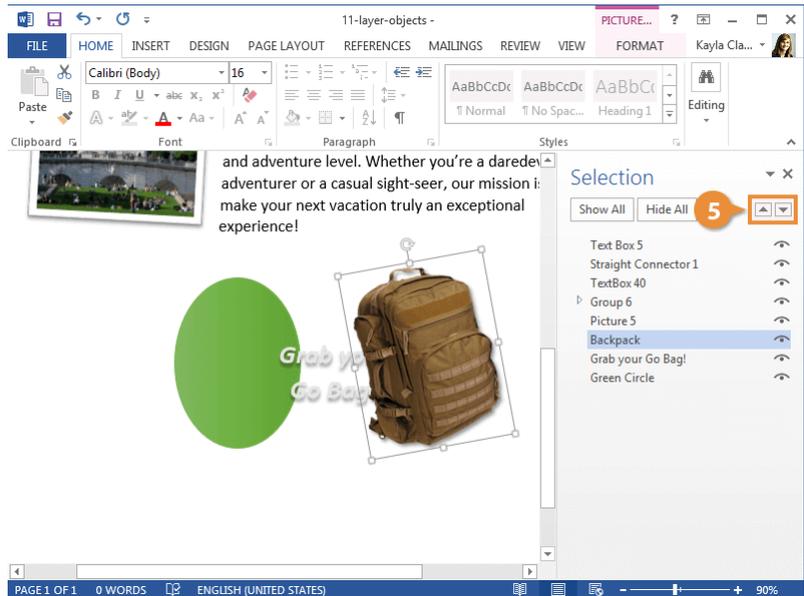
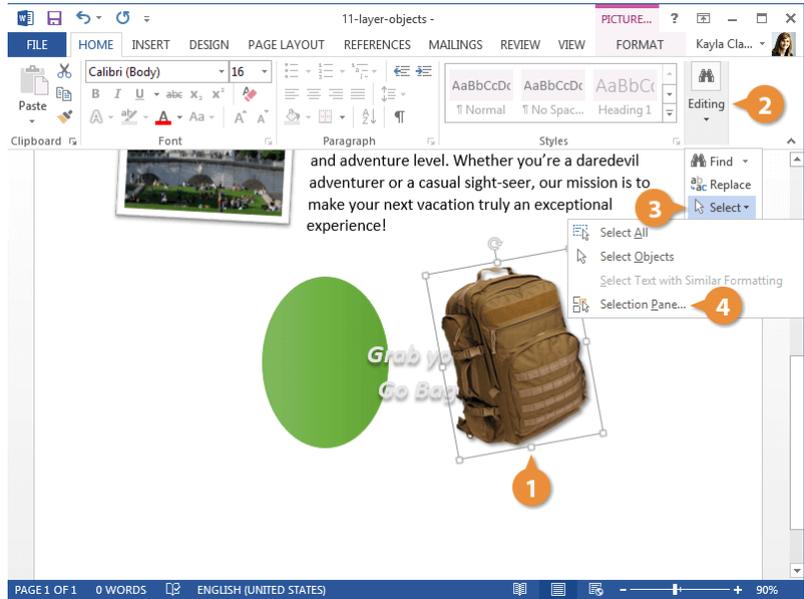
- 1 Select an object.
- 2 Expand the **Editing** group on the Home tab.
- 3 Click the **Select** button.
- 4 Select **Selection Pane**.

The Selection pane appears at the right, and you can see how the graphics are layered.

- 5 Click the **Up** or **Down** arrow to move the selected object.

The selected object moves up or down in the layer order.

The Selection pane can also be used to toggle the visibility of objects by clicking the visibility icon to the right of the selected object. You can toggle the visibility of all the page's objects by clicking **Hide All** or reveal them all by clicking **Show All**.



Flip and Rotate Objects

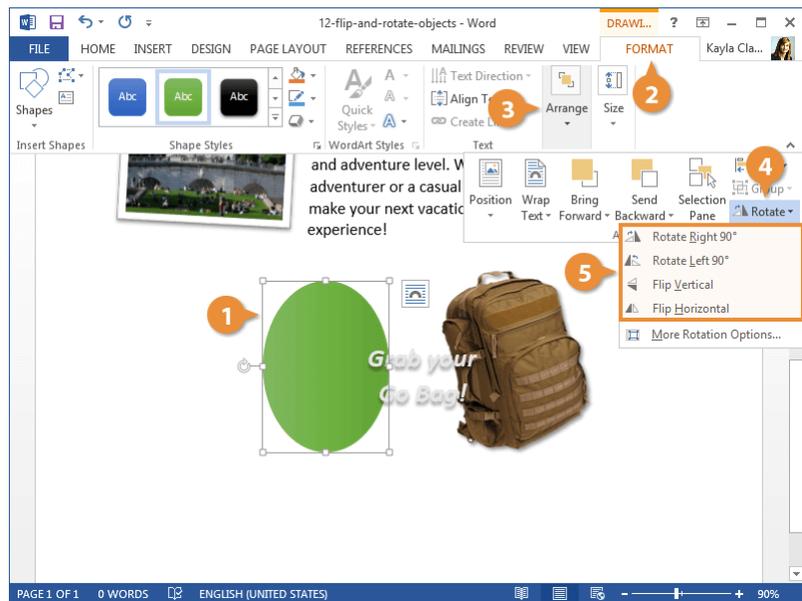
Word allows you to flip an object horizontally or vertically, creating a mirror-image version. You can also easily rotate objects in 90-degree increments or specify an exact angle to rotate.

Flip or Rotate an Object

- 1** Select an object.
Depending on the type of object you've selected, a special ribbon tools group will appear on the ribbon.
- 2** Click the **Format** tab in the new ribbon group.
- 3** Expand the **Arrange** group, if necessary.
- 4** Click the **Rotate** button.
The Rotate menu contains options to rotate an object 90 degrees left or right, or flip the object vertically or horizontally.
- 5** Select a rotation or flip option.

The selected object rotates or flips.

You can also click **More Rotation Options** to open the Layout dialog box, where you can specify a precise rotation angle.



Distribute and Align Objects

Documents that have pictures and graphics scattered randomly on a page can look unorganized. You can use the Align and Distribute features to organize the objects in your document.

Distribute or Align an Object

The Align command aligns objects relative to one another, while the Distribute command spaces objects evenly.

- 1 Select the objects you want to distribute or align together.
- 2 Click the **Format** tab.
- 3 Expand the **Arrange** group, if necessary.
- 4 Click the **Align** button.

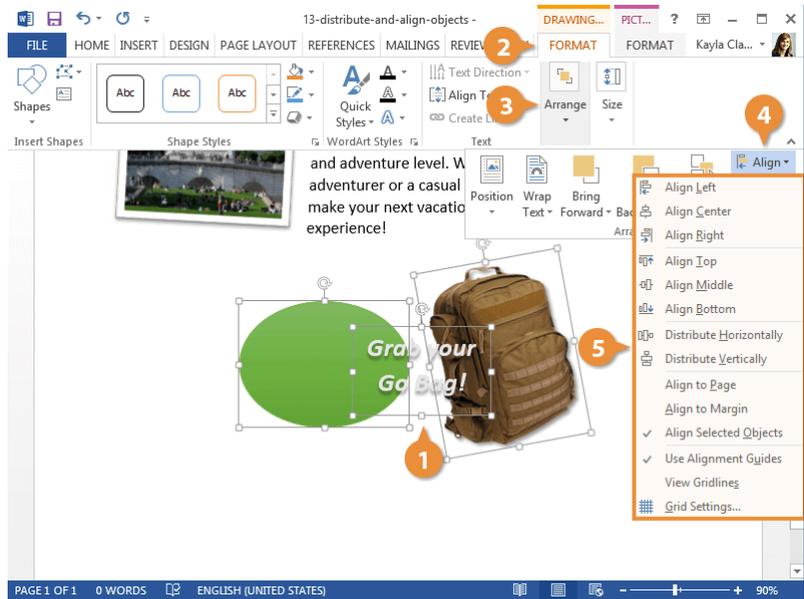
The **Align** commands let you align the objects to the left, right, top, or bottom edge, or to the horizontal center or vertical middle.

The **Distribute** commands will take three or more selected objects and space them evenly horizontally or vertically.

You can also toggle the **Align to Page** or **Align to Margin** options. Select one of these before selecting an alignment option to align the selected objects to the page borders or margins. Select **Align to Selected Objects** to return to aligning objects amongst themselves.

- 5 Select an alignment or distribution option.

The selected objects are aligned by the selected setting.



Group Objects

It is often easier to work with a single object than it is to work with several smaller objects that belong together. A group is a collection of objects that Word treats as a single object.

Group

By grouping several objects together, you can format multiple objects at once rather than formatting each object individually.

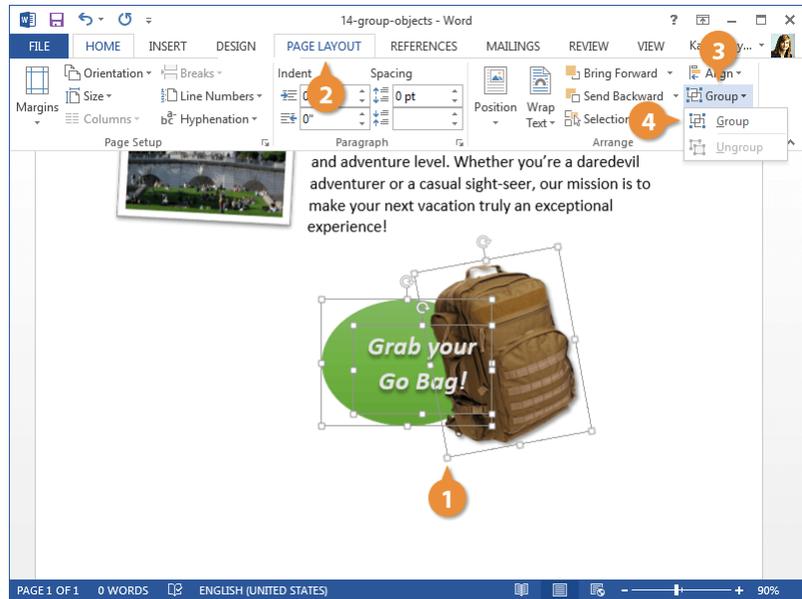
- 1 Select all the objects you want to group together.
Press and hold down **Shift** as you select multiple objects.
- 2 Click the **Page Layout** tab on the ribbon.
You can also click the **Format** tab on the ribbon — the **Arrange** group on either tab includes the **Group** button.
- 3 Click the **Group** button.
- 4 Select **Group**.

The selected objects are grouped together.

Now that the objects are grouped, you can apply effects to all three objects at once and move the grouped objects around the document together.

Shortcut: You can also right-click selected items and select **Group** from the contextual menu to group objects.

Note: If you need to apply some formatting to just a single object in the group, or move something around within the group, first select the group, then click the object you want to format within the group. Just that object is selected, but it remains part of the group.

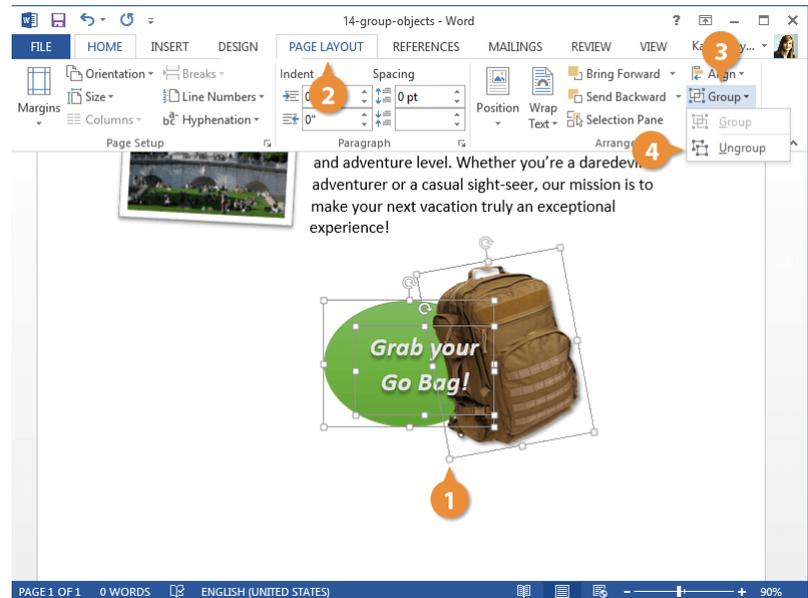


Ungroup

If you no longer need to keep a group of objects together, you can ungroup them so they're all independent objects again.

- 1 Select the object group.
- 2 Click the **Page Layout** tab.
- 3 Click the **Group** button.
When a group is selected, the **Group** command is no longer available, but the **Ungroup** command is.
- 4 Select **Ungroup**.

The objects can now be manipulated individually.



Styles, Themes, and Templates

You can use styles in your documents to apply multiple formatting options in a single step. You can also update a style after you've applied it, automatically updating all the text using that style. You can also apply themes to a document, which help to create a unified appearance across different types of graphics.

In this module, you'll learn how to apply and modify text styles, as well as document themes. You'll learn how document templates work and how to create custom themes and style sets.

Objectives

Apply and Modify Styles

Themes

Templates

Custom Themes and Style Sets

Apply and Modify Styles

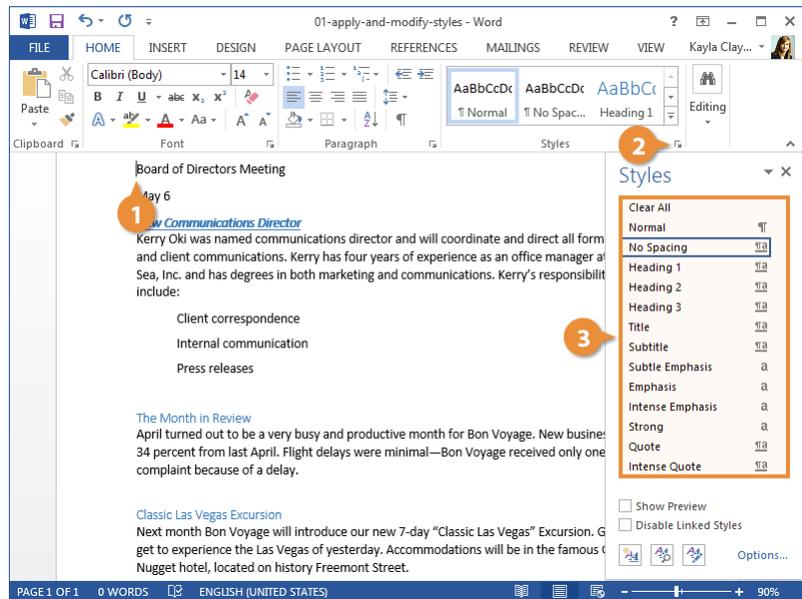
A style is a group of formatting settings stored under a single name. Using styles and style sets rather than formatting ad hoc has several advantages:

- The document looks professional and is easy to read.
- Styles provide consistency and can apply several formatting properties at one time.
- Heading styles can be used to create tables of contents and outlines.
- If you change the formatting properties of a style, all instances of the style are updated with the formatting changes.

Apply a Style

Word includes several built-in styles that cover most basic formatting needs in a document.

- 1 Click in the paragraph or select the text you want to apply a style to.
- 2 Click the **Styles group** dialog box launcher on the Home tab.
Alternatively, you can browse within the Styles gallery on the ribbon, which will also preview the formatting used in the style, but it's often easier to choose from all the available styles at once by clicking the dialog box launcher.
- 3 Select a style from the Styles pane.



The style is applied to the text or paragraph.

Change Style Sets

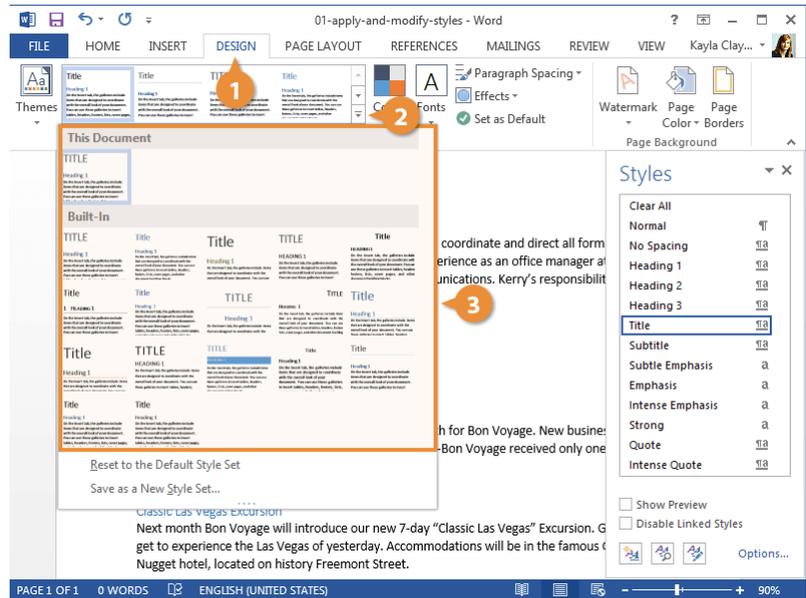
Another advantage to using styles throughout your document is the ability to quickly change how those styles appear using Style Sets.

Style Sets will update the appearance of the built-in default styles. This way, you can format these elements at once instead of one by one.

- 1 Click the **Design** tab.
- 2 Open the Style Set gallery by clicking the gallery's **More** button.
- 3 Select a Style Set.

Thumbnails previewing the available Style Sets appear.

The new Style Set is applied, affecting all the default styles used in the document.



Default Styles	
Normal	The document's main body text. Any text not using another style is set in Normal.
No Spacing	Normal text, with no additional spacing between paragraphs.
Heading 1, 2, 3	Three levels of headings to use in your document, with outline levels automatically applied.
Title	A larger heading, useful for the main title of a document.
Subtitle, Subtitle Emphasis	Subtitle text, styled to complement the Title style, along with an additional style for emphasis.
Emphasis, Intense Emphasis, Strong	These styles are meant to emphasize text in a document. Emphasis usually italicizes, Strong usually bolds, and Intense Emphasis will usually do both.
Quote, Intense Quote	These styles will separate blocks of text to display a quote.
Subtle Reference, Intense Reference, Book Title	These styles are meant for text used to cite references and book titles.
List Paragraph	This style is automatically applied when text is used in a numbered or bulleted list.

Create a Style

You can also create your own styles, saving a set of formatting to use easily in other places. If the need arises, creating a style is quick and easy. There are five different types of styles:

- **Character:** Includes any type of character formatting, such as font size, type, color, and effects. These styles can be applied to any selected text.
- **Paragraph:** Includes any type of paragraph formatting, such as paragraph, tab, border, and bullets and numbering formats. These styles will be applied to entire paragraphs.
- **Linked:** Uses a combination of character and paragraph formatting properties. These styles will be applied to entire paragraphs as well.
- **Table:** Provides a consistent style for all borders, shading, alignment and fonts in tables.
- **List:** Applies similar alignment, numbering or bullet characters and fonts to lists.

You can also base a style on another style. The new style will inherit the formatting of the original style, as well as any changes made to the original style later.

- 1 Format the selected text the way you'd like it to appear in your style.
- 2 Click the **New Style** button, in the Styles pane.

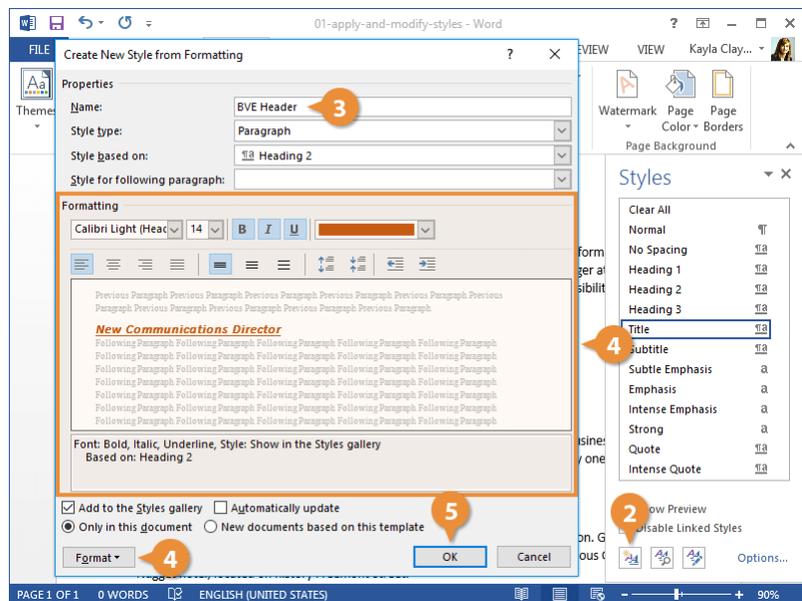
The differences between the selected text that was formatted and the style that it's based on will be captured. The style that it's based on will also be listed here.

- 3 Give the new style a name.
- 4 Make any additional adjustments to the style formatting.

Basic formatting commands are found right in this dialog box. To customize more advanced formatting, click the **Format** button and select a category from the menu.

- 5 Click **OK**.

The new style is created and can be applied to other text in the document.

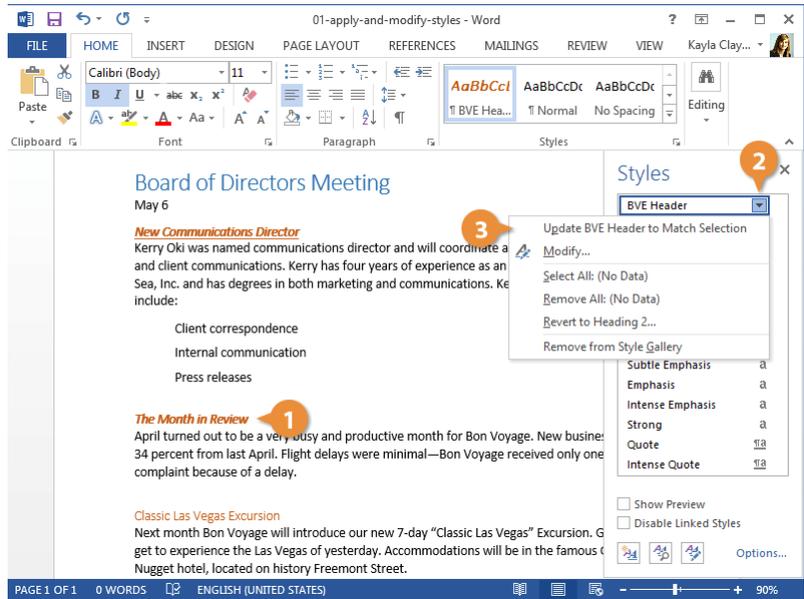


Modify a Style

One of the benefits of using styles is that when you make a change to one, everything that's using the style is automatically updated.

- 1 Change the formatting of some text using a style.
 - 2 Click that Style's list arrow in the Styles pane.
- Tip:** To delete a style, select **Delete** [style name] or **Revert to** [style name]. If there is no option to delete the style, reverting it back to the style it was based on effectively deletes the style.
- 3 Select **Update [style name] to Match Selection**.

The style is updated, and the changes you made are applied to all text that uses the style.

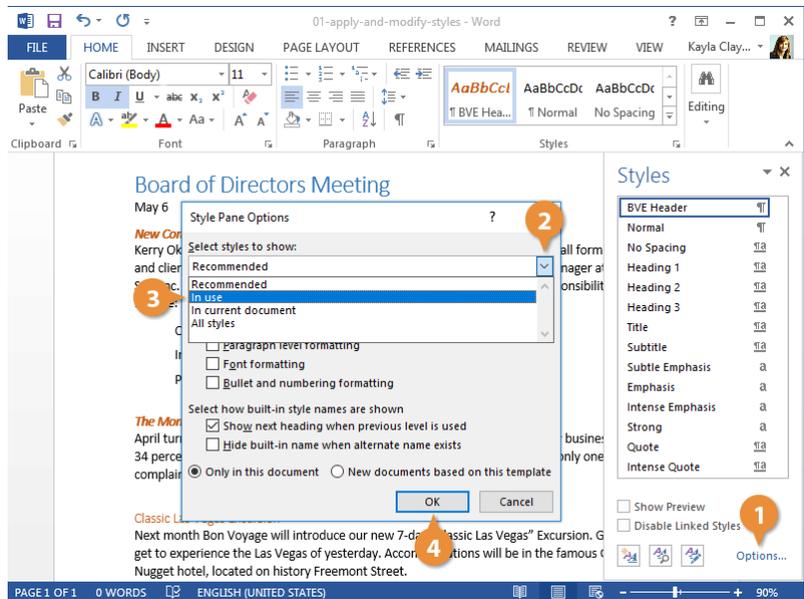


Only Show Styles in Use

There are a lot of built-in styles that don't get used and get in the way of the styles you're working with. You can change the Styles pane settings to show only the styles used in a document.

- 1 Click **Options** in the Styles pane.
- The Style Pane Options dialog box opens.
- 2 Click the **Select styles to show** list arrow.
 - 3 Select **In use**.
 - 4 Click **OK**.

Now only the styles used in the document are shown in the Styles pane.



Themes

Word's document themes provide a consistent and professional look for your documents. Each document theme consists of three design elements:

- **Theme Colors:** A set of coordinated colors used in formatting text and objects in the document. These colors define what you see when you open the Color menu.
- **Theme Fonts:** A set of coordinated heading and body font types.
- **Theme Effects:** A set of coordinated formatting properties for shapes and objects.

When you're properly using theme colors, fonts, and effects, you'll be able to quickly change the appearance of your document. Make sure that you're selecting from the Theme Colors section in the Color menu and using the fonts under the Theme Fonts heading in the Font menu.

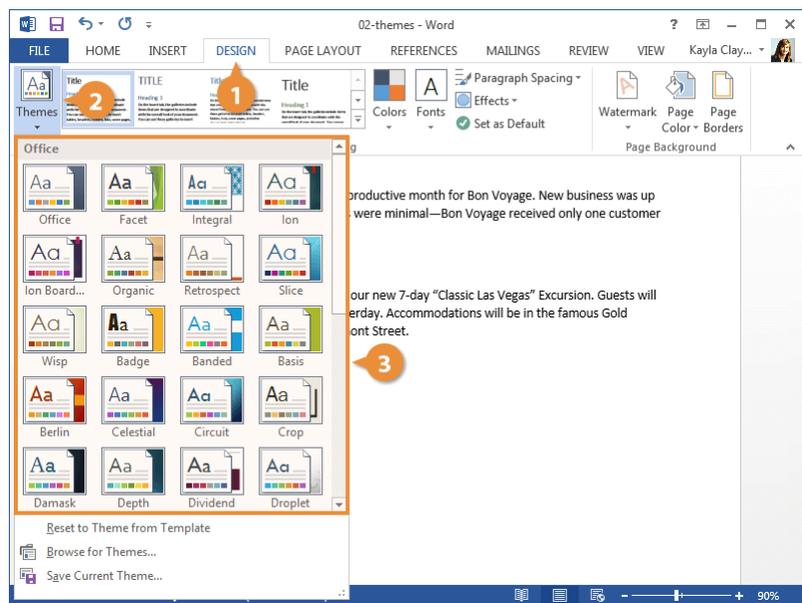
Apply a Theme

- 1 Click the **Design** tab.
- 2 Click the **Themes** button.
The Themes gallery opens.
Each thumbnail previews the theme's fonts and colors.
- 3 Select a theme.

The theme is applied, and the colors, fonts, and effects of the document are changed.

If some text or graphics aren't changing with the theme the way you expect, make sure the text is using Theme Fonts and the objects are using Theme Colors.

Tip: If a theme is saved elsewhere on your computer or network location, click **Browse for Themes** to locate the theme.



Customize a Theme

If you like most of a theme's look, but still want to change something about it, you can change color and font sets as well.

- 1 Click the **Colors** button on the Design tab.

Each color set listed here shows a small preview of the text, background, and accent colors in that set. Any text and shapes that are using theme colors will be affected by a change here.

- 2 Select a color set.

Anything set to use theme colors, such as heading text or shapes, will be updated.

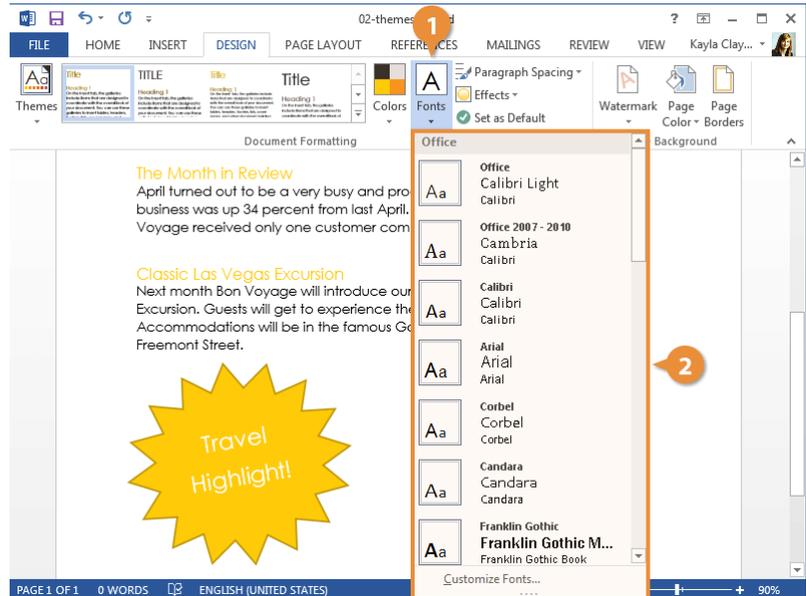
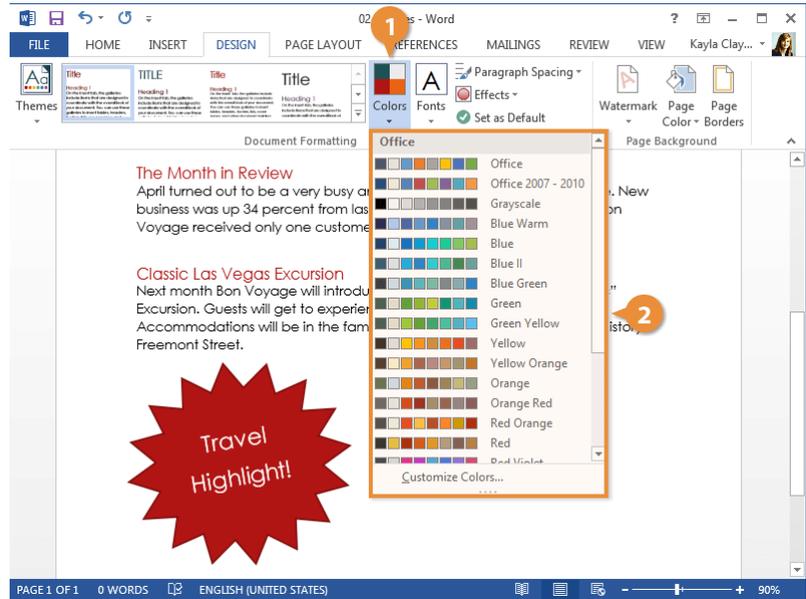
Changing font sets works the same way.

- 3 Click the **Fonts** button.

Each font set shows the Heading and Body font it contains. Any text using theme heading and body fonts will be updated.

- 4 Select a font set.

Both the body text and the headings are updated.



Templates

A template is like a mold for Word documents; it contains formatting options and document properties that you can use again and again when creating new documents. If you find yourself applying and creating the same properties, features, or content each time you create a new document, you can save yourself some time by creating a template.

Use a Document Template

1 Click the **File** tab.

2 Click **New**.

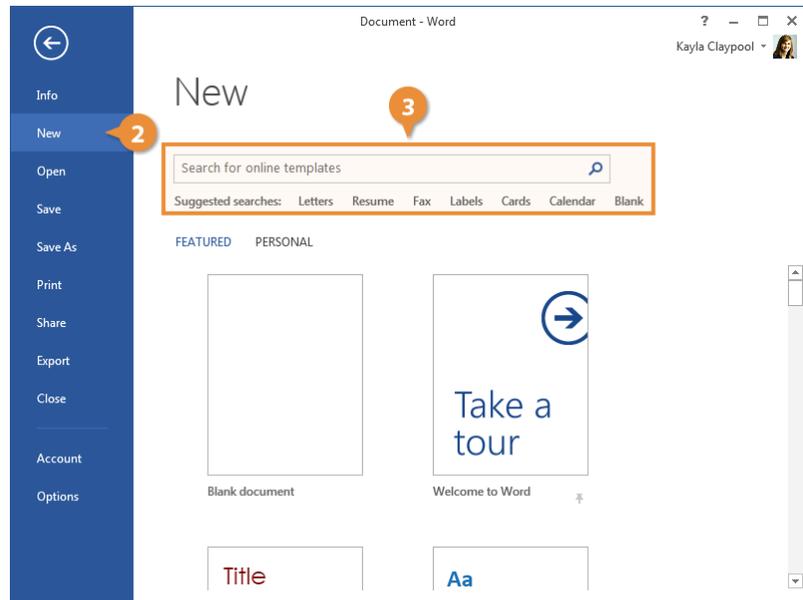
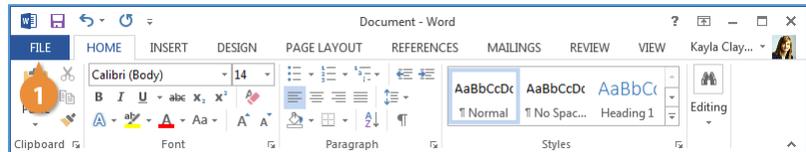
A few Featured templates will be displayed on the New screen.

3 Search or browse for a template.

You can search for additional templates using the search field or click one of the suggested searches to begin browsing templates.

If you've created or installed any custom templates, a Personal heading will appear next to Featured. Clicking the Personal heading will display any custom templates you've created or added.

Once you start searching for templates, a list of categories will appear on the right. You can select categories from this list to narrow down the templates that appear.



4

Select a template.

A pop-up window opens, with more information about the selected template. A description, thumbnail, and the name of the publisher are displayed.

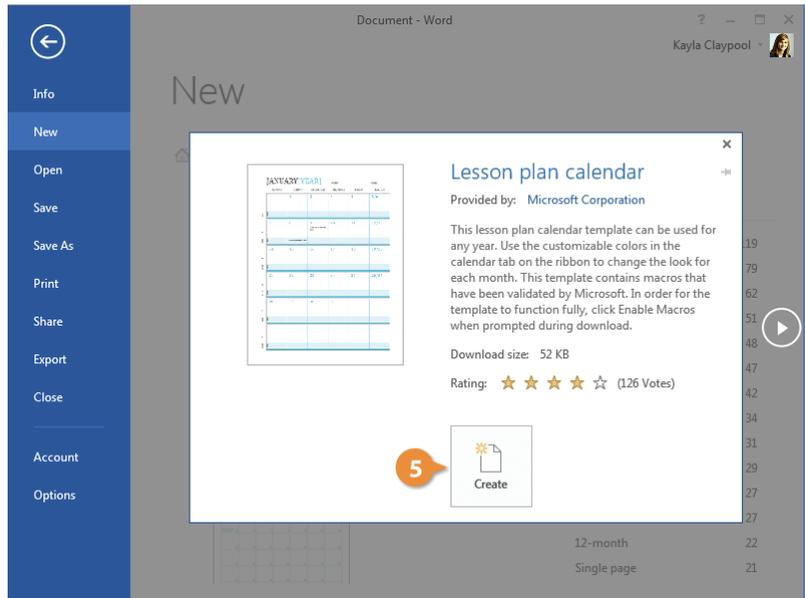
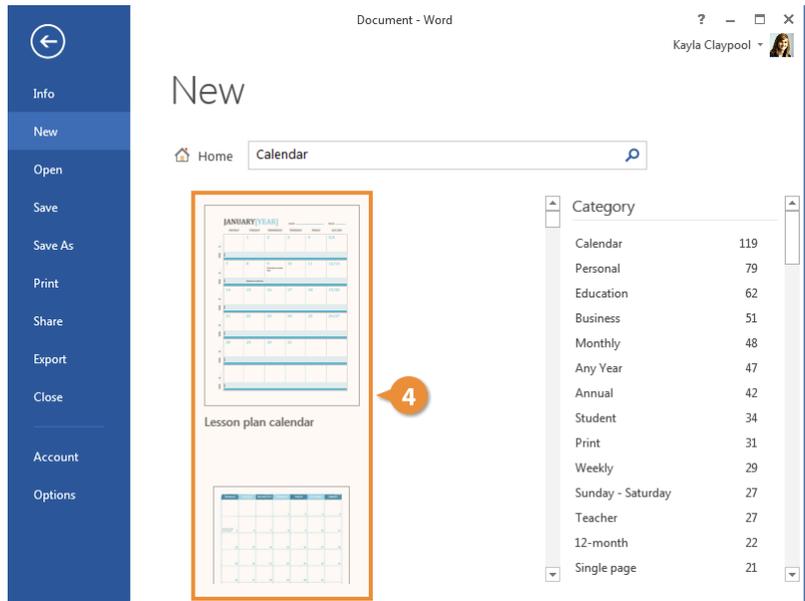
A download size will also be shown for online templates.

5

Click **Create**.

The template is downloaded, and a new document is created based on it.

Some templates may have additional options that you need to set, such as the month and year of a calendar. In this case, a dialog box will appear prompting you to fill in the details.



Create a Document Template

If a built-in template doesn't work for you and you find yourself applying and customizing the same properties, features, or content each time you create a new document, you can save yourself some time by creating your own template.

- 1 Open or create the document that you want to use as the template, then click the **File** tab.

Remember, everything that appears in the document will appear in the template.

If you have added macros, building blocks, or styles, they will also be included in the template.

- 2 Click **Save As**.

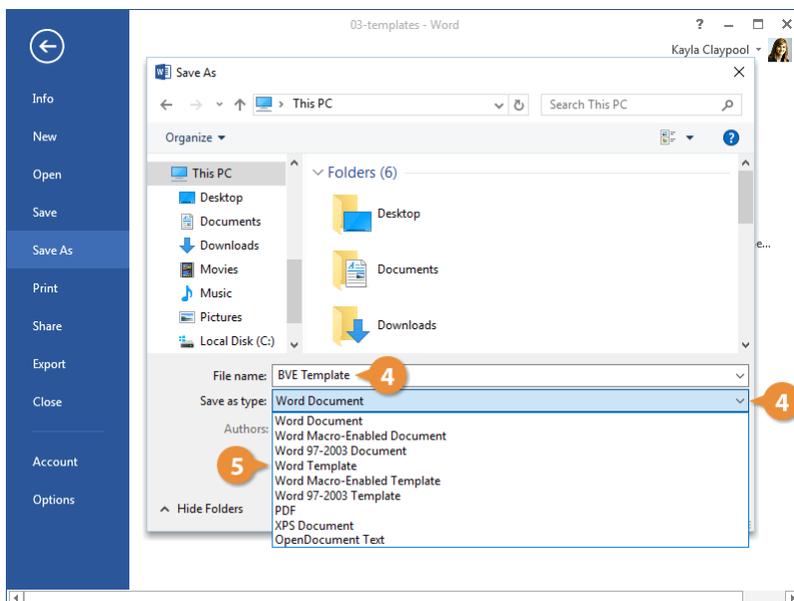
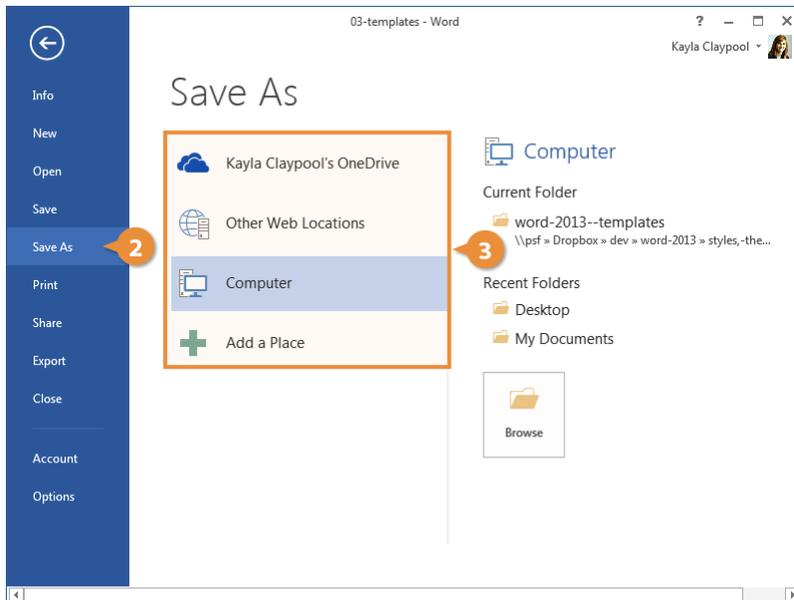
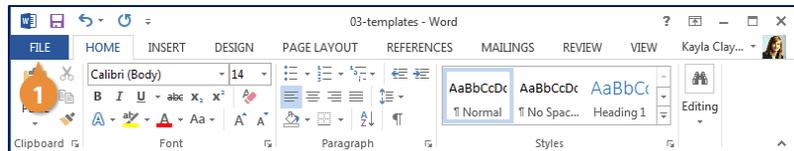
- 3 Select a location.

You can save a template to your computer, to your personal OneDrive, or to a shared SharePoint site or OneDrive location.

- 4 Name the file and click the **Save as Type** list arrow.

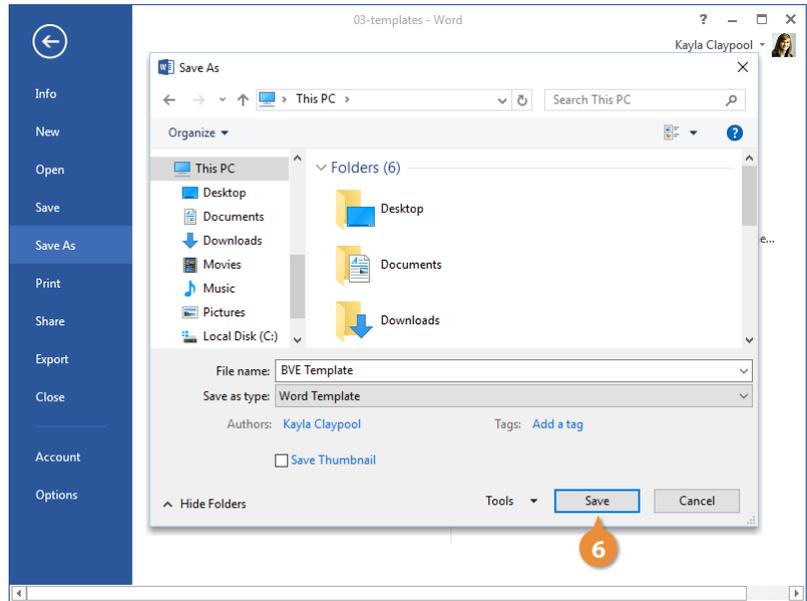
- 5 Select **Word Template** from the list.

If you're saving it locally to your computer, Word automatically changes the location to the Templates folder. Saving to the Templates folder will make it easy to find the template in the New Document menu, but you can select a different location if you would prefer.



6 Click **Save**.

The template is saved with the .dotx file extension. Each time someone uses the template for a new document, a copy is created to ensure the template is never overwritten.



Edit a Custom Template

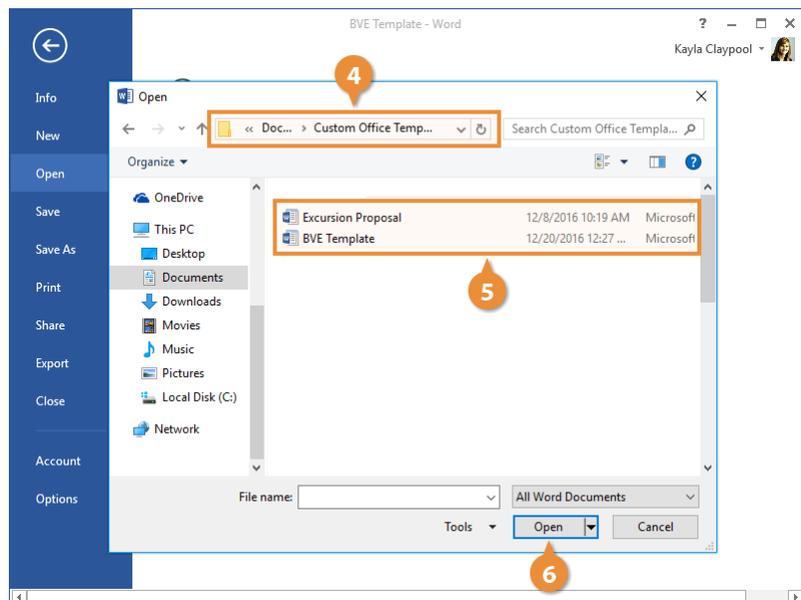
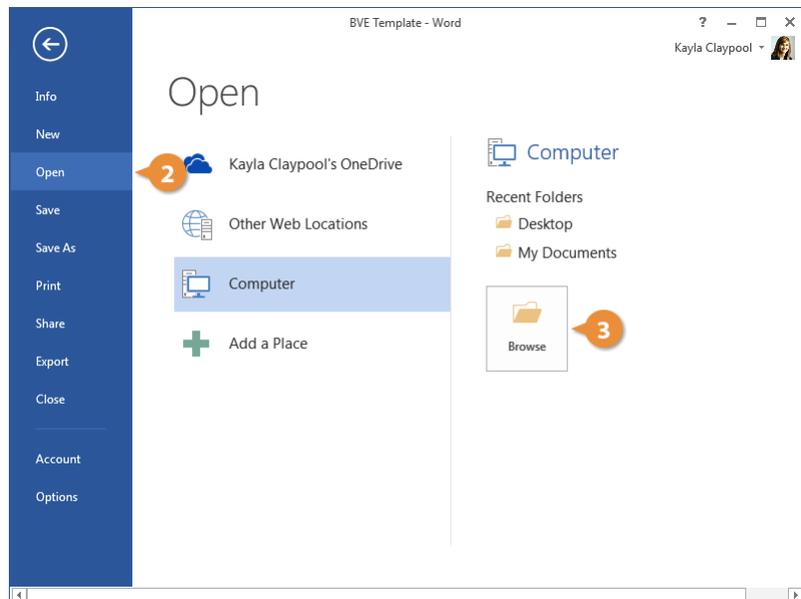
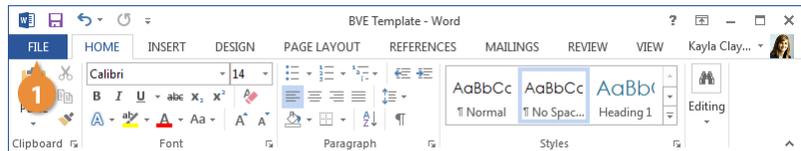
Once you've created a custom template, using it is just as easy as using a built-in template. If you want to make changes to a template you've made, you'll need to open the template itself.

- 1 Click the **File** tab.
- 2 Click **Open**.
- 3 Click **Browse**.
- 4 Navigate to Documents / Custom Office Templates.

This is the default location for any custom templates you've created or added.

- 5 Select a template.
- 6 Click **Open**.

Opening a template this way allows you to change the template itself. Any changes you make now will be reflected every time you use the template in the future.



Custom Themes and Style Sets

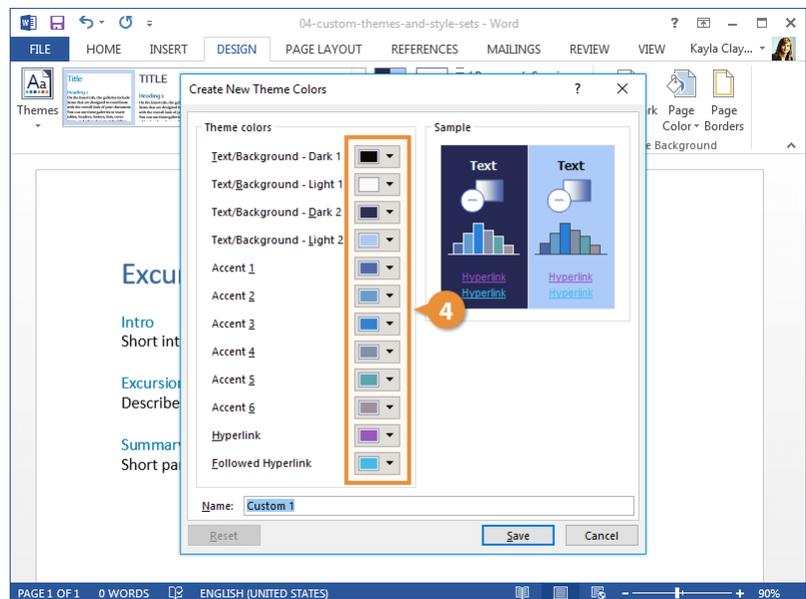
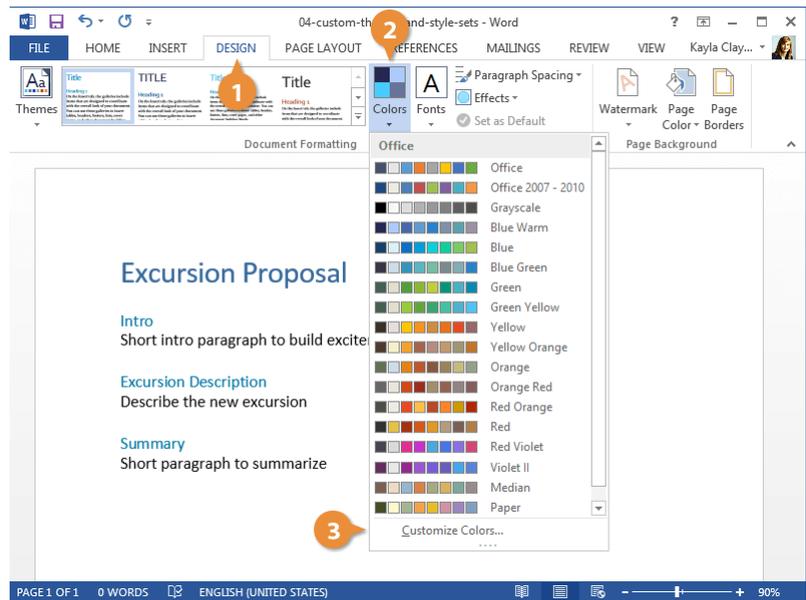
In addition to using existing themes and style sets, you can make your own. You can create new themes and style sets from scratch or tweak existing ones. By using custom styles and themes, you can easily control exactly how your document looks.

Create Custom Color Sets

You can create your own color set to give your document a fresh, unique look or comply with your organization's brand standards.

- 1 Click the **Design** tab.
 - 2 Click the **Colors** button.
 - 3 Select **Customize Colors**.
 - 4 Click a color's button.
- This menu shows previews of all the existing color sets, but you can also create your own.
- In this dialog box, you can set the text, background, and accent colors.
- You can switch the colors with another from the current theme or a variant of one of those colors.

If you'd prefer to create a new color set entirely, rather than shuffling existing theme colors around, you can.



5

Select **More Colors**.

Here, you can choose a color from the color picker or enter the exact color value in the text fields.

6

Specify a color.

7

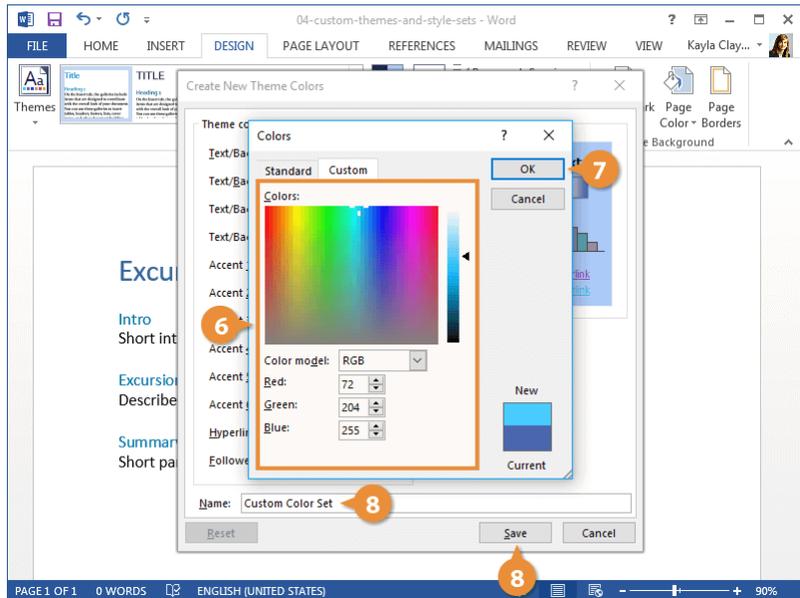
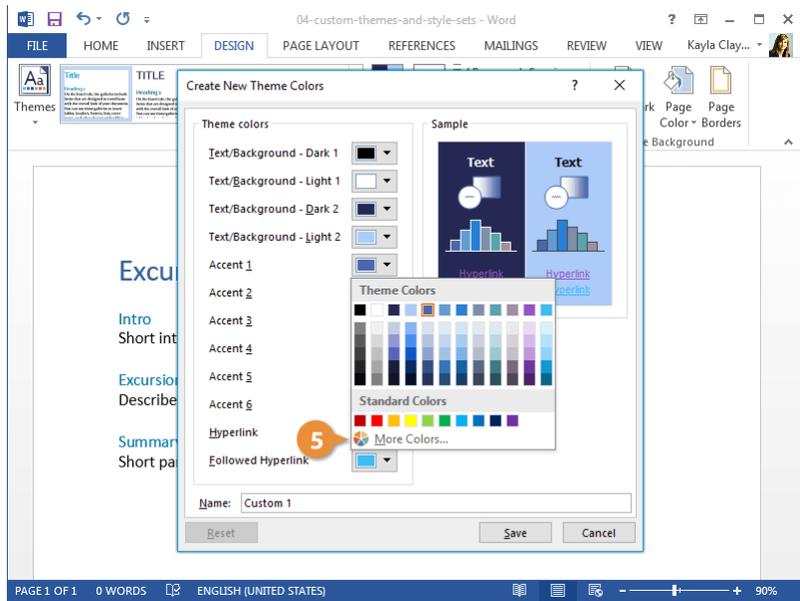
Click **OK**.

The color is changed. Continue changing the other colors in the set the same way.

8

When you've finished setting colors, give the color set a name and click **Save**.

The new color set is saved and automatically applied.



Create Custom Fonts Sets

You can also create custom font sets to use in custom themes.

- 1 Click the **Fonts** button on the Design tab.

This menu lists all the font sets available, but you can also create your own.

- 2 Select **Customize Fonts**.

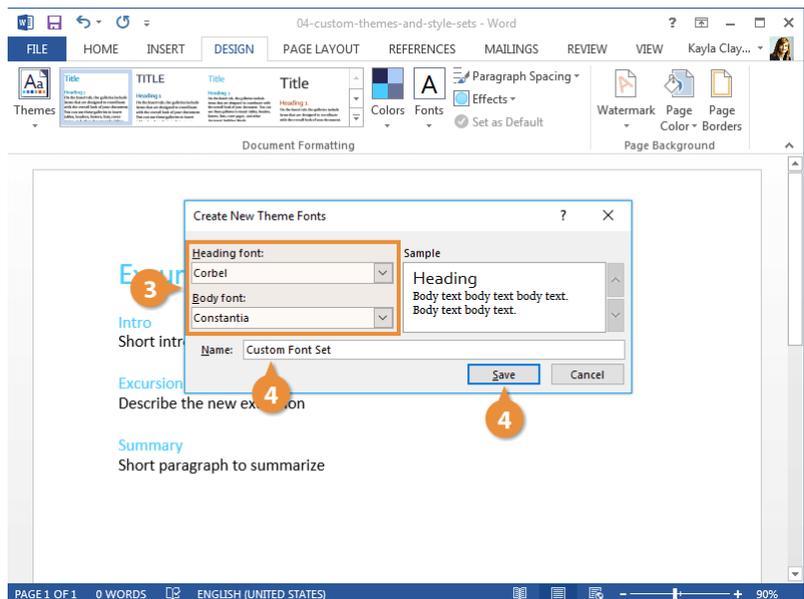
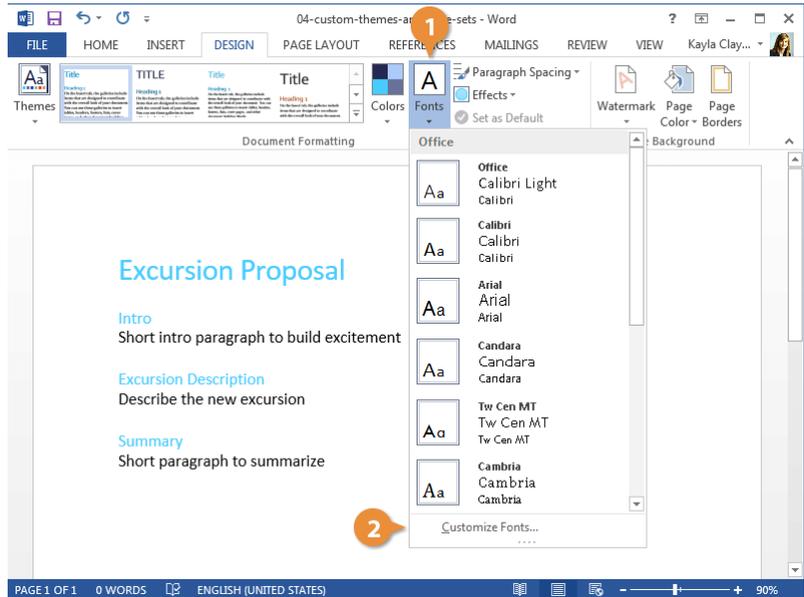
In this dialog box, you can select new Heading and Body fonts. A preview, showing the two current fonts, also appears.

- 3 Customize the Heading and Body fonts.

Once you've selected two fonts that look good in the preview, you're ready to save the font set.

- 4 Give the font set a name and click **Save**.

The font set is saved and automatically applied.



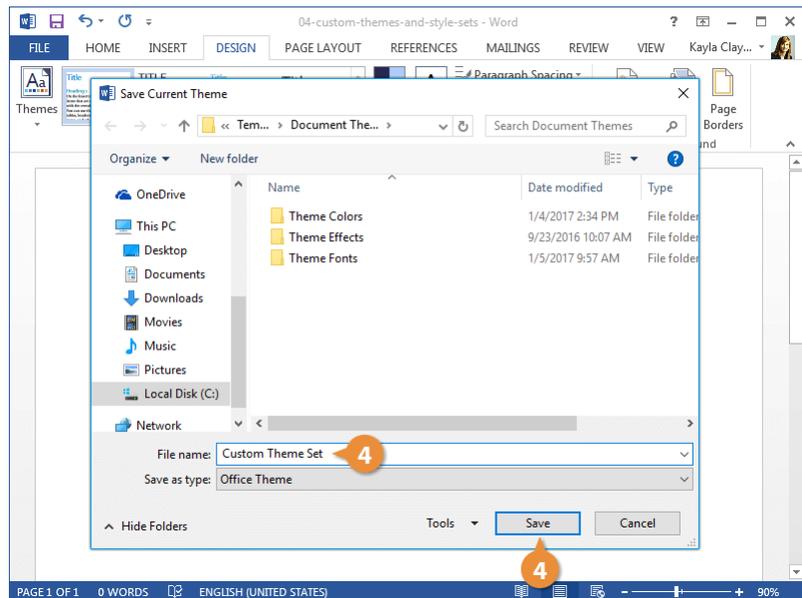
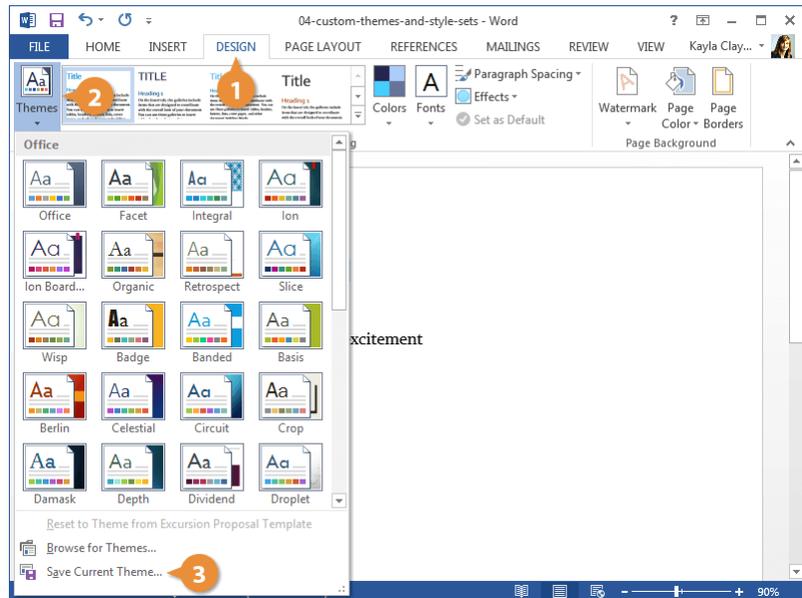
Create Custom Themes

When you have a color set and font set combination that you like, you can save it as a theme to use in other documents.

- 1 Apply the theme colors, fonts, and effects you want to use in new documents, then click the **Design** tab.
- 2 Click the **Themes** button.
- 3 Select **Save Current Theme**.
- 4 Type a name for your theme and click **Save**.

Your theme is saved and will be found in a special Custom group in the Themes menu.

Custom themes you've saved will be available for use in all your documents. You can even share the theme file with others so they can also use your new theme.

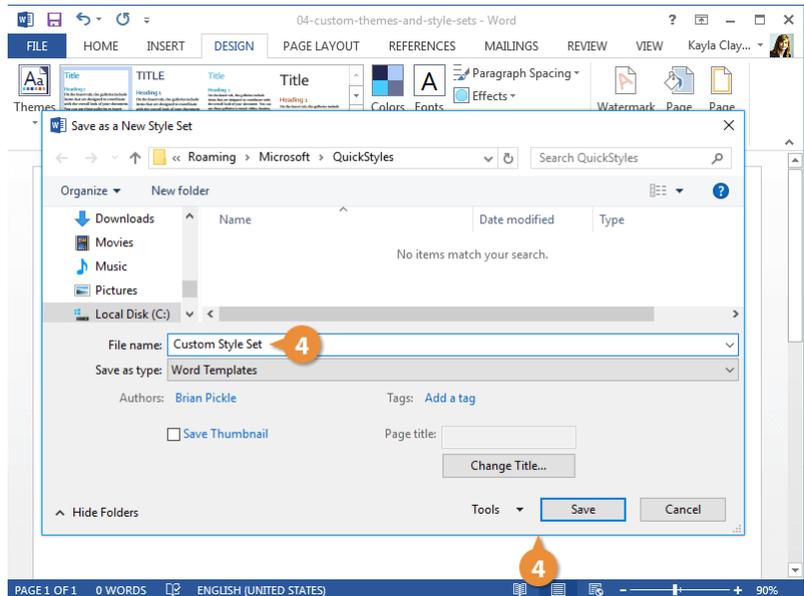
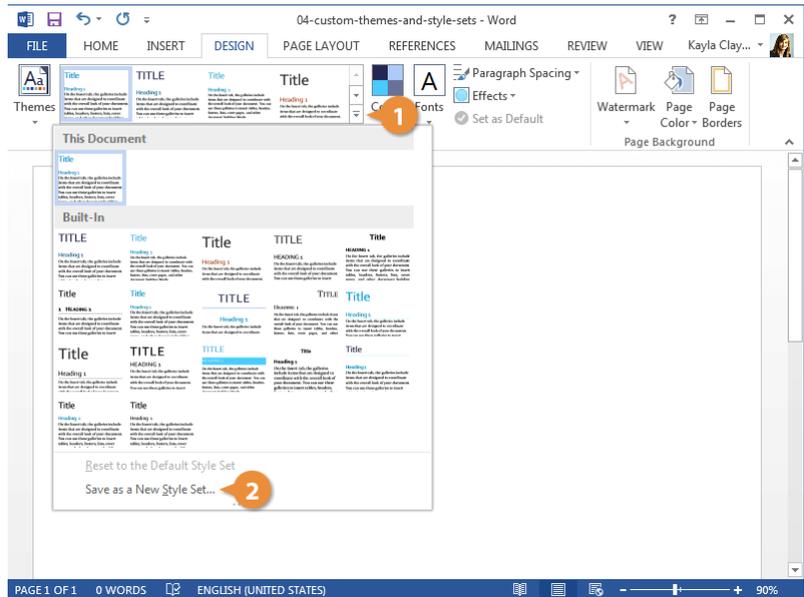


Create Custom Style Sets

If you've customized the basic styles in a document, you can create a custom style set.

- 1 Click the **Style Set gallery** menu button on the Design tab.
You can select an existing style set here or save your custom style set currently in use.
- 2 Select **Save as a New Style Set**.
- 3 Give the style set a name and click **Save**.

The style set is saved. Just like with themes, a new Custom group will appear in the Styles gallery, above the built-in style sets.



Long Documents

If you're working on a longer document, such as a thesis paper or book, Word has several tools you can use to organize the document's sections and references.

In this module, you'll learn how to create an outline as well as add bookmarks, cross-references, sections, hyperlinks, captions, footnotes, endnotes, and citations. You'll also learn how to quickly jump between sections of a document and create tables of contents and indexes.

Objectives

Outlines

Navigate Long Documents

Bookmarks

Pagination and Hyphenation Options

Sections

Cross References

Hyperlinks

Table and Figure Captions

Footnotes and Endnotes

Citations

Table of Contents

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Outlines

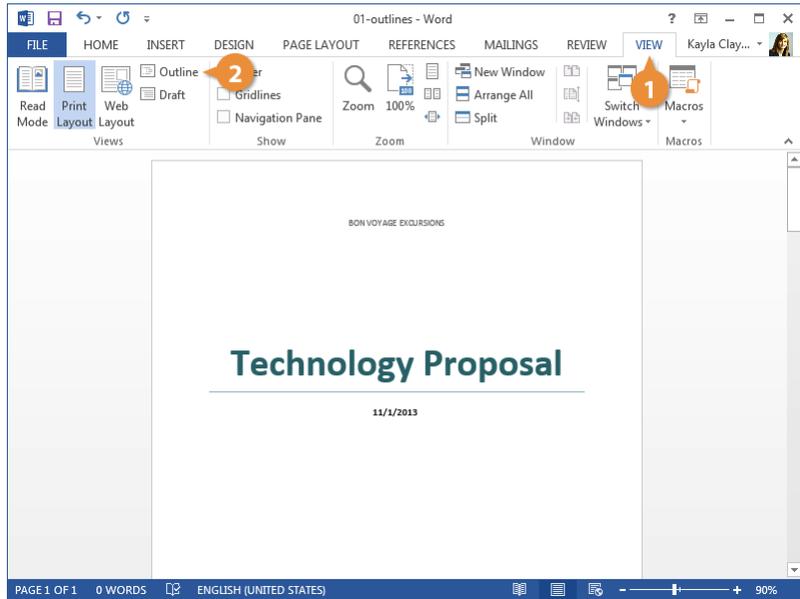
When you're working with a long document, the Outline view helps you arrange your text. It creates an outline based on the styles you use, so it's easy to see and organize all your headings and subheadings.

Outline View

- 1 Click the **View** tab.
- 2 Click the **Outline** button in the Views group.

The Outline view breaks the document down so that each heading and paragraph is represented by a single line.

Any text formatted with a Heading style will automatically be set at the specified outline level, but you can adjust a line's outline level manually using the tools on the Outlining tab that appears in Outline view.



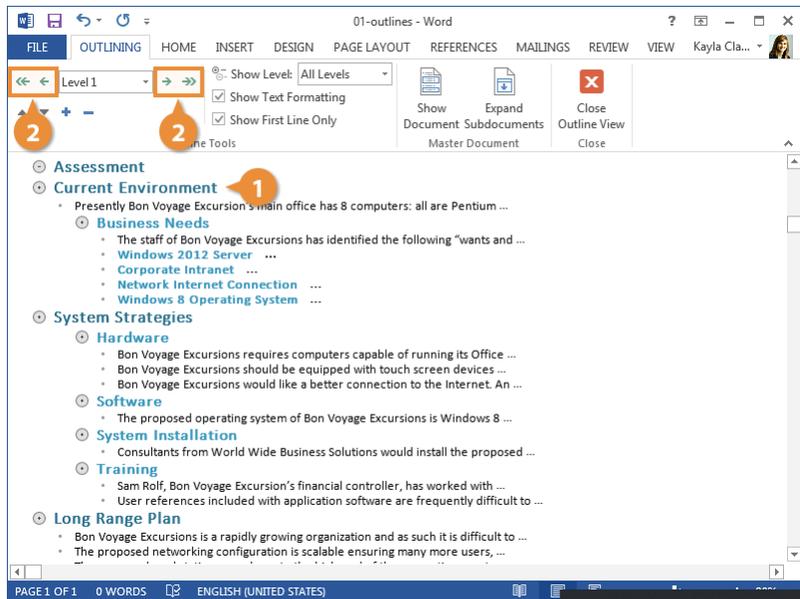
Demote or Promote Items

Outline view makes it very easy to adjust the outline level of a heading.

- 1 Click the item in your document that you want to promote or demote.
- 2 Click a **Promote** (←) or **Demote** (→) option from the Outline Tools group.

Promoting a topic moves it to a higher outline level, moving it one spot to the left, while demoting a topic moves it to a lower outline level, one spot to the right.

You can also use the double arrow buttons to promote a topic directly to Level 1, the highest outline level, or demote it all the way to body text.



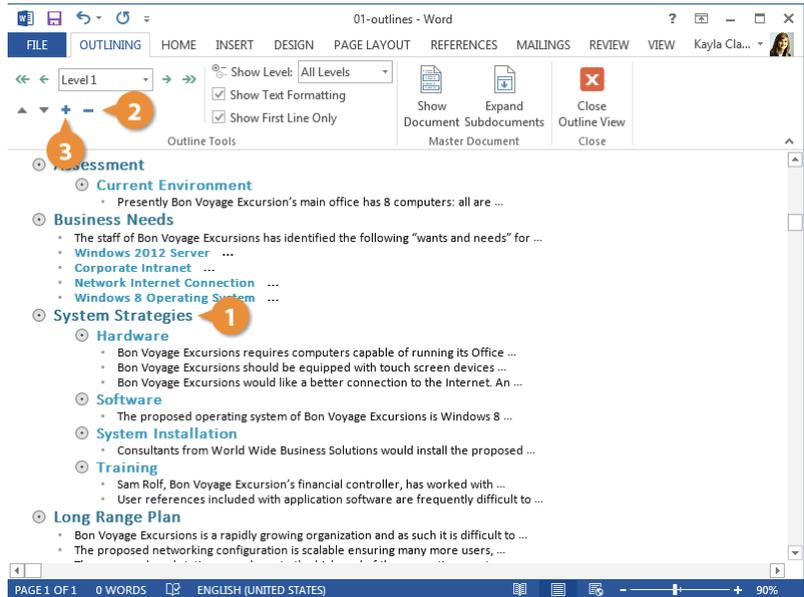
Collapse and Expand Headings

You can collapse the contents of a heading in Outline view to make it easier to see the rest of a document.

- 1 Click in the section you want to minimize.
- 2 To collapse a section, click the **Collapse** button in the Outline Tools group.
That heading, along with all its subheadings and body text, is collapsed down to a single line.
- 3 To expand, click the **Expand** button.

That section is expanded once again, displaying all the subheadings and body text.

Tip: You can choose which outline levels are displayed by clicking the Show Level list arrow and selecting a level. Only sections of that outline level and higher will be displayed.



Navigate Long Documents

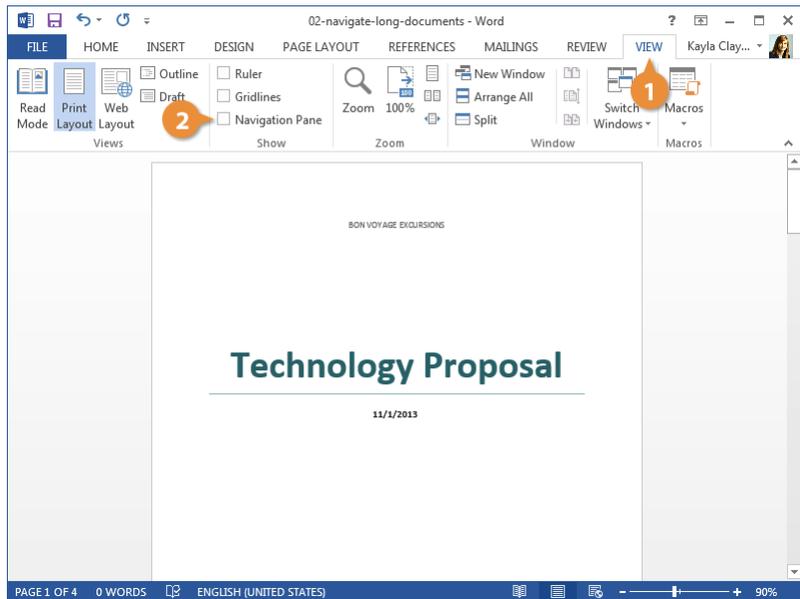
The Navigation pane makes it easy to get from one place to the next in a document. You can quickly jump between headings, pages, or search results.

Turn on the Navigation Pane

- 1 Click the **View** tab.
- 2 Check the **Navigation Pane** check box.

The pane appears at the left. It includes a search field for you to search for text in your document as well as three ways to browse: by heading, page, or search result.

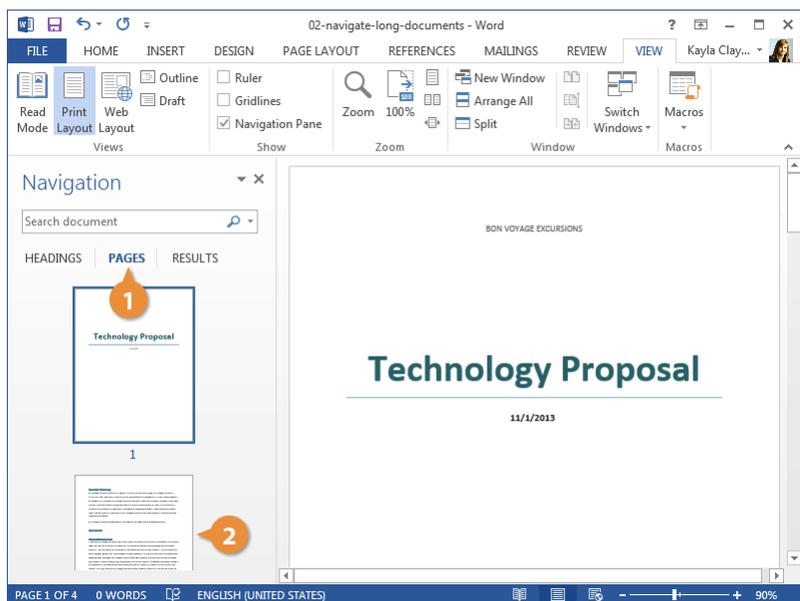
Shortcut: Press **Ctrl + F**.



Use the Navigation Pane

Navigating your document by page or heading allows you to jump around your document very quickly.

- 1 Click the **Pages** tab in the Navigation pane.
Every page in the document is represented by a thumbnail. You can scroll through this list to see a quick overview of how the document looks.
- 2 Select a page in the list.
Word brings you directly to the selected page.



3

Click the **Headings** tab.

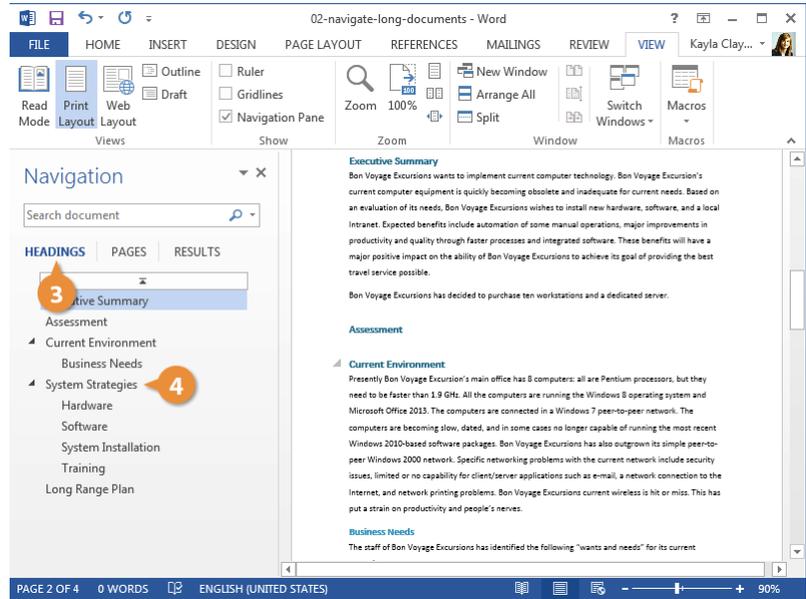
The Navigation pane now displays all the headings in the document.

4

Select a heading in the Navigation pane.

Word jumps directly to that heading.

Tip: You can collapse a section down by clicking the arrow next to a heading that contains subheadings. You can also rearrange sections in a document by clicking and dragging a heading up or down.



Bookmarks

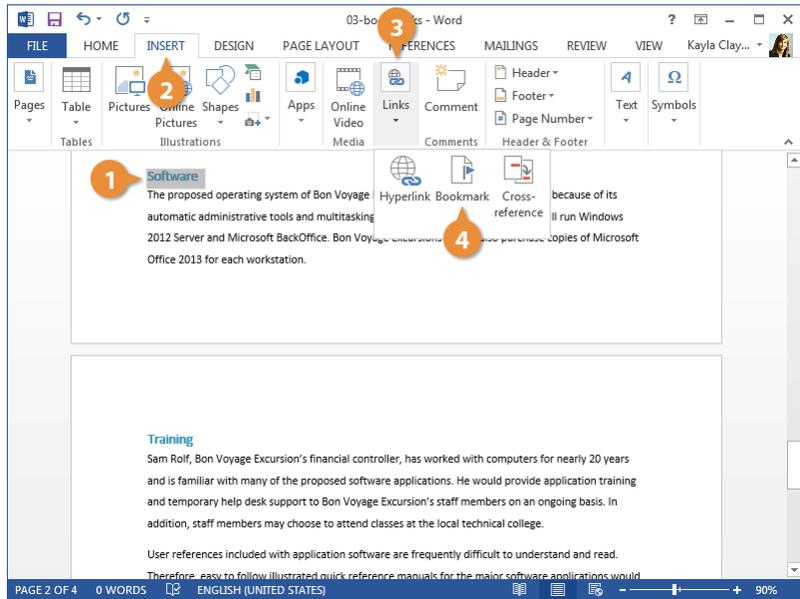
A bookmark in Word is just like a bookmark that you would use to mark your place in a novel. You use bookmarks to mark a location in a document so that you can quickly find and jump back to it.

Add a Bookmark

- 1 Select the text you want to bookmark.

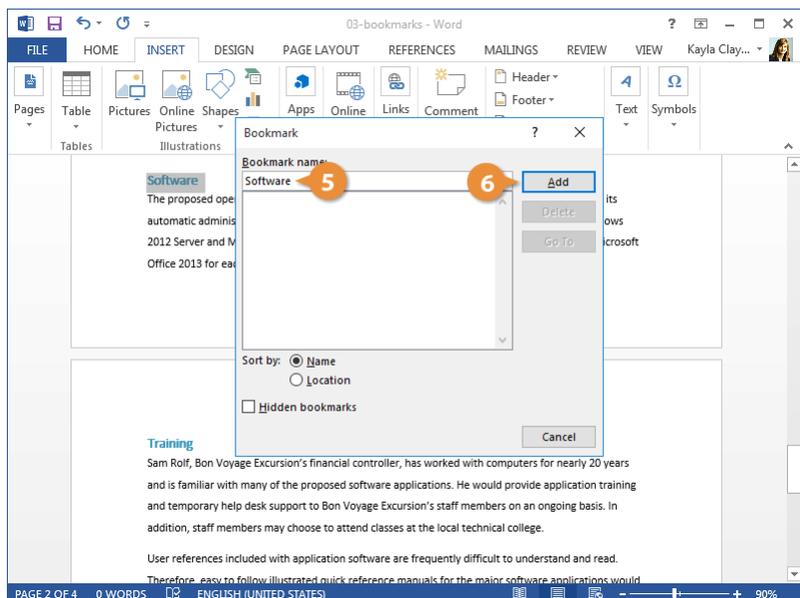
You can select text, select a picture, or simply place the cursor at a specific location.
- 2 Click the **Insert** tab.
- 3 Expand the **Links** group, if necessary.
- 4 Click the **Bookmark** button.

The Bookmark dialog box opens.
- 5 Type the name of the bookmark.
- 6 Click **Add**.



The bookmark is created and can be used to jump directly to the selected spot in the document.

Tip: Bookmark names can be from 1 to 40 characters in length, must begin with a letter, and can only contain numbers, letters, or the underscore character — no spaces.



Find a Bookmark

1 From the Insert tab, expand the **Links** group again, if necessary.

2 Click the **Bookmark** button.

The Bookmark dialog box, in addition to letting you create bookmarks, also displays the bookmarks you've already added.

3 Select a bookmark from the list.

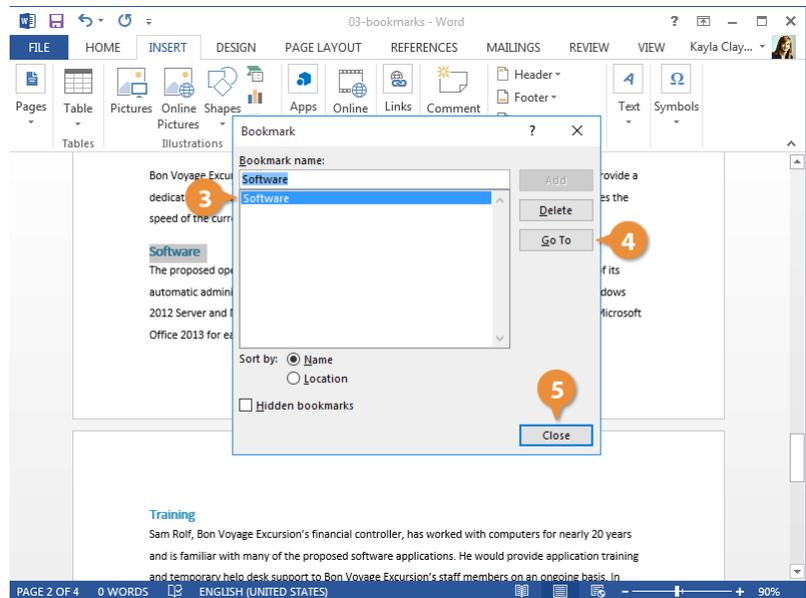
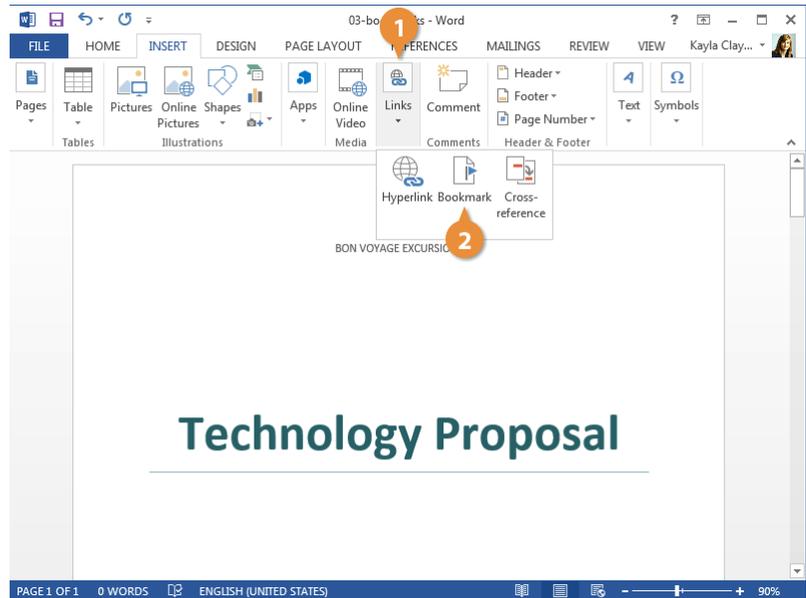
4 Click the **Go To** button.

Word jumps directly to the bookmarked location.

Tip: If you want to delete a bookmark, you can do so from the Bookmark dialog box.

5 Click **Close** when you're done.

Shortcut: Press **Ctrl + G** to open the Go To dialog box, which is another place you can search for and jump to bookmarks.



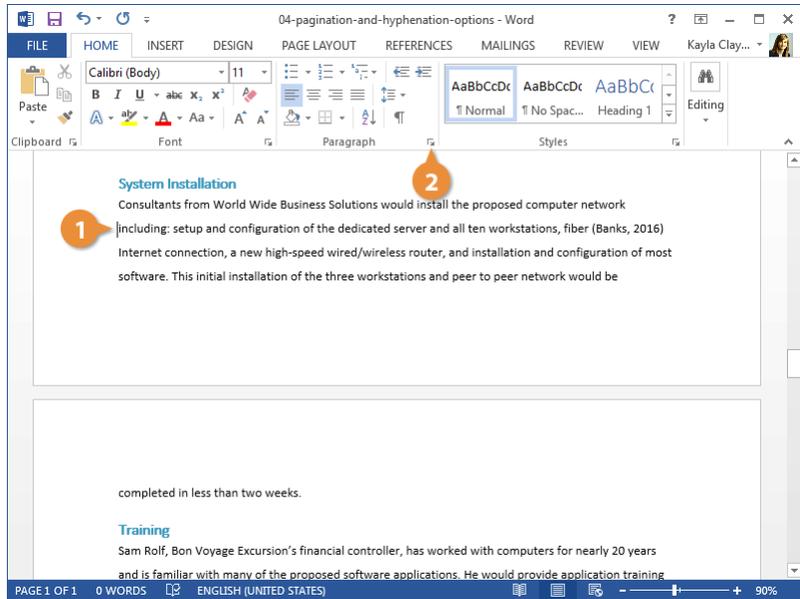
Pagination and Hyphenation Options

When you have a long enough document, chances are that paragraphs will end up split between pages. You can control how this happens to ensure your document is easy to consume.

Control Pagination

There are several ways to keep a paragraph's lines together around a page break.

- 1 Click in or select the paragraph you want to control.
- 2 Click the **Paragraph Settings** dialog box launcher on the Home tab.



3 Click the **Line and Page Breaks** tab.

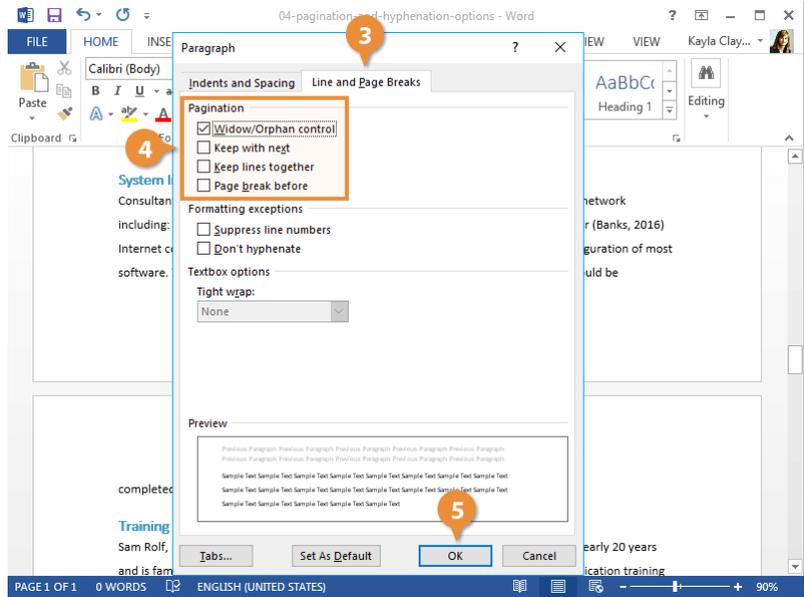
The Pagination group on this tab has a few ways for you to control how a paragraph splits around a page break.

- **Widow/Orphan control:** This prevents widow and orphan lines by automatically moving a second line around the page break. A **widow** line is where the last line of a paragraph appears by itself, at the start of a new page. An **orphan** line is the opposite, where the first line of a paragraph appears by itself at the end of a page.
- **Keep with next:** This option causes the selected paragraph to follow the next paragraph onto the next page, if necessary. Heading lines will automatically have this option checked.
- **Keep lines together:** This option will prevent the paragraph from being split at all. If there isn't enough room on the page for the whole paragraph, it will move to the next page.
- **Page break before:** This option automatically inserts a page break before the paragraph.

4 Check the check boxes for the options you want.

5 Click **OK**.

The options you've selected for the paragraph are applied.

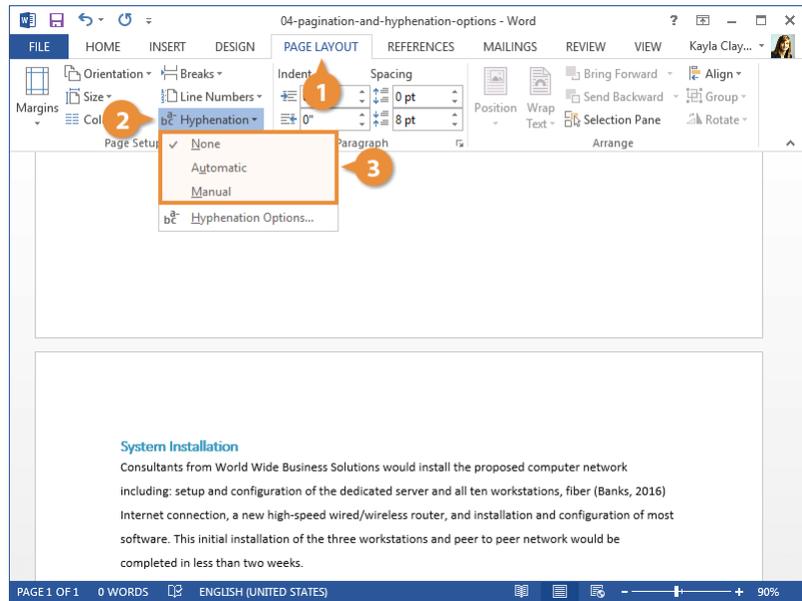


Control Hyphenation

You can also control how text breaks at the end of a line by adjusting hyphenation. Hyphenating will break long words across lines in order to smooth out the side margins of a document.

- 1 Click the **Page Layout** tab on the ribbon.
- 2 Click the **Hyphenation** button.
Automatic hyphenation lets Word choose how to hyphenate words, while **Manual** will open a dialog box and work through the document to let you choose how to split each word.
- 3 Select a hyphenation option.

The hyphenation option is applied to the document.



Sections

By breaking up a document into several sections using section breaks, you can apply different page formatting styles to different parts of your document. For example, a section can have its own page numbering style, header and footer, paper size, or page orientation separate from other sections.

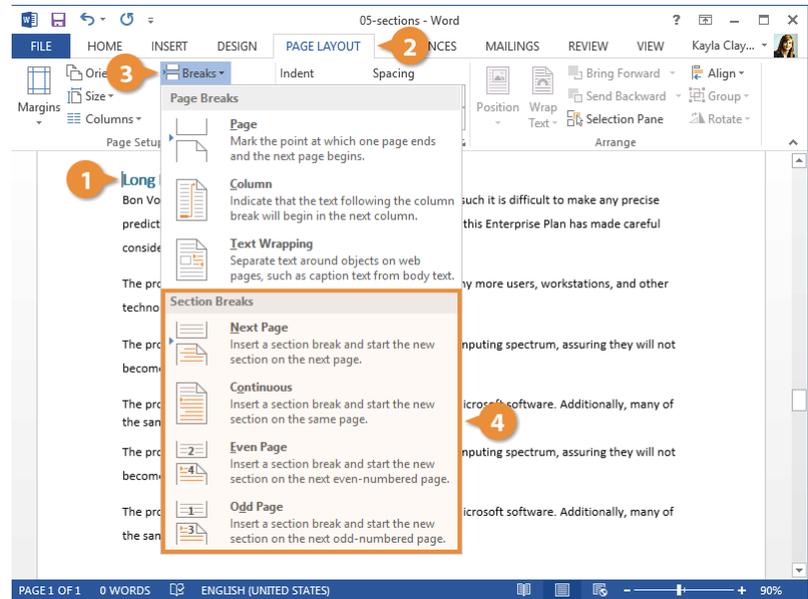
Insert a Section Break

The steps for inserting a section break are similar to those for inserting a page break.

- 1 Place the cursor where you want the section to start.
- 2 Click the **Layout** tab.
- 3 Click the **Breaks** button.
There are four types of section breaks to choose from, each controlling whether and how pages break between sections.
 - **Next Page** will start a new section on a new page.
 - **Continuous** will start a new section on the current page.
 - **Even Page** will start a new section on the next even-numbered page, inserting a blank page if necessary.
 - **Odd Page** will start a new section on the next odd-numbered page, inserting a blank page if necessary.
- 4 Select a type of section break.

A new section is started where you've specified.

Tip: You can remove section breaks the same way you'd remove a page break. First, show hidden formatting marks by clicking the **Show/Hide ¶** button, then select the section break and delete it.



Customize a Section Layout

Each section can have its own page formatting independent of the rest of the document.

- 1 Place the cursor in the section you want to format.
- 2 Click the **Page Setup** dialog box launcher on the Layout tab.
- 3 Make sure the **Apply to** setting is set to **This section**.

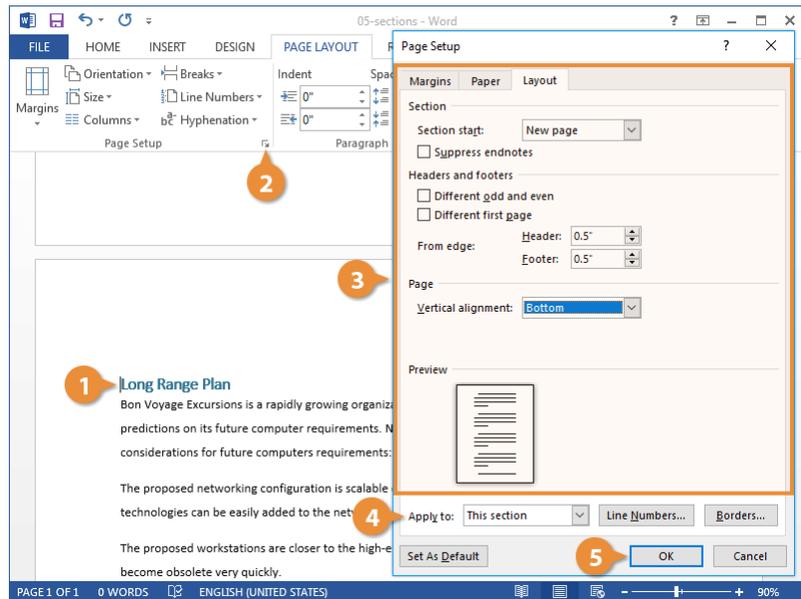
You could also choose to apply these formatting options to the whole document or from the selected spot onward.

- 4 Customize the page setup options.

When customizing a section's page layout, you can set paper size, page orientation, page margins, and line numbers.

You can also customize a section's page border in the Borders and Shading dialog box or customize a section's column layout in the Columns dialog box.

- 5 Click **OK**.



Cross References

A cross-reference points the reader to another part of the document where they can find more information about something, such as: “See Software on Page 17 for more information.”

When the page number is cross-referenced, the reference will automatically update if the page number changes. For example, if the referenced content on page 17 shifts to page 14, the cross-reference would automatically update to “Page 14”.

Insert a Cross-reference

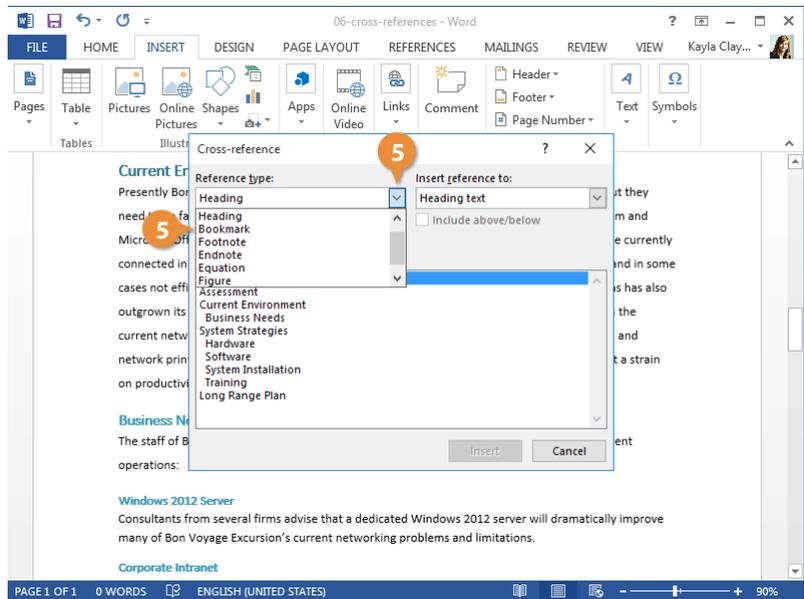
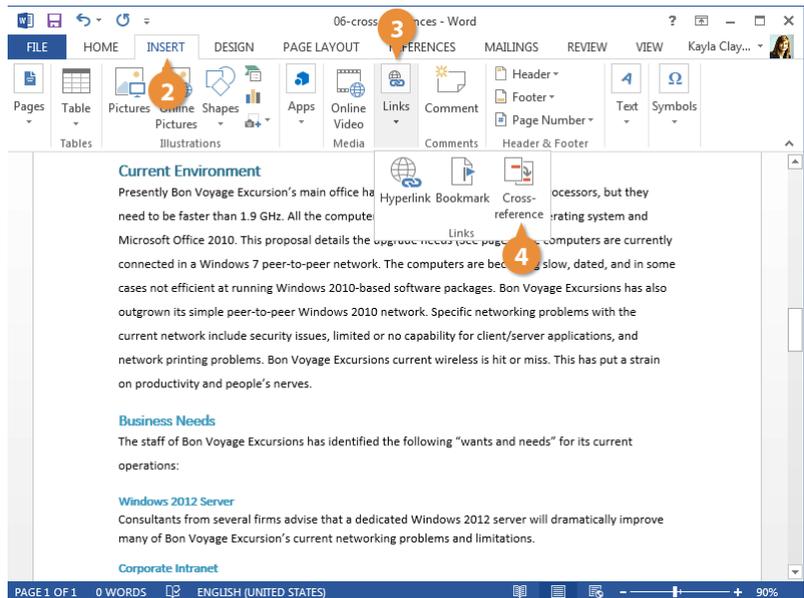
- 1 Click where you want to add a reference.
- 2 Click the **Insert** tab.
- 3 Expand the **Links** group, if necessary.
- 4 Click the **Cross-reference** button.
- 5 Click the **Reference type** list arrow and select a type of reference.

The Cross-reference window lets you choose what to reference and how to format that reference.

This list displays the different types of items you can insert a cross-reference to:

- Numbered Items
- Headings
- Bookmarks
- Footnotes
- Endnotes
- Equations
- Figures
- Tables

Once a reference type is selected, every object of that type is displayed.



6 Select what you want the cross-reference to point to.

7 Click the **Insert reference to** list arrow and select how you want the reference to be displayed.

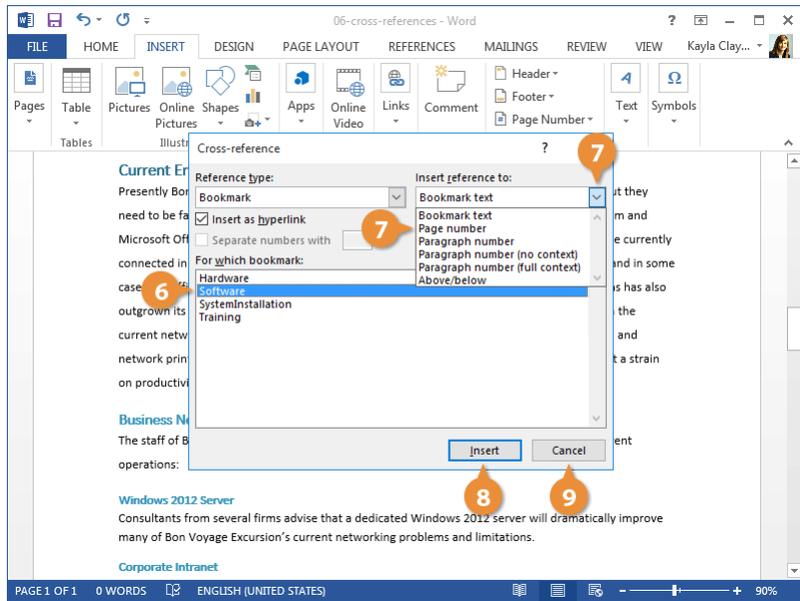
Depending on what you're making a reference to, you'll have several choices on how it appears once inserted in the document. For example, you can show a cross-reference to a heading as the heading text itself, the page number the heading is found on, or the heading's number in the document outline.

8 Click the **Insert** button.

The cross-reference is inserted. You can move the cursor and insert additional cross-references, or close the window when you're finished.

9 Click the **Close** button.

The Cross-reference dialog box closes. You can navigate to a hyperlinked cross-reference that has been inserted into a document by holding the **Ctrl** key and clicking it.

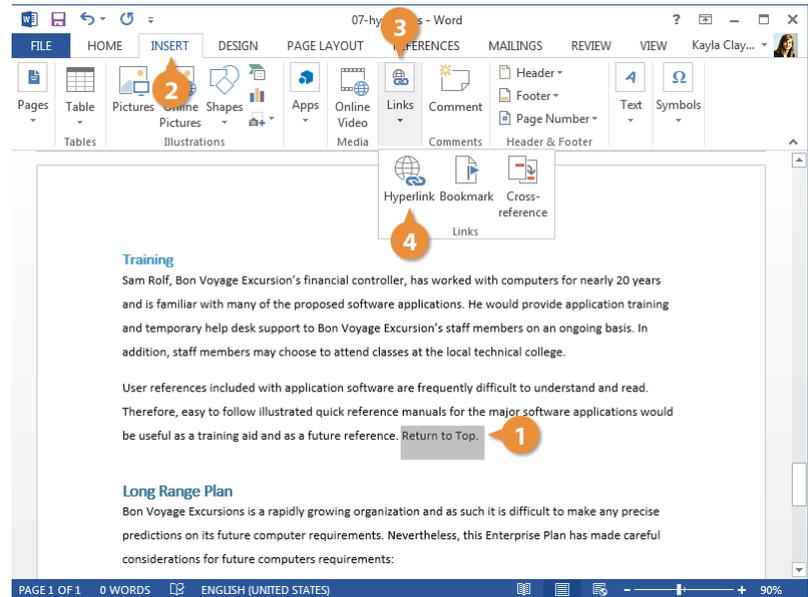


Hyperlinks

A hyperlink in Word acts just like one you see on a webpage or email. When you hyperlink text or graphics, they become clickable and connect you to outside information or to somewhere else within your document.

Insert a Hyperlink

- 1 Select the text or graphic you want to use as a hyperlink.
 - 2 Click the **Insert** tab.
 - 3 Expand the **Links** group, if necessary.
 - 4 Click the **Hyperlink** button.
- Shortcut:** Press **Ctrl + K**.



5

Select the type of object you want to link to on the left side of the dialog box:

- **Existing File or Web Page:** Creates a link that takes you to another document, a file created in another program like an Excel worksheet, or to a webpage.
- **Place in This Document:** Jumps to a heading or bookmark in the same document.
- **Create New Document:** Creates a new Word document, then inserts a hyperlink to the new document.
- **E-mail Address:** Creates a clickable email address that will create a new email message when clicked.

6

Specify where the link should lead to.

Depending on what you're linking to, you'll have different options here. Specify an external file or webpage, a heading or bookmark in the document, a new file name, or an email address.

7

Click **OK**.

The selected text is turned into a hyperlink that will go to the specified location (or create a new email message or document) when you hold the **Ctrl** key and click it.

Tip: To edit a hyperlink, right-click it and select Edit Hyperlink. To delete one, right-click it and select Remove Hyperlink.

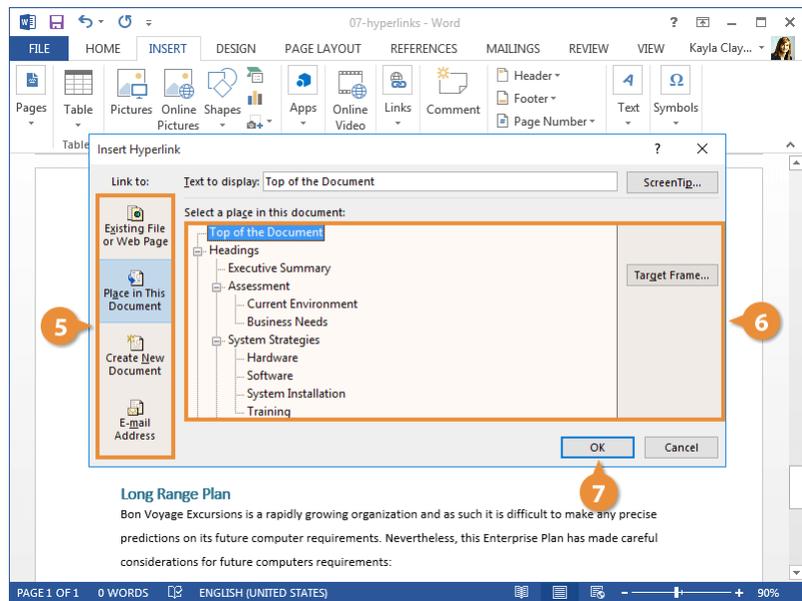


Table and Figure Captions

You can add captions to images and tables to help inform readers of your document. Use captions to help keep track of images and tables by numbering them as well as providing a short description.

Add a Figure Caption

- 1 Select an image.
- 2 Click the **References** tab.
- 3 Click the **Insert Caption** button.

The Caption dialog box opens. The default caption label is “Figure”, followed by an automatic number. You can give the caption a descriptive name as well.

Shortcut: Right-click an image and select **Insert Caption**.

- 4 Enter a caption for the figure.

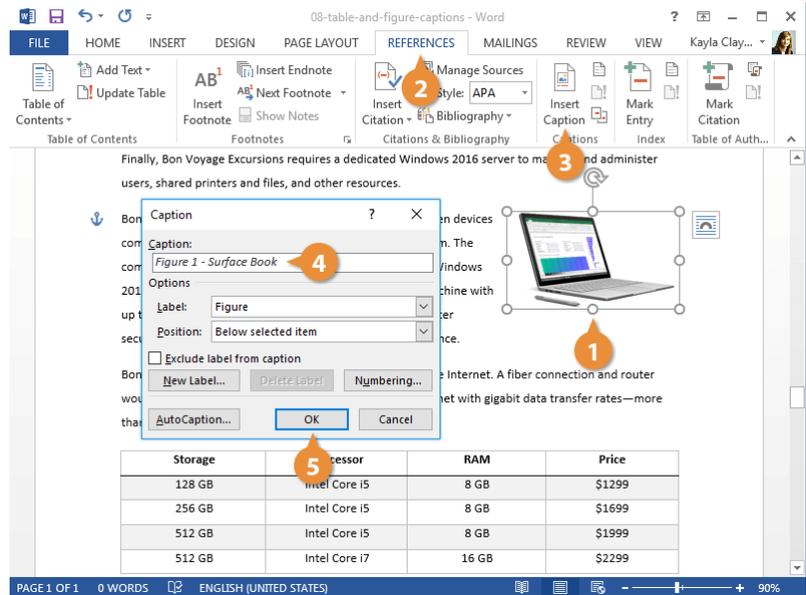
You could also adjust the position of the label by clicking the **Position** list arrow and selecting another option. By default, captions will appear below figures.

- 5 Click **OK**.

A caption is added below the image.

Captions added this way will automatically number themselves, in order, from the start of the document. If you add a new caption to an earlier figure, each caption after is automatically renumbered.

Tip: Since caption numbers can change, create references to captions in your document by clicking the **Cross-reference** button on the References tab and selecting the caption. This way, the reference in the text will automatically change when the caption number does.



Add a Table Caption

You can add a caption to a table in the same way that you can add a caption to a figure. If you have multiple types of captions in a document, you may also want to customize the numbering style so they don't all look the same.

- 1 Select a table.
- 2 Click the **Insert Caption** button.
- 3 Click the **Label** list arrow.
- 4 Select **Table**.

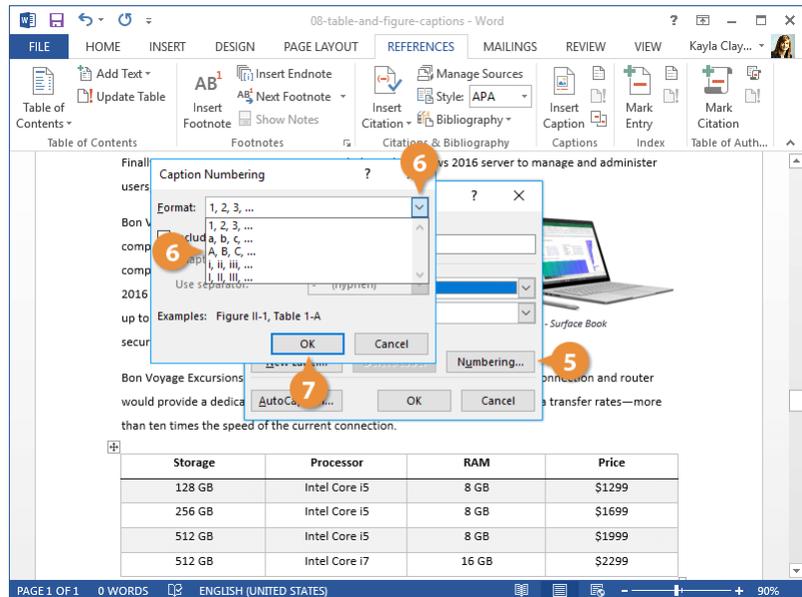
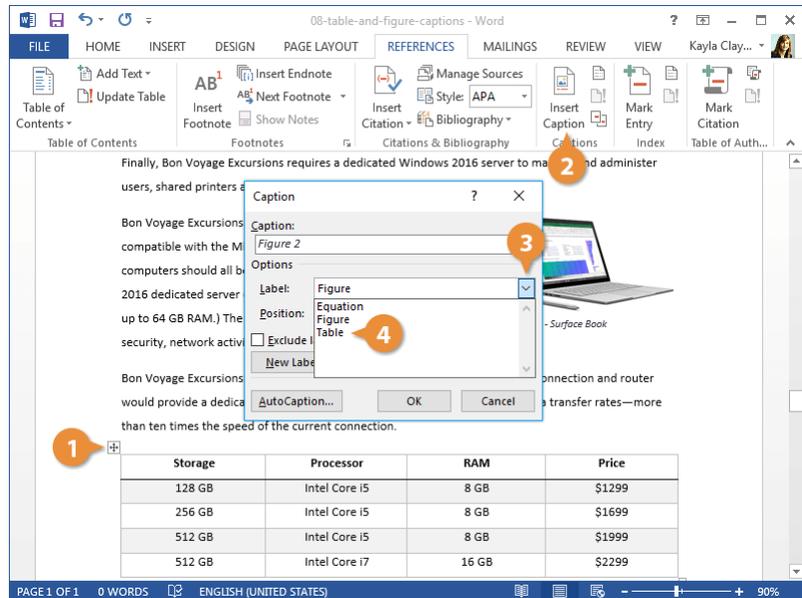
The caption label changes to Table. This also restarts the numbering to only include table captions and changes the position of the caption as well.

- 5 Click the **Numbering** button.
- 6 Click the **Format** list arrow and select a new numbering format.

You can order captions with numbers, letters, or roman numerals.

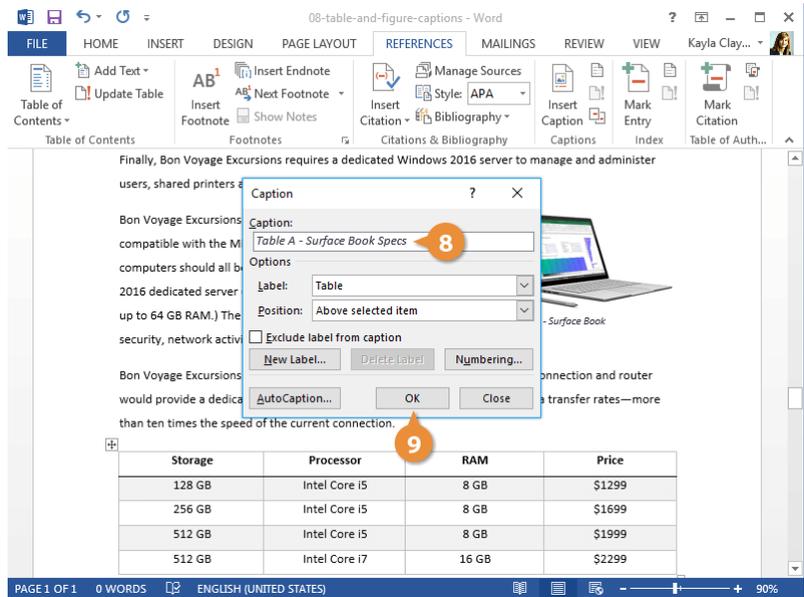
- 7 Click **OK**.

The numbering format is applied.



- 8 Enter a caption for the table.
- 9 Click **OK**.

The table caption is added above the table and will use the specified numbering format.



Add Table of Figures

Once you have a few figures in your document, you can create a table of figures, listing each figure and the page it's found on.

- 1 Click in your document where you want the table of figures to appear.
- 2 Click the **Insert Table of Figures** button on the References tab.
- 3 Click the **Caption label** list arrow.

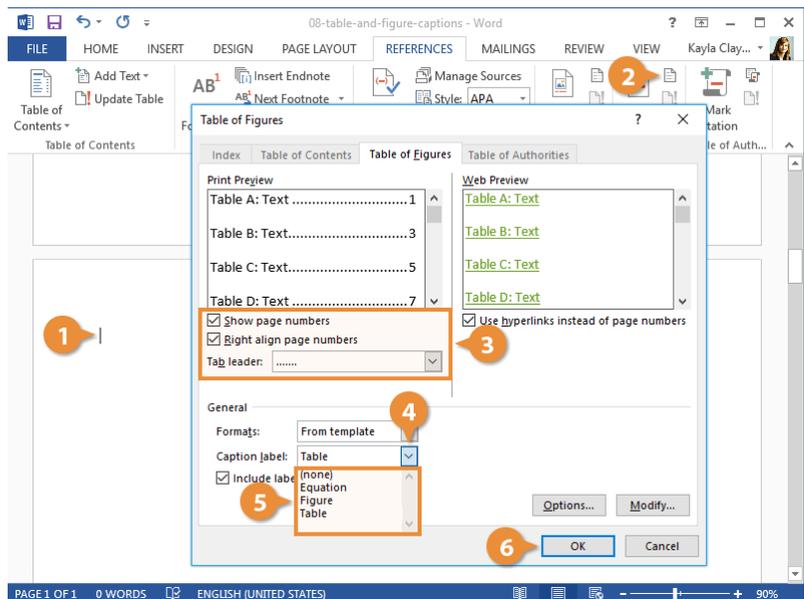
You can create a caption list for equations, figures, or tables.

- 4 Select a caption type.
- 5 (Optional) Customize the table of figures.

We can hide or show page numbers, change how page numbers are aligned, and change the tab leader between the caption labels and the page number.

- 6 Click **OK**.

The table of figures is inserted and lists all the figures in the document.



Footnotes and Endnotes

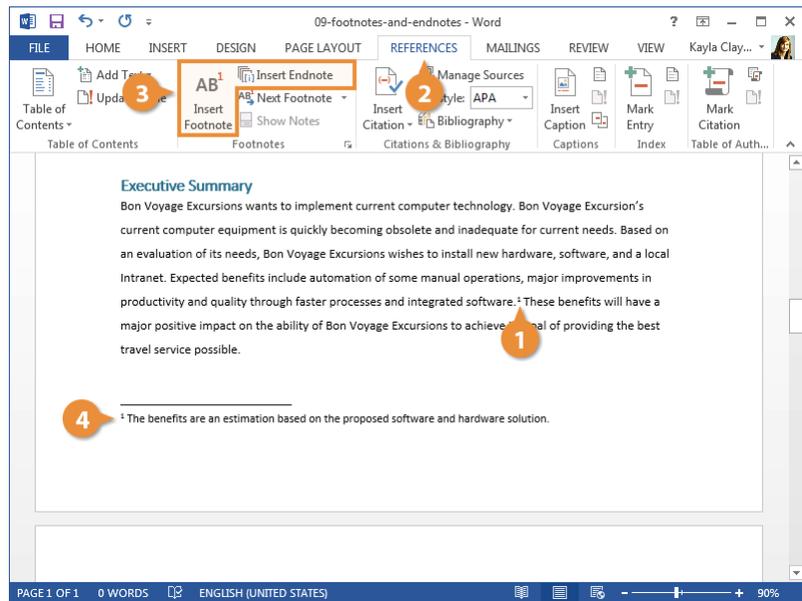
Footnotes and endnotes explain, comment on, or provide references for text in a document. Footnotes appear at the bottom, or the foot, of each page in a document, while endnotes appear at the end of a section or document. Other than that difference, they work the same way.

Footnotes and endnotes have two linked parts: the note reference mark (usually a number) and the corresponding footnote or endnote. Word automatically numbers footnote and endnote marks for you, so when you add, delete, or move notes, they are automatically renumbered.

Create Footnotes and Endnotes

- 1 Place your cursor where you want to insert the footnote or endnote.
- 2 Click the **References** tab.
- 3 Click the **Insert Footnote** or **Insert Endnote** button.

A reference number is placed in the text, and a new footnote or endnote is created. Your text cursor is moved to the footnote or endnote, so you can type out your reference.
- 4 Type your footnote or endnote.



The footnote or endnote is inserted.

Tip: You can double-click a footnote/endnote's number in the document's text to jump to the note at the end of the page, section, or document. You can also double-click the footnote/endnote's number at the end of the page, section, or document to jump directly to it in the text.

Tip: To convert a footnote to an endnote, right-click the footnote and select **Convert to Endnote**. To convert an endnote to a footnote, right-click it and select **Convert to Footnote**.

Modify Footnote and Endnote Properties

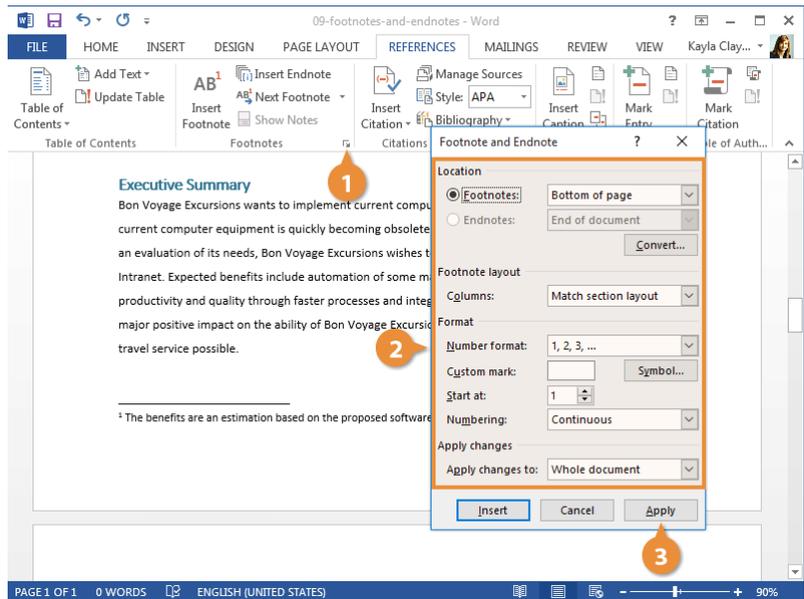
Once you've added footnotes and/or endnotes, you can customize the way they appear and behave.

- 1 Click the **Footnotes** group dialog box launcher on the References tab.
The Footnote and Endnote dialog box contains options to control how footnotes and endnotes appear.
 - **Location:** Select either Footnotes or Endnotes, and then click the Location list arrow and choose where the footnotes and endnotes appear. You can also click the **Convert** button to convert all footnotes to endnotes, or vice versa.

- **Footnote layout:** Select whether footnotes appear with the same column layout as body text or act independently.
- **Format:** Choose a number format or custom symbol to mark footnotes or endnotes, select a starting number, and control whether numbering restarts on every page or new section.
- **Apply changes:** Choose whether the options you're applying affect the whole document or just the selected sections.

- 2 Adjust the options the way you want.
- 3 Click **Apply**.

The selected options are applied to footnotes or endnotes, in the selected sections or across the entire document.



Citations

If you are working on a document that uses information from outside sources, add citations so that you can properly credit the original author. Word can make citing sources and creating a bibliography very easy.

Create a Citation

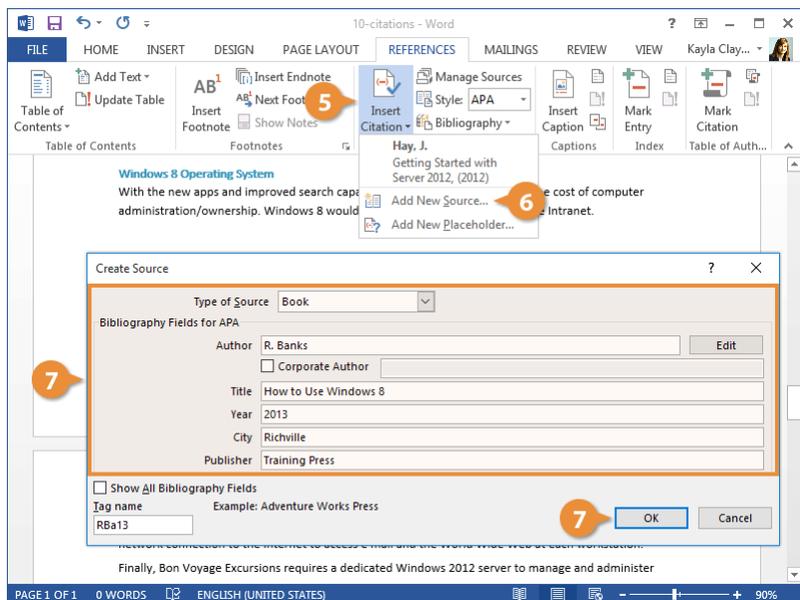
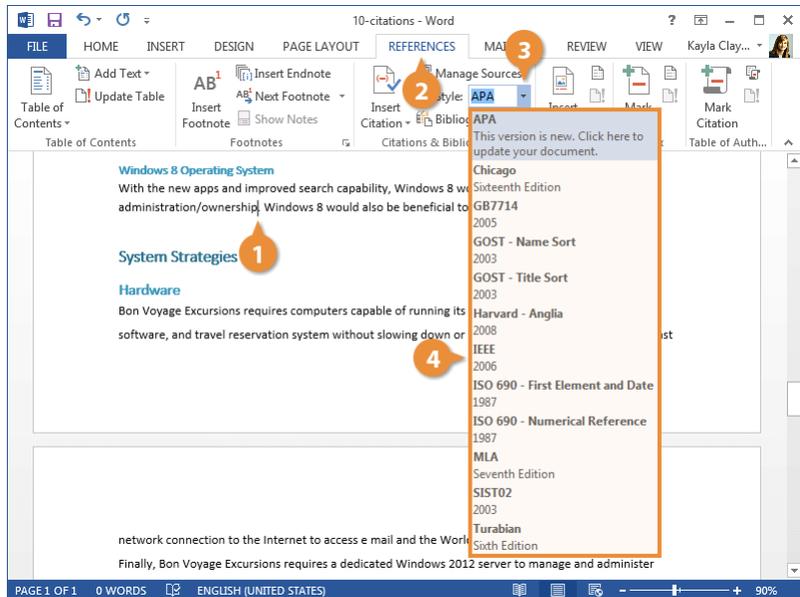
Before inserting a citation in a document, you'll need to first create it by filling in the relevant information.

- 1 Click in the document where you want to insert a citation.
- 2 Click the **References** tab.
- 3 Click the **Style** list arrow.
This menu lists common citation styles. Different styles are preferred for different academic disciplines, with APA, MLA, and Chicago as the most common.
- 4 Select the style you want to use.
- 5 Click the **Insert Citation** list arrow.

If you've added some sources already, you can select them here. If you have a new source you need to add, you can do that here as well.

- 6 Select **Add New Source**.
The Create Source dialog box opens, where you can enter information for the new source. The available fields will vary depending on the citation style and type of source.
- 7 Specify a source type, fill out the fields with your source information, and click **OK**.

The citation is created and inserted. The appearance of the citation is based on the selected citation style.



Add a Bibliography

Once you've added several sources that you've referenced in a document, you can automatically generate a properly formatted bibliography.

- 1 Click in the document where you want to insert a bibliography.
- 2 On the References tab, click the **Bibliography** button.
- 3 Select a Bibliography option.

The bibliography is created and automatically filled in with the sources you've cited.

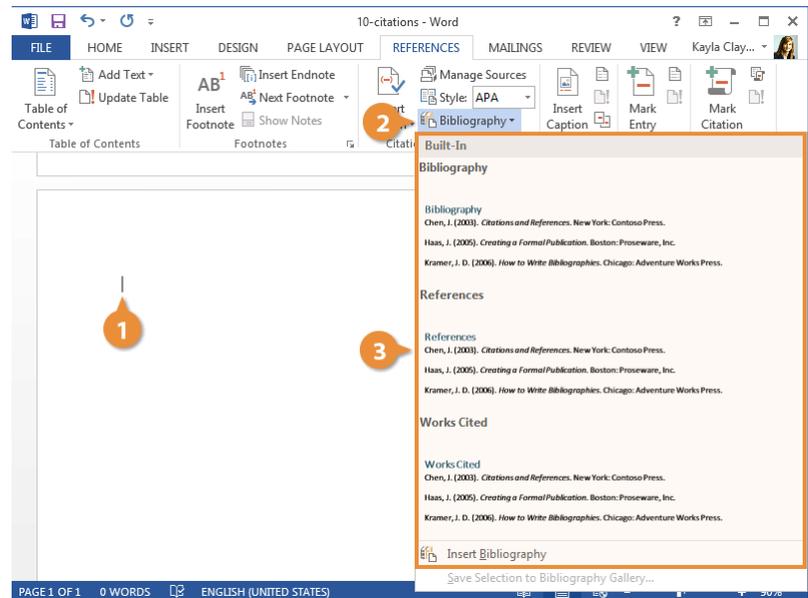


Table of Contents

Word can generate a table of contents for your document based on the document's heading styles. For example, paragraphs formatted with the Heading 1 style would be main headings in the table of contents, paragraphs formatted with the Heading 2 style would be subheadings, and so on.

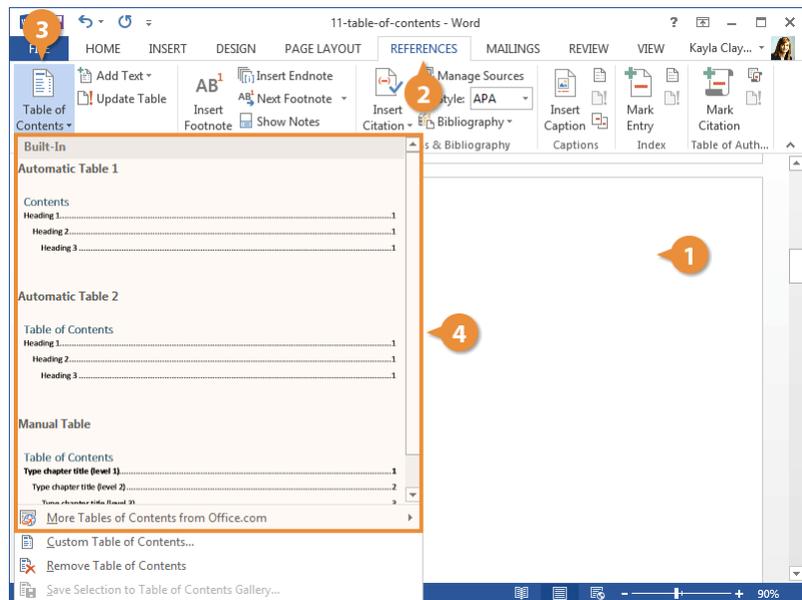
Insert a Table of Contents

- 1 Click in the document where you want to insert a Table of Contents.

A table of contents can take up a lot of space. The best place for a table of contents is a blank page, near the beginning of a document.
- 2 Click the **References** tab on the ribbon.
- 3 Click the **Table of Contents** button.

A gallery of built-in styles appears. You can select one of these, browse for more tables of contents on Office.com, or create a custom table of contents style.
- 4 Select a table of contents style.

The table of contents is inserted, listing all the headings in the document in outline order, as well as the page number that each heading appears on.



Customize a Table of Contents

If one of the built-in templates isn't quite what you're looking for, you can customize a table of contents.

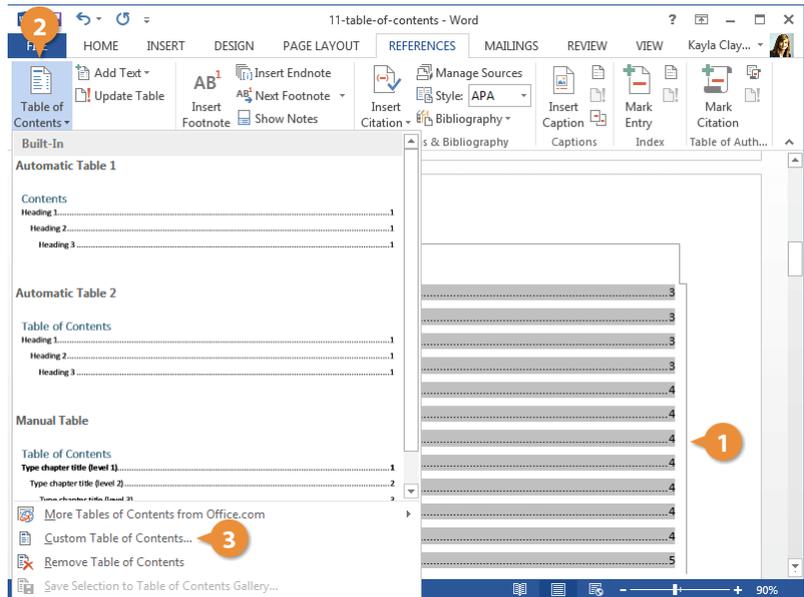
- 1 Click anywhere in the table of contents.
- 2 Click the **Table of Contents** button.
- 3 Select **Custom Table of Contents**.

A dialog box opens, with options to customize the appearance and behavior of the table of contents.

You have the option to toggle whether page numbers appear and whether those page numbers are right-aligned, as well as specify what sort of tab leader appears between the heading text and the page number.

You can also select whether the table of contents uses the current document's theme, or select another theme from the Formats list.

Finally, you can adjust how many outline levels deep the table of contents should go.



4

Customize the appearance of the table of contents.

As you adjust the table of contents options, the previews update to show you how the table of contents will appear.

5

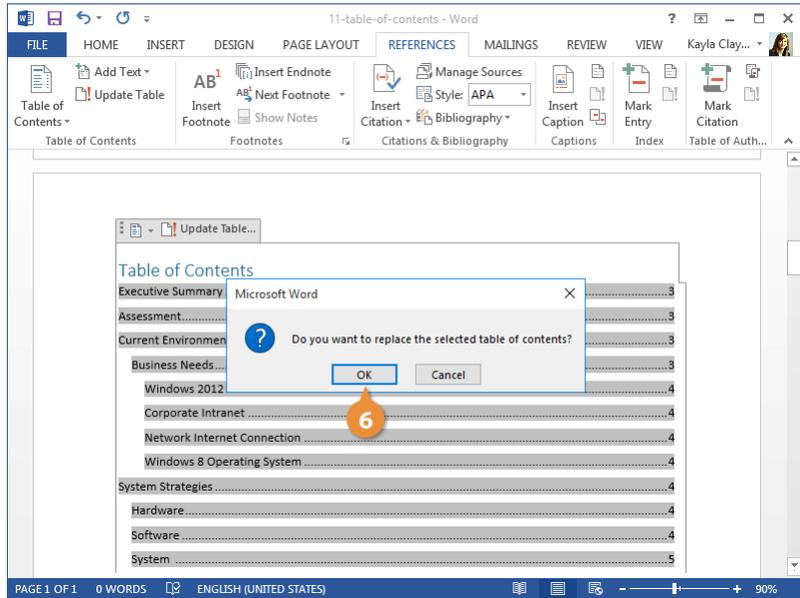
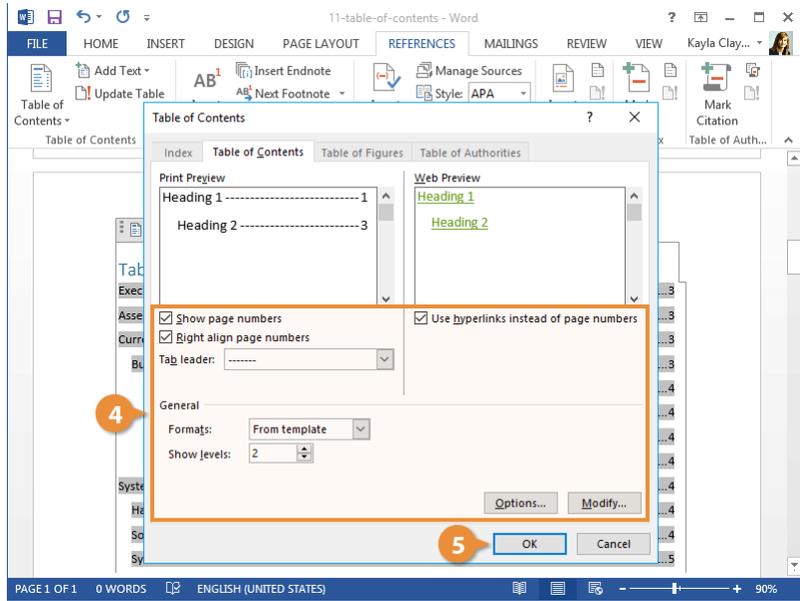
Click **OK**.

If you're customizing an existing table of contents, you'll need to confirm the changes that you've made.

6

Click **OK**.

The table of contents is replaced by the table that you customized.



Update a Table of Contents

If the content of the document changes, you will need to update the table of contents to include new or changed information.

1 Click inside the table of contents.

When the table of contents is selected, tabs will appear above it with options to change or update the table.

2 Click **Update Table**.

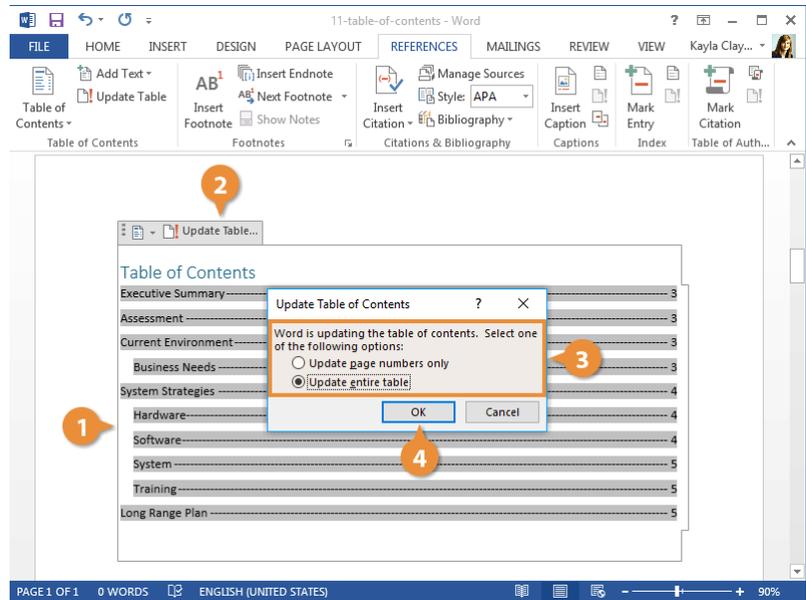
A dialog box will open, asking how you want to update the table.

3 Select what you want to update:

- **Update page numbers only:** This option will update page numbers, but not headings. Use this option if you've added text to sections, but haven't added new headings or reordered existing ones.
- **Update entire table:** This option will update both headings and page numbers. Use this option if you've added new headings or reordered existing ones.

4 Click **OK**.

The table of contents is updated to reflect the changes in the document.



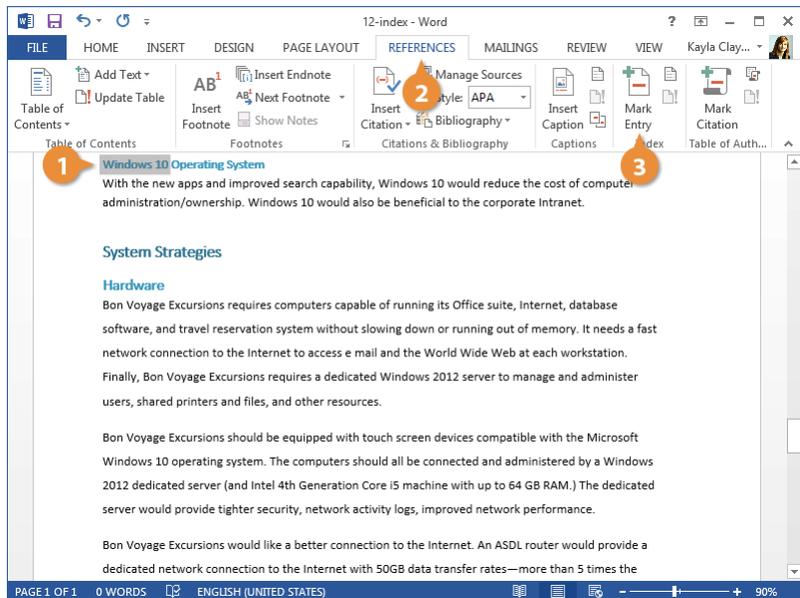
Index

An index can usually be found at the end of a document, listing the key words and phrases in a document, along with the page numbers they appear on. There are two steps involved in creating an index: defining which words you want to appear in the index and then inserting the index.

Insert an Index Entry

- 1 Select the text you want to include in the index.
- 2 Click the **References** tab.
- 3 Click **Mark Entry** in the Index group.

The Mark Index Entry dialog box opens, where you can set up how the index entry works. The main entry field is filled with the selected text, and you can also add a subentry that will appear below the main entry.



4 Adjust the index entry's settings and choose an index entry option:

- **Cross-reference:** Adds a reference to another index entry, instead of listing the current page number.
- **Current page:** Lists the current page number for the selected index entry. This is the default option.
- **Page range:** Lists the range of pages that are included in the bookmark that you click in the Bookmark list. Before using this option, you'll need to create a bookmark of the selected range.

5 Click the **Mark** or **Mark All** button.

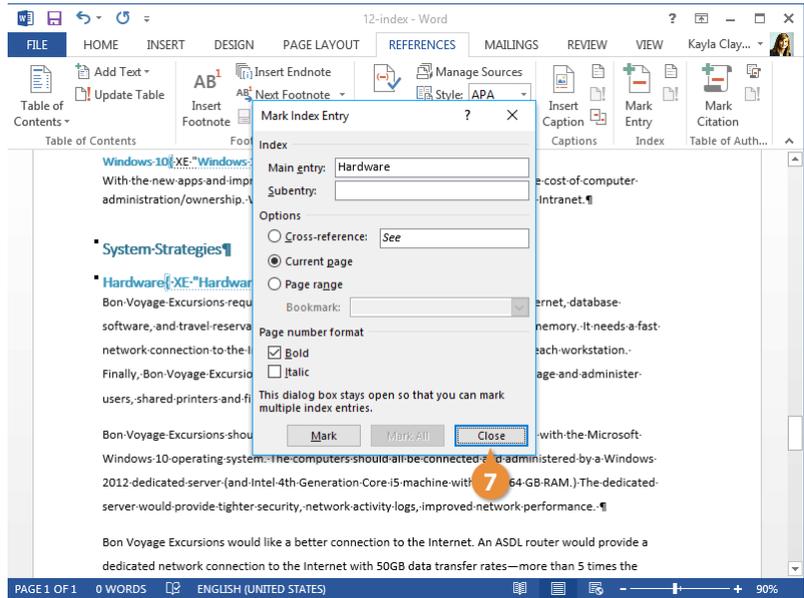
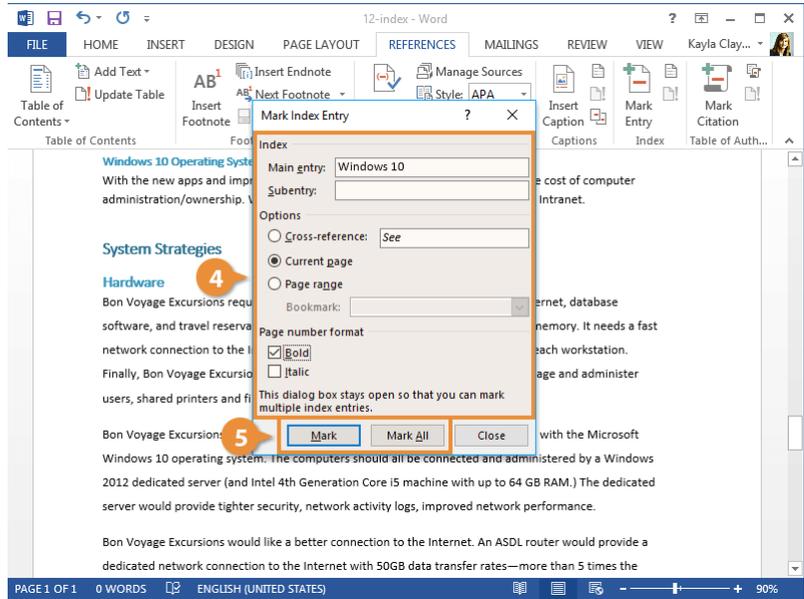
Clicking **Mark** will create an index entry for the selected instance of the word. Clicking **Mark All** will instead create an index entry for every instance of the selected word throughout the document.

Once you mark an entry, formatting marks will be displayed so that you can see the hidden text that marks index entries. The window remains open, so you can continue to mark index entries throughout the document.

6 Repeat the process for your other index entries.

7 Click **Close** when you're done.

Tip: Index entries are invisible and will not be printed. However, you can see them when the paragraph marks are turned on.



Insert an Index

Once index entries have been marked, you're ready to insert the index.

- 1 Click in your document where you want to insert an index.

Indexes usually appear at the end of a document and can take up a lot of space, so a blank page at the end is ideal.

- 2 Click the **Insert Index** button on the References tab.

The Index dialog box opens, where you can set up how the index will appear.

You can choose whether to right align page numbers and select a tab leader that appears between text and page numbers. You can also select whether to use a document's formatting theme or select another one.

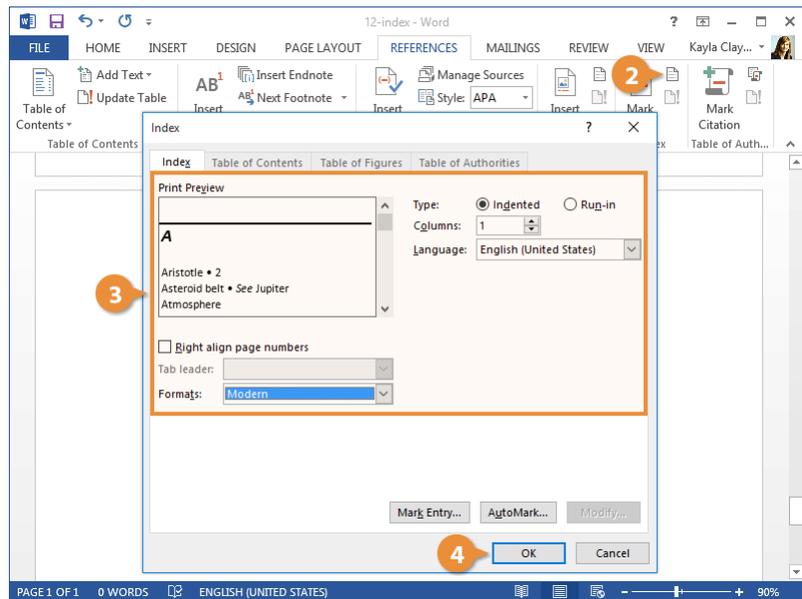
You can choose whether subentries will be indented below the main entry or shown run-in style in a paragraph below the main entry.

- 3 Customize the appearance and behavior of the index.

Any changes you make to the index appearance will be shown in the Print Preview.

- 4 Click **OK**.

The index is inserted, automatically filling itself out with all the index entries in the document.

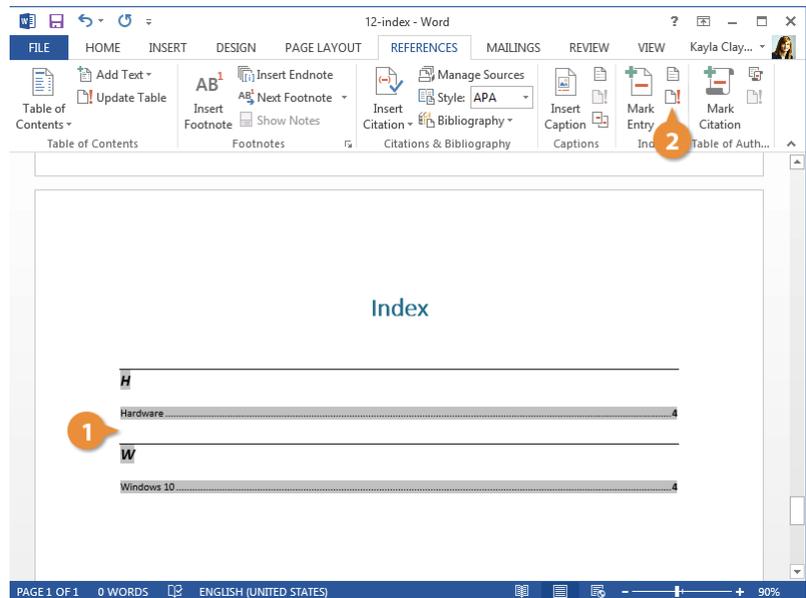


Update an Index

When you insert an index, it automatically adds every index entry in the document. If you add or modify index entries after the index is created, you'll need to update the index.

- 1 Click anywhere in the index.
- 2 Click the **Update Index** button.

The index is updated, adding any newly created entries while updating the page numbers for any entries that may have moved.



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