
Ask I.T. Advanced Microsoft Word 2011 for MAC



Course Objectives

- Use styles with confidence
- Work in Outline View and create complex automatic headings
- Insert a table of contents, index of figures and index of Tables
- Generate cross references within your document
- Consolidate Documents

Table of Contents

Getting Started.....	4
Styles.....	4
Exercise 1. Apply a style using the Quick Style list.....	5
Exercise 2. Modify Heading Style.....	6
Exercise 3. Update a Style to Match the Selected Text.....	6
Exercise 4. Create a New Style.....	7
Exercise 5. Change the Quick Style Set.....	8
Other Style Activities.....	8
Outline View.....	9
Exercise 6. Create a Document Outline.....	10
Exercise 7. To Save this document in compatibility mode:.....	10
Exercise 8. Manipulating an outline.....	10
Automatic Heading Numbering.....	12
Exercise 9. Apply numbering to headings.....	12
Exercise 10. Customise numbering style.....	12
Exercise 11. Adding a page break before Heading 1.....	13
Templates.....	13
Exercise 12. Save a document as a template.....	13
Exercise 13. Open a document based on the template.....	14
Exercise 14. Open the template to edit.....	14
Table of Contents (TOC).....	14
Exercise 15. Generate table of contents.....	15
Exercise 16. Updating Table of Contents.....	15
Exercise 17. Navigating with Table of Contents.....	16
Exercise 18. Formatting Table of Contents.....	16
Captions & Tables of Figures.....	17
Exercise 19. Insert Clipart and caption.....	17
Exercise 20. Create Table of Figures.....	18
Cross-references.....	18
Exercise 21. Insert a cross-reference.....	18
Exercise 22. Editing Objects.....	19
Exercise 23. Update Document Field Codes.....	20
Advanced Page Numbering & Sections.....	20
Exercise 24. Creating one long document.....	20
Exercise 25. Adding Page Numbering.....	22
Exercise 26. Generate a customised TOC:.....	23

Getting Started

Open the webpage <http://www.library.uq.edu.au/ask-it/computing-training/exercise-materials> and download the following Advanced Word exercise resources:

1. founders.doc
2. thesis.doc
3. Thesis_Final_Draft.doc
4. AskIT_chapter_one.doc
5. AskIT_chapter_two.doc
6. AskIT_chapter_three.doc

Styles

What is a Word style?

A style is a combination of document settings can be stored together under a style name and can be applied to a document with a single click. These are used to applying text formatting and paragraph settings quickly and easily.

Where do I find Styles

Styles can be accessed via a few locations: The **Quick Style list** displayed within the Styles section of the Home Ribbon and the **Styles Palette** in the Toolbox (also known as the Styles dialog). An existing style may also be formatted via the **Format Menu**.

N.B. A Quick Style is any style that is displayed within the Quick Style list.

Word Quick Style sets

In Microsoft Word 2011 for MAC, you can choose a pre-designed Quick Style sets (such as **Distinctive**) within which the styles are designed to work together to create an attractive, cohesive and professional-looking document. A Quick Styles set, for example, may include a document title style, several heading level styles, a body text and a quotation style. All of the style colours and formats in a style set complement each other and create an attractive and compelling document.

Style Types

There four different style types including **paragraph** styles, **character** styles, **list** styles and **table** styles. The Styles Group (under the Home Ribbon) and the Styles Pallet (in the Toolbox) only display paragraph and character styles types.

Paragraph styles Applies both paragraph formatting (for example indents, line spacing, etc.) and character formatting (for example bold, underline, font size, colour, etc.).

To Use: Place cursor anywhere in the paragraph and select the paragraph style from the **Home Ribbon >> Styles Group**, or the **Toolbox >> Styles Pallet**.

Character styles Only applies character formatting. In the normal template this style type is most commonly used with word features such as header, footers and page numbering.

To Use: Select the text to apply the style to and select the character style from the **Home Ribbon >> Styles Group**, or the **Toolbox >> Styles Pallet**.

Notes

List styles



Applies multilevel list formatting (also known as outlined numbered lists) up to nine different levels. Can also be used to determine indentation, and any labelling text.

To Use: Select the required list style from the **Multilevel List** button (**Home Ribbon >> Paragraph Group**).

Table styles

Applies formatting to table cells

To Use: Insert a table, place cursor within the table (or select a portion thereof) and apply one of the Table Styles from the **Table Layout Ribbon >> Table Styles Group**.

Within the **Styles Pallet** of the **Toolbox** paragraph styles are distinguished by the  icon and character styles by the  icon.

Exercise 1. Apply a style using the Quick Style list

Open the document **Founders.doc**

To Apply "**Heading 1**" to first line:

- Place the cursor anywhere in the paragraph reading "*Alpheius Global Enterprises*"



Note: The **Home Ribbon >> Styles Group** shows the paragraph is the "*Normal*" style



- Hover the mouse cursor over the "**Heading 1**" style within the **Home Ribbon >> Styles Group**



- Click the "**Heading 1**" style to apply the style to the paragraph



Apply "**Heading 2**" to subheadings:

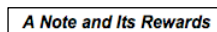
- Click in the second paragraph (reading "*The Founders*")

- Click the "**Heading 2**" style in the **Styles Group** to apply the style



- Repeat to apply "**Heading 2**" style to the:

- fourth paragraph (reading "*Incredible Coincidences*")
- seventh paragraph (reading "*A Note and Its Rewards*") and
- tenth paragraph (reading "*Life After The Orphanage*")



Note: Once the styles have been applied, its easy to modify the formatting of the actual style, rather than editing every instance of the style formatting within the document.

Notes

[Click here to download full PDF material](#)