



Microsoft Word 2013 Introduction to Styles

Course objectives:

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

Staff Training (Bookings only)

Phone (07) 3365 2666

Email staffdev@uq.edu.au

Web <http://www.uq.edu.au/staffdevelopment>

Staff may contact their trainer with enquiries and feedback related to training content.

Please contact Staff Development for booking enquiries or your local I.T. Support for general technical enquiries.

Student Training and Support

Phone (07) 3365 8811 or 1300 738 082

Email help@askit.uq.edu.au

Web <http://www.library.uq.edu.au/ask-it/>



UQ Students may contact the Library's Ask I.T. team for I.T. support related to the Library and their studies.



Table of Contents

Interface Overview	3
Prepare your interface	4
Exercise 1. Display formatting symbols.....	4
Exercise 2. Add quick access tools.....	4
Exercise 3. Modify the Status Bar	4
Exercise 4. Enable the Navigation Pane	4
Styles.....	5
Exercise 5. Apply quick styles.....	5
Exercise 6. Locate and add styles to the Style Gallery.....	5
Modify styles	6
Exercise 7. Modify the Normal style	6
Exercise 8. Modify heading styles.....	7
Exercise 9. Modify paragraph styles	8
Themes and style sets	9
Exercise 10. Save a style set/design theme	9
Exercise 11. Change the design theme.....	9
Character styles.....	11
Exercise 12. Apply character styles.....	11
Exercise 13. Modify character styles	11
Exercise 14. Inspect styles.....	12
Exercise 15. Remove/clear styles	12
New styles	13
Exercise 16. Create a style	13
Document structure.....	14
Exercise 17. Insert page and section breaks	14
Exercise 18. Remove page or section breaks	14
Headers and footers	15
Exercise 19. Add header or footer text	15
Exercise 20. Add page numbers	16
Keyboard Shortcuts	17

Interface Overview

1. The File tab

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

2. Quick Access Toolbar

A small customisable toolbar for frequently accessed tools

3. The Ribbon

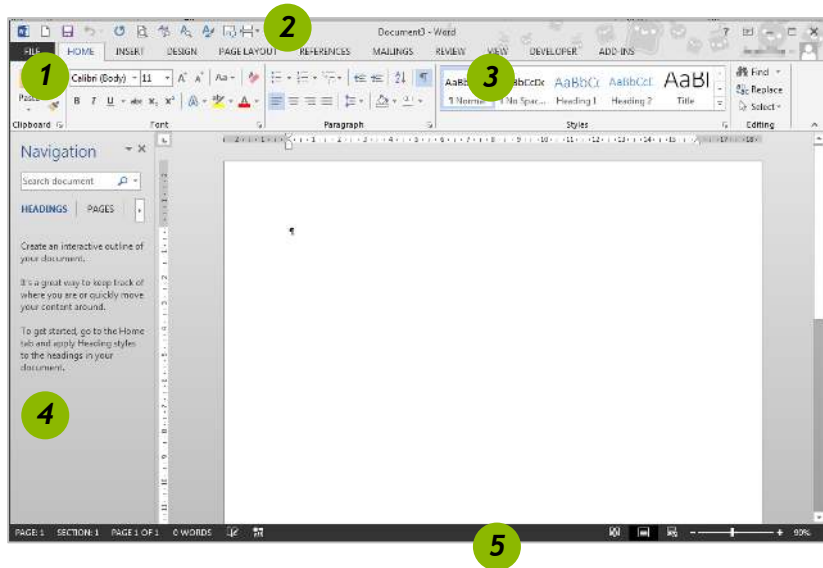
The tabbed configurable MS Word menu.

4. The Navigation Pane

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

5. The Status Bar

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

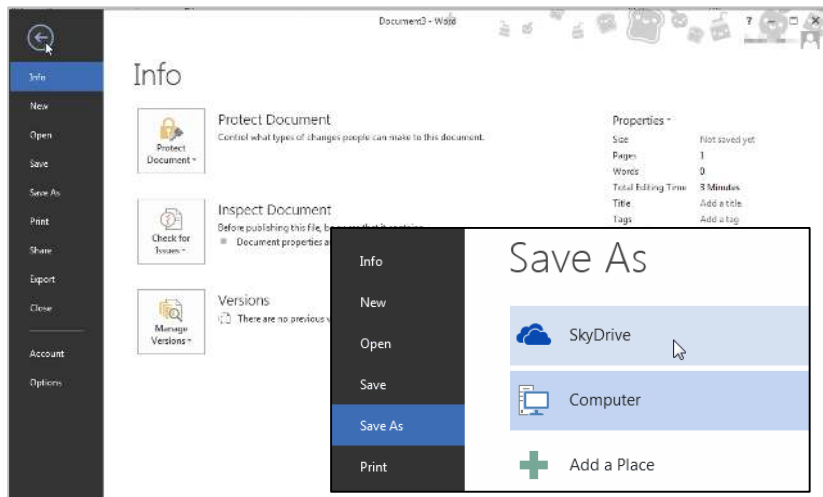


Backstage view

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

Use Backstage to:

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

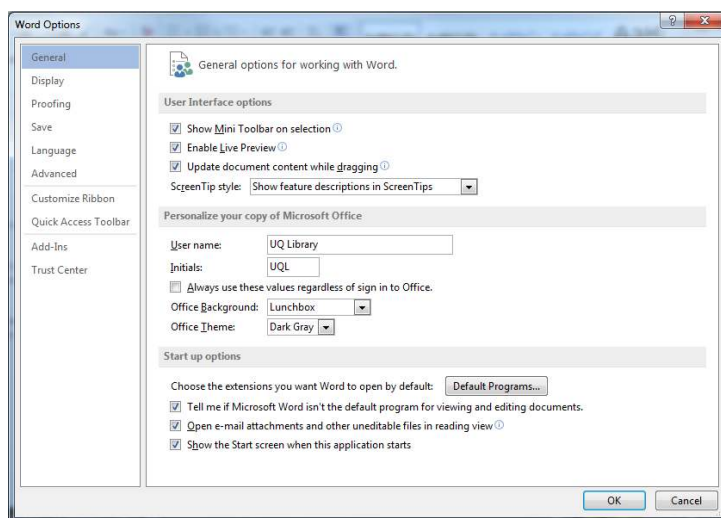


Word options

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

Use the program options to:

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



Notes

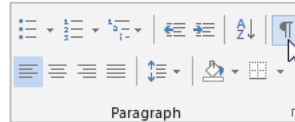
Prepare your interface

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

Exercise 1.

Display formatting symbols

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



Exercise 2.

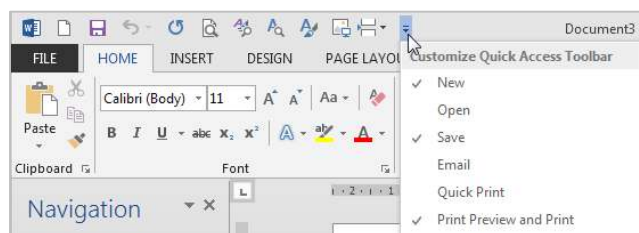
Add quick access tools

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

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

Consider enabling the following:

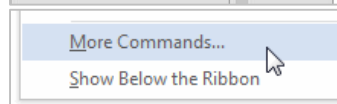
- New
- Open
- Print Preview and Print
- Undo
- Redo



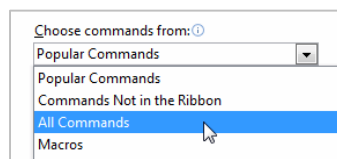
- Click **More Commands...**
- Click **Choose Commands from > All Commands** for the full list of tools

Consider enabling:

- Insert page and section breaks
- Style inspector



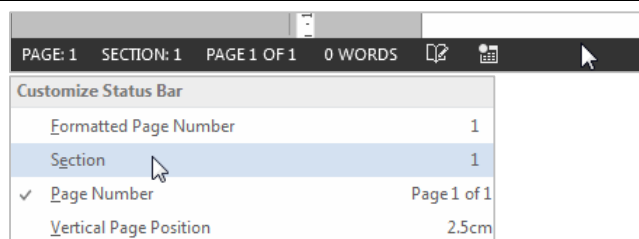
Right click tools on the Ribbon to add them to the toolbar.



Exercise 3.

Modify the Status Bar

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

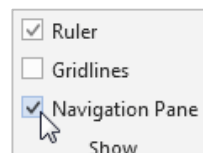


Exercise 4.

Enable the Navigation Pane

If the Navigation Pane is closed:

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



Notes

Styles

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

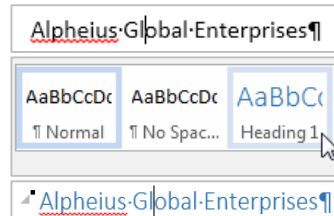
Exercise 5.

Apply quick styles

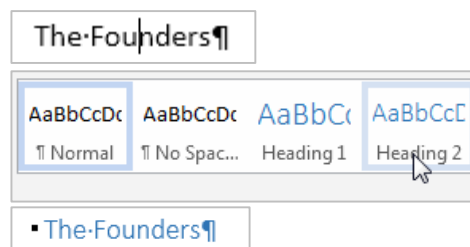
Heading styles

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

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

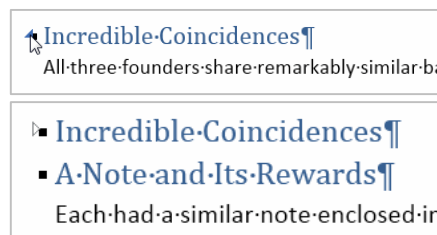


3. Go to “**The Founders**”
 4. Click the **Heading 2** quick style
- Heading styles are generally configured so that when Heading 2 is used, Heading 3 becomes visible in the Style Gallery, and so on, down to Heading 9.



Collapse content by Heading

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

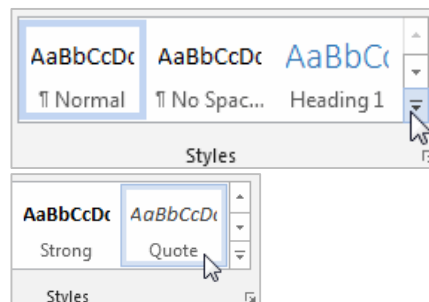


Access more styles

1. Select a normal paragraph
 2. Click the **More** button on the **Style Gallery**
- More is a downward arrow button which expands the available menu options.



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

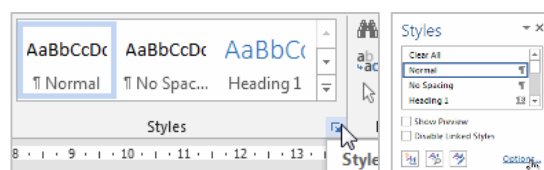


Exercise 6.

Locate and add styles to the Style Gallery

View all quick styles

1. Click the **Styles Window** launcher in the bottom right of the **Styles** group
- This is a small square box with a diagonal arrow. The Styles Window will then open – docked on the right of screen. This window can be detached and moved around.



Notes

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