

Advanced Word 2013

Introduction

Most users in the computer labs are familiar with the basic functionality of the Ribbon in Microsoft Word and how to write documents, but we've received questions about working with long documents. What we've learned through surveys and in speaking with users is that theses, research papers, or dissertations can be very lengthy and many users are not familiar with how to manage the formatting and organization of many pages in Word. This lesson plan focuses around features to effectively and efficiently write long documents. It is critical for Trainees as future TC's to be confident in these features in Word in order to help users to the best of their ability in the labs. It's also important for students to be able to master these tools to streamline writing their own papers.

AT Labs has just upgraded all of the units in our labs to the Microsoft Office 2013 Suite which includes Word 2013. Some of what we'll be covering shows the differences between previous versions of Word and the current version, but most of what we'll be covering is focused on how to use the powerful features in Word so you can be most productive.

Objectives

After completing this lesson plan, you will...

- Learn the importance of styles
- Navigate efficiently through longer documents
- Insert and reference external objects and documents
- Automate tedious actions to save time
- Use built-in tools to organize research and citations
- Prepare a document for distribution

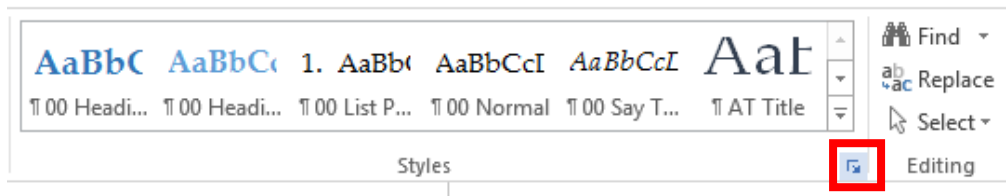
Working with Styles

Although the Styles Gallery was added in Word 2007, most people are unfamiliar with Styles. Styles are the most important feature we're going to discuss in this lesson plan and many features in Word depend on a correctly styled document to function correctly. Make sure you apply all the Style changes within this first section because everything in the following sections needs correct Styles for each feature to work.

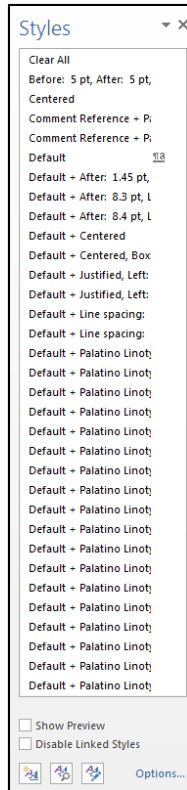
A Style is the formatting assigned to a specific section of your document. An example of these sections can be normal text, chapter titles, headings (or sections), and subheadings (sub-sections), but they can also refer to special sections that need their own formatting, like bulleted lists or footers. The formatting isn't just important because it keeps the appearance uniform throughout your document, it also makes sure that each section behaves correctly when you're editing it.

By using Styles, we can avoid technical and formatting problems we might run into with longer documents.

1. Open the file titled "Policies and Procedures.docx" located in the Exercise folder. *This file is an example of a long document that you might come in contact with in the future. This is an old version of our internal policies manual, or the PPM. It looks like it's styled correctly, but let's look a little deeper to see some how some serious problems with this document's structure make it confusing.*
2. Navigate to the Home tab in the Ribbon. Click the square button at the bottom right of the Styles group to open the Styles pane.



3. Click and drag the styles pane to the left side of the main editing window.



As you can see in the Styles pane, this document is an example of unplanned Styles. There are almost 100 different defined Styles and most of them are the same with minor differences. This can be impossible to use and is too difficult to keep standardized throughout long documents.

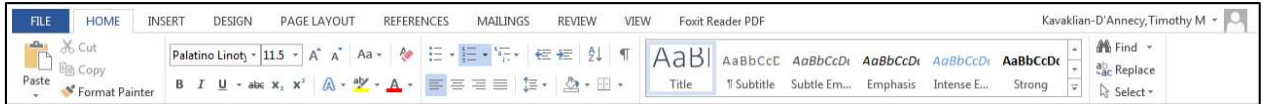
4. Close the Policies and Procedures Manual document and return to the desktop. *In the next few sections, we're going to go over how to keep your Styles organized so you can edit your document more efficiently.*

Using the Style Gallery

Before we create our own Style, let's use some of the ones that are Built-In to Word 2013.

1. Open the file titled "King Arthur report.docx" located in the Exercise folder. *This is an example of a paper or report that may be boring to read, but nonetheless, it provides a great example of what a long document looks like. It contains many different sections and media objects like pictures and video files. All of this information can be organized efficiently and behave correctly when generating specific sections. Notice that this report has no Styles applied. Not only does it look boring, the sections aren't defined properly. This means that we can't add things like a Table of Contents or other automatically generated features that make Word powerful.*

2. Scroll to the first page and select anywhere in the line of text that says “The Influence of ...”
We’re going to apply a Style to make this section our Title.
3. Navigate to the Home tab on the Ribbon and select “Title” from the Styles gallery.



When you hover over each style in the Styles gallery, Word will preview what the new Style will look like in your document.

Using the Style gallery is the quickest way to define each section of your document as a specific style. Remember, we’re applying these Styles not just to look different, but to be handled correctly by Word.

4. Begin applying the following styles to the following sections:
 - Debated Historicity: Heading 1 (page 1)
 - Origin of Name: Heading 1 (page 3)
 - Medieval Literary Traditions: Heading 1 (page 3)
 - Pre-Galfridian traditions: Heading 2 (page 3)
 - Geoffrey of Monmouth: Heading 2 (page 5)
 - Romance traditions: Heading 2 (page 7)
 - Decline, revival, and the modern legend: Heading 1 (page 9)
 - Post-medieval literature: Heading 2 (page 9)
 - Tennyson and the revival: Heading 2 (page 10)
 - Modern legend: Heading 2 (page 11)
 - Legacy as a role model: Heading 1 (page 12)
 - Legacy in popular culture: Heading 1 (page 12)

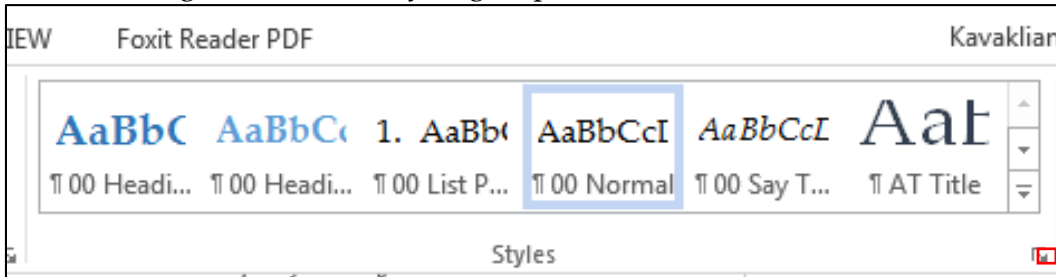
Make sure you’ve correctly assigned each section a Style. The next few sections of the lesson depend on this to be correct.

Creating, Editing, and Deleting Styles

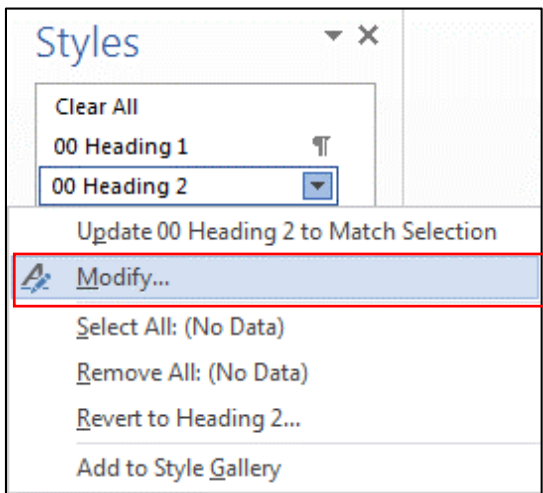
In the previous section, we applied the Built-In styles. Now, we’re going to go over how to create, edit, and remove styles from your document.

Although the built in Styles look professional and are visually pleasing, you may want to create your own and begin to use it in your document.

1. Open the Styles pane by navigating to the Home tab on the Ribbon and clicking on the bottom right icon in the Styles group.



2. With the Styles pane open, right click on "Heading 2" and select "Modify..." from the context menu.



This will open the Modify Style popup window and allow you to make changes. For this example, let's make a few changes to the Font settings.

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