Kennesaw State UNIVERSITY

University Information
Technology Services

Microsoft Office Word 2013

Formatting your Document

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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Introduction

This booklet is the companion document to the Word 2013: Formatting your document workshop. The booklet will show users how to apply preset styles and modify them, how to insert tables, headers, footers, and page numbers, and how to use section breaks in your document.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Create styles and use them to format document text
- Create and modify tables
- Insert section breaks in a document
- Format the document text as columns

Using Styles

A Style is a predefined combination of font style, color, and size that you can use to format the text in your document. Using styles can help you create documents that have a more professional, and consistent, appearance. Some styles (like the built-in heading styles) can be used to easily navigate your document, or insert a table of contents!

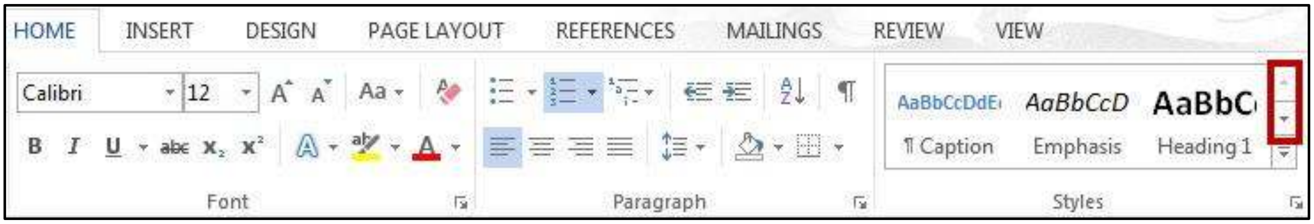
You can use the styles available in Word 2013, modify them, or create your own style and save it to use every time you need it.

Applying a Style

The following explains how to apply a style:

1. Select the text that you want to format.

2. On the *Home* tab, in the *Styles* group, scroll through the styles with the up and down arrows (See Figure 1).


HOME
INSERT
DESIGN
PAGE LAYOUT
REFERENCES
MAILINGS
REVIEW
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Calibri
12
Aa
B
I
U
abc
AaBbCcDdE
AaBbCcD
AaBbC
¶ Caption
Emphasis
Heading 1
Font
Paragraph
Styles

Figure 1 - Scrolling through Styles

3. Click on the desired **style** to apply.

Note: You can also access your styles from the *Quick Access Toolbar*. After selecting your text, the *Quick Access Toolbar* will appear. Click the **Styles** button on the right (See Figure 2).

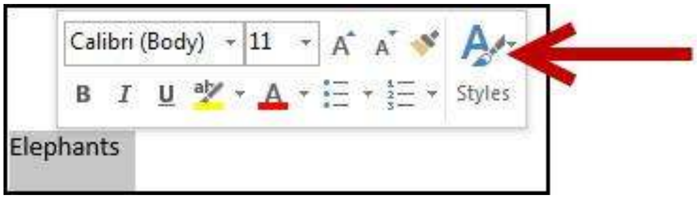
Calibri (Body)
11
B
I
U
Styles
Elephants

Figure 2 - Selecting Styles from the Quick Access Toolbar

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