



University Information  
Technology Services

# Microsoft Office Word 2016 for Windows

---

## Formatting Your Document

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

---

**Copyright © 2016 KSU Division of University Information Technology Services**

This document may be downloaded, printed, or copied for educational use without further permission of the University Information Technology Services Division (UITS), provided the content is not modified and this statement is not removed. Any use not stated above requires the written consent of the UITS Division. The distribution of a copy of this document via the Internet or other electronic medium without the written permission of the KSU - UITS Division is expressly prohibited.

**Published by Kennesaw State University – UITS 2016**

The publisher makes no warranties as to the accuracy of the material contained in this document and therefore is not responsible for any damages or liabilities incurred from UITS use.

Microsoft product screenshot(s) reprinted with permission from Microsoft Corporation.

Microsoft, Microsoft Office, and Microsoft Word are trademarks of the Microsoft Corporation.

---

# University Information Technology Services

## Microsoft Office: Word 2016 for Windows Formatting Your Document

### Table of Contents

Introduction .....	5
Learning Objectives.....	5
Using Styles .....	6
Applying a Style.....	6
Modifying a Style Using the Ribbon.....	7
Modifying a Style Using the Styles Dialog Box.....	7
Creating your own Custom Style .....	8
Tables .....	10
Creating a Table Using the Table Menu.....	10
Creating a Table Using the Insert Table Command .....	11
Creating a Table Using the Drawing Tools .....	12
Accessing the Table Tools .....	13
Splitting Cells.....	13
Merging Cells.....	13
Inserting Rows and Columns.....	14
Using Insert Controls to Quickly add Rows and Columns.....	14
Using the Table Tools Layout Tab to Insert Rows and Columns.....	14
Using the Table Tools Layout Tab Rows & Columns Dialog Box.....	14
Deleting Cells, Rows, Columns, and Tables .....	15
Changing Cell Size .....	15
Setting the Dimensions .....	15
Distribute Rows and Columns Evenly .....	16
Dragging the Cell Borders .....	16
Add Text Wrapping to a Cell .....	16
Moving a Table.....	17
Altering the Design of Your Table .....	18

Adding Table Styles .....	18
Headers and Footers .....	19
Inserting Page Numbers.....	20
Section Breaks.....	20
Inserting a Section Break .....	21
Using Section Breaks to Alter Page Numbering.....	22
Removing a Section Break .....	24
Columns .....	24
Creating Columns.....	25
Accessing Additional Column Options .....	25
Additional Help .....	26

## **Introduction**

This booklet is the companion document to the Word 2016: 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.

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