



Word 2013

INTERMEDIATE – ADVANCED
MANUAL

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CHAPTER 3 | STYLES



CHAPTER 3 | STYLES

Styles save time and make your document look good. One of the great things about using a word processor is that you can create documents that look professionally typeset.

- Headings are in a font that contrasts with body text.
- Paragraphs are separated with just enough white space.
- Elements such as bulleted lists are indented.
- Emphasised text is in a contrasting colour.

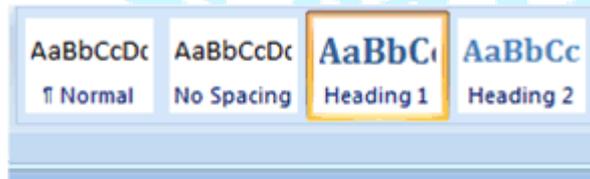
The document may even include special elements such as a table of contents.

Using styles

Instead of using direct formatting, use styles to format your document so you can quickly and easily apply a set of formatting choices consistently throughout your document.

A style is a set of formatting characteristics, such as font name, size, colour, paragraph alignment and spacing. Some styles even include borders and shading.

For example, instead of taking three separate steps to format your heading as 16-point, bold, Cambria, you can achieve the same result in one step by applying the built-in Heading 1 style. You do not need to remember the characteristics of the Heading 1 style. For each heading in your document, you just click in the heading (you don't even need to select all the text), and then click **Heading 1** in the gallery of styles.



Galleries of coordinated items

On the Insert tab, the galleries include items that you can use to build your document. You can use these galleries to insert other document building blocks. When you create a new document, the galleries will match with your current document look.



If you decide that you want subheadings, you can use the built-in Heading 2 style, which was designed to look good with the Heading 1 style.



- 1 The Quick Styles that you see in the gallery of styles are designed to work together. For example, the Heading 2 Quick Style is designed to look subordinate to the Heading 1 Quick Style.
- 2 The body text of your document is automatically formatted with the Normal Quick Style.
- 3 Quick Styles can be applied to paragraphs, but you can also apply them to individual words and characters. For example, you can emphasize a phrase by applying the Emphasis Quick Style.
- 4 When you format text as part of a list, each item in the list is automatically formatted with the List Paragraph Quick Style.

If you later decide that you want headings to have a different look, you can change the Heading 1 and Heading 2 styles, and Word automatically updates all instances of them in the document. You can also apply a different Quick Style set or a different theme to change the look of the headings without making changes to the styles.

Built-in styles turn on timesaving features

The built-in styles (Heading 1, Heading 2, etc.) provide other benefits, too. If you use the built-in heading styles, Word can generate a table of contents automatically. Word also uses the built-in heading styles to make the Document Map, which is a convenient feature for moving through long documents.

Character and paragraph styles

Word provides several style types:

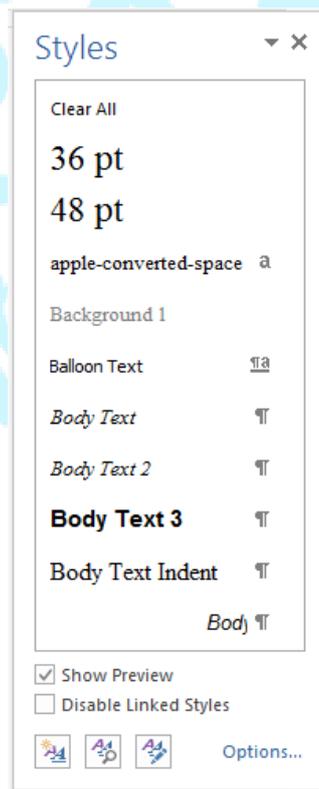
- **Character** and **paragraph** styles determine the look of most of the text in a document. Some styles work as both character and paragraph types, and these styles are known as **linked** styles.
- **List** styles determine the look of lists, including characteristics such as bullet style or number scheme, indentation, and any label text.
- **Table** styles determine the look of tables, including characteristics such as the text formatting of the header row, gridlines, and accent colours for rows and columns.

Character, paragraph, and linked styles (Style Types)

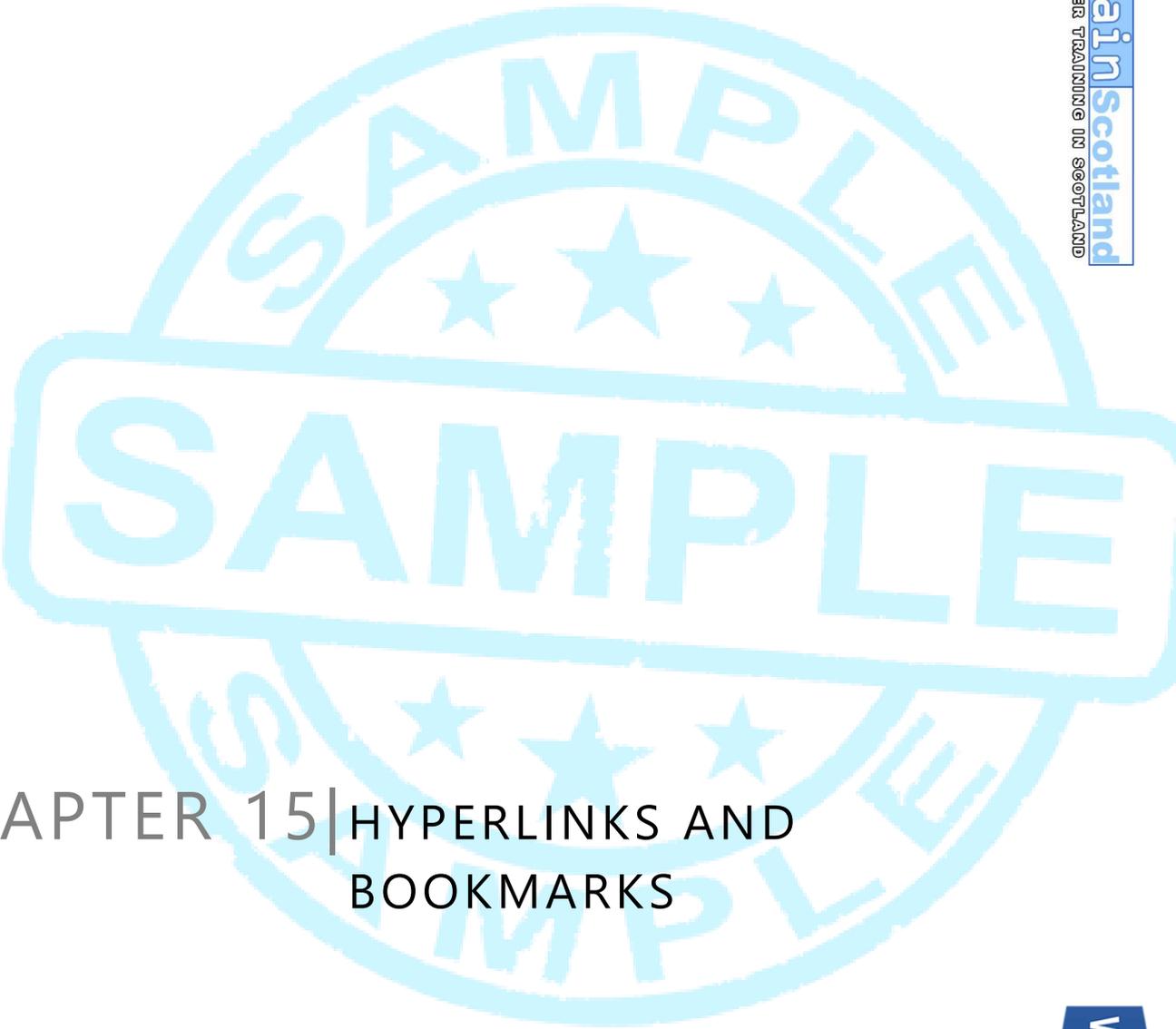
Character, paragraph, and linked styles appear in the **Styles** group on the **Home** tab. You can quickly apply a style from the gallery of styles. To see more information about each style, click the **Styles** Dialog Box Launcher.



The **Styles** task pane opens.



- **Paragraph styles** are marked with a paragraph symbol: ¶. You can see the paragraph symbol in the Quick Style gallery as well as in the Styles task pane. Click anywhere in a paragraph to apply the style to the entire paragraph.
- **Character styles** are marked with a character symbol: a. Click anywhere in a word to apply the style to the entire word. Or you can select more than one word to apply the style to more than one word.
- **Linked styles** are marked with both a paragraph symbol and a character symbol: ¶a. Click anywhere in a paragraph to apply the style to the entire paragraph. Or you can select one or more words to apply the style to the words that you selected.



CHAPTER 15 | HYPERLINKS AND BOOKMARKS



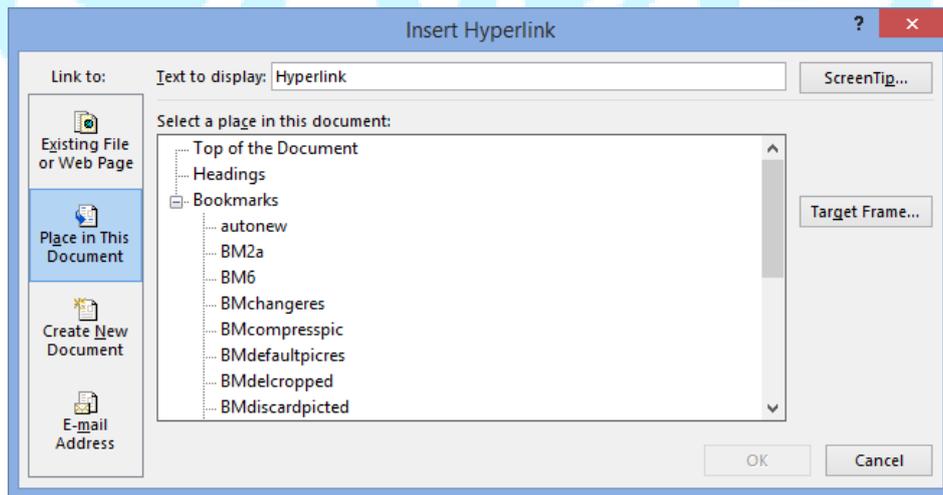
CHAPTER 15 | HYPERLINKS AND BOOKMARKS

Both text, images or drawing objects can be turned into links in your document. Links can be internal to different parts of the same document, or external. These are the different types of links:

- Place in document ([Bookmark](#)- area within the same document)
- Another file
- Webpage
- E-mail address

Creating a hyperlink

1. To create a hyperlink, first select the text, image or drawing object.
2. Right click and choose **Hyperlink...**



3. Choose one of the **Link to:** options and follow the instructions
4. If you are linking to a **Place in This Document** you will have to create the [bookmarks](#) first

Note: In order to use the hyperlink, hold down the **CTRL** key and click on the text / object

Bookmarks

A bookmark is a selection of text or a location you can name as a reference. You can use bookmarks to help you move from location to location in your document or you can use them to create cross-references in your document.

To create a bookmark:

1. Place your cursor in the place in the document you want to link to
2. Choose **Insert > Bookmark**
3. Type the name of the bookmark and press **Add**. **Note:** Bookmark names cannot contain any spaces.

The bookmark is not visible (even under the show / hide tool). You can view bookmarks in your document by selecting **File > Options > Advanced > Show Document Content > Show Bookmark**.



CHAPTER 16 | FORMS

This is a sample of the complete manual

Please visit www.itrainscotland.co.uk

CHAPTER 16 | FORMS

To create a form in Word that others can fill out, start with a template and add content controls. Content controls include things like check boxes, text boxes, date pickers, and drop-down lists. If you're familiar with databases, these content controls can even be linked to data.

Creating a fillable form

Step 1: Show the Developer tab

1. Click the **File** tab.
2. Click **Options**.
3. Click **Customize Ribbon**.
4. Under **Customize the Ribbon**, in the list under **Main Tabs**, select the **Developer** check box, and then click **OK**.

Step 2: Open a template or a document on which to base the form

To save time, start with a form template. To start from scratch, start with a blank template.

Start with a form template

1. Click the **File** tab.
2. Click **New**.
3. In the **Search online templates** box, type the type of form you want to create and press ENTER.
4. Click the form template that you want to use, and then click **Create**.

Start with a blank template

1. Click the **File** tab.
2. Click **New**.
3. Click **Blank document**.



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