Word 2013: Document Formatting

In this workshop we will learn how to:

- ***Modify and use heading styles***
- ***Automatically create a table of contents***
- ***Use section breaks in your document***
- ***Manage page numbers***
- ***Create table and figure captions***

Styles:

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

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. You can even create a "MLA" or "APA" style

Styles Gallery:

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.

Types of Styles:

Character styles

Character styles contain formatting characteristics that can be applied to text, such as font name, size, color, bold, italic, underline, borders, and shading.
Character styles **do not include** formatting that affects paragraph characteristics, such as line spacing, text alignment, indentation, and tab stops.

Try it out: To apply a character style, you select the text that you want to format, and then you click the character style that you want.

Paragraph styles

A paragraph style includes everything that a character style contains, but it also controls all aspects of a paragraph's appearance, such as text alignment, tab stops, line spacing, and borders.

Try it out: To apply a paragraph style, you select the paragraphs that you want to format, and then you click the paragraph style you want.

Note: To select a single paragraph for applying a paragraph style, you can click anywhere in the paragraph. To select more than one paragraph, click anywhere in the first paragraph and drag to anywhere in the last paragraph that you want to select. You do not need to select the entire paragraph.

Linked styles

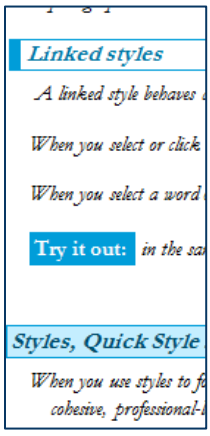
A linked style behaves as either a character style or a paragraph style, depending on what you select.
When you select or click in a paragraph and apply a linked style, the style is applied to the whole paragraph.
When you select a word or phrase and apply a linked style, the style is applied only to the selected text.

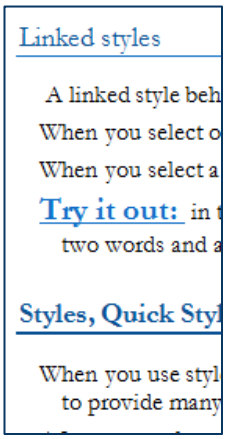
Try it out: in the sample document select a paragraph and try applying a couple of the styles then select one or two words and apply a style to them.

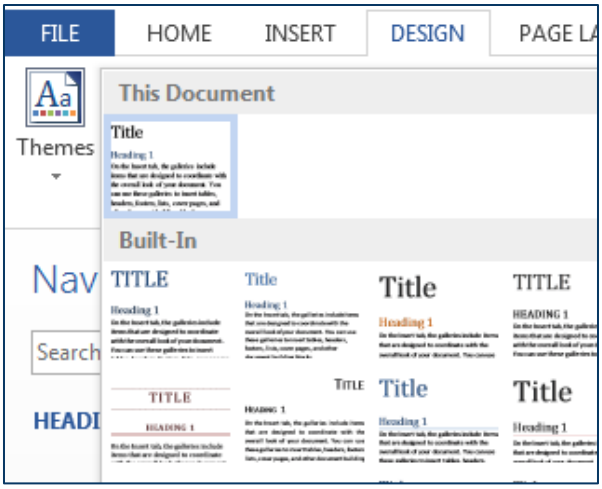
Styles, Quick Style sets, and Themes

When you use styles to format your document, the style definitions interact with Quick Style sets and theme settings to provide many combinations of cohesive, professional-looking designs.

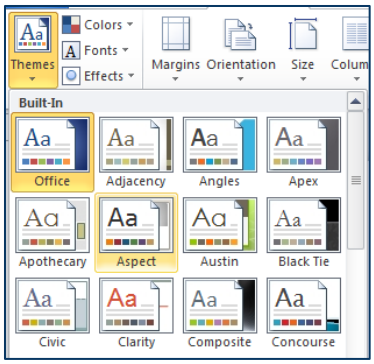
Quick Style Sets: After you apply styles, you can quickly change the look of the document to suit your needs by choosing the Quick Style set that you like.







Themes provide font and color schemes for Quick Style sets



When you apply a theme, you simultaneously apply a font scheme, a color scheme, and a set of graphic effects. The font scheme and color scheme from the theme are carried over into the Quick Style sets.

Try it out:

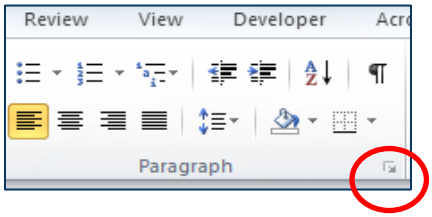
On the **Design tab**, in the **Document Formatting** group, click **Change Styles**, point to **Style Set**, and then point to the various style set names.

On the **Design** tab, in the **Themes** group, click on **Themes**, scroll over the various themes to view the changes to your document. To apply a theme to your document, click on the icon that represents that theme.

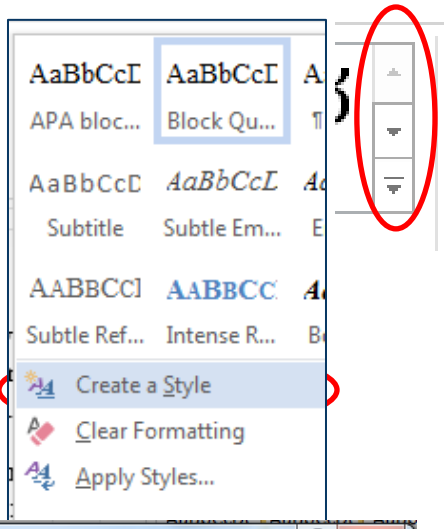
Customized styles

If you want formatting choices that are not available from the built-in styles, Quick Style sets, and themes, you can create custom styles to suit your needs. The easiest way to create a custom style is to modify a built-in style and then save it as a new style.

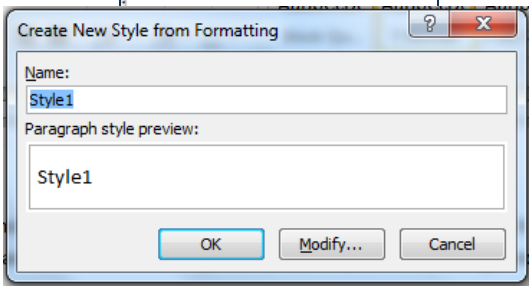
For example, you might want to format a paragraph of quoted material with a half-inch indent from the left and right margins, single spaced. There is no built-in style to accommodate this, but you can create a custom style by doing the following:



1. Click in the paragraph you want to format.
2. On the **Home** tab, click the **Paragraph** Dialog Box Launcher.
3. In the **Indentation** section, type **0.5"** in the **Left** and **Right** boxes.
4. In the **Spacing** section, in the **Line spacing** list, click **Single**.
5. Click **OK**.
6. Highlight the paragraph text, click on the drop-down arrow for the **Styles**, and then click **Create a Style**.



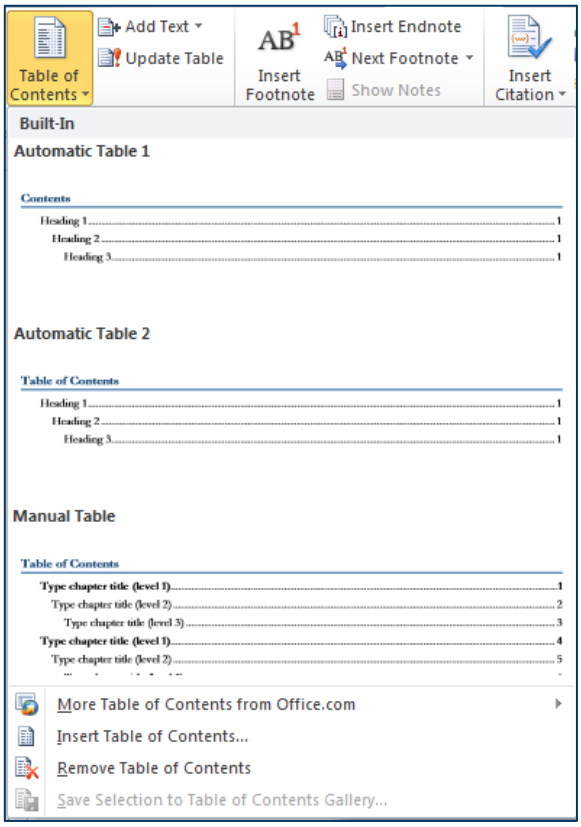
7. In the **Name** box, type a name for the style, such as **Block quote APA**.
8. Click **OK**.
9. If you want to modify the style, right click on it in the **Styles Group** and click on **Modify**. In this dialog box, you can choose to have this style as part of this template and then it will be available in all of your documents.



10. If you want to remove the style, right click on it in the Styles and click on **Remove from Style Gallery**

Creating a Table of Contents or a Table of Figures

Creating a table of contents in your document is easy if you use the heading styles as you create your document.
When you get ready to insert the table of contents into your document, Word will search your document for text that is marked as "Heading 1," "Heading 2," etc... and insert that text into the table of contents. When you create your table of contents this way you can automatically update the table to reflect any changes you make to your document.



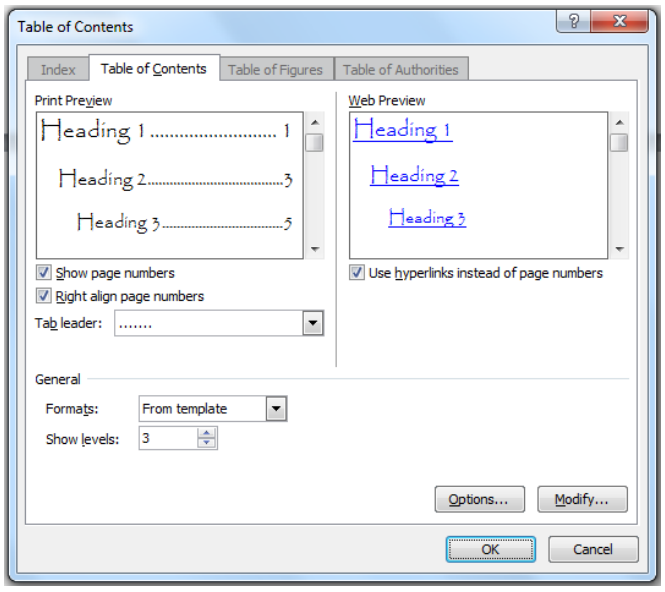
Create a table of contents from the gallery

After you mark the entries for your table of contents, you are ready to build it.

1. Click where you want to insert the table of contents, usually at the beginning of a document.
2. On the **References** tab, in the **Table of Contents** group, click **Table of Contents**, and then click the table of contents style that you want.

Create a custom table of contents

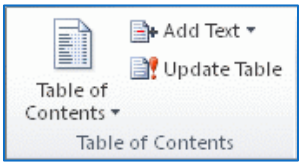
1. On the **References** tab, in the **Table of Contents** group, click **Table of Contents**, and then click **Insert Table of Contents**.
2. In the **Table of Contents** dialog box, do any of the following:
   - To change how many heading levels are displayed in the table of contents, enter the number that you want in the box next to **Show levels**, under **General**.
   - To change the overall look of your table of contents, click a different format in the **Formats** list. You can see what your choice looks like in the **Print Preview** and **Web Preview** areas.
   - To change the type of line that appears between the entry text and the page number, click an option in the **Tab leader** list.



- To change the way heading levels are displayed in the table of contents, click **Modify**. In the **Style** dialog box, click the level that you want to change, and then click **Modify**. In the **Modify Style** dialog box, you can change the font, the size, and the amount of indentation.

3. Choose a table of contents to fit the document type:
   - **Printed document** If you are creating a document that readers will read on a printed page, create a table of contents in which each entry lists both the heading and the page number where the heading appears. Readers can turn to the page that they want.
   - **Online document** For a document that readers will read online in Word, you can format the entries in the table of contents as hyperlinks, so that readers can go to a heading by clicking its entry in the table of contents.

Update the table of contents



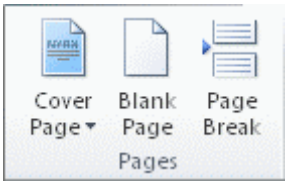
If you added or removed headings or other table of contents entries in your document, you can quickly update the table of contents.

1. On the **References** tab, in the **Table of Contents** group, click **Update Table**.
2. Click **Update page numbers only** or **Update entire table**.

Page and Section Breaks

Word will automatically insert a page break when you reach the end of a page, but sometimes you want a page break before you that. You can insert a manual page break or set up rules to control where automatic page breaks are placed.

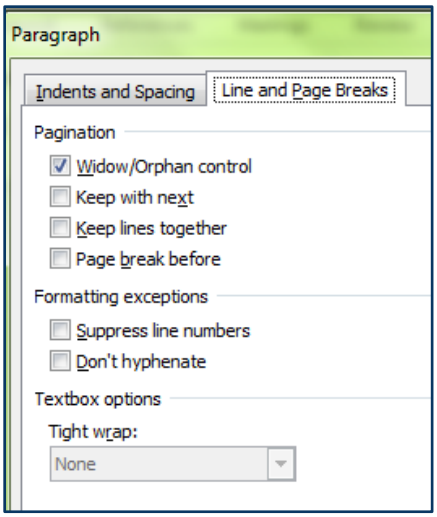
Page Breaks



Insert a manual page break

1. Click where you want to start a new page.
2. On the **Insert** tab, in the **Pages** group, click **Page Break**.

Prevent page breaks in the middle of a paragraph



1. Select the paragraph that you want to prevent from breaking onto two pages.
2. On the **Page Layout** tab, click the **Paragraph** Dialog Box Launcher, and then click the **Line and Page Breaks** tab.
3. Select the **Keep lines together** check box.

Prevent page breaks between paragraphs

1. Select the paragraphs that you want to keep together on a single page.
2. On the **Page Layout** tab, click the **Paragraph** Dialog Box Launcher, and then click the **Line and Page Breaks** tab.
3. Select the **Keep with next** check box.

Specify a page break before a paragraph

1. Click the paragraph that you want to follow the page break.
2. On the **Page Layout** tab, click the **Paragraph** Dialog Box Launcher, and then click the **Line and Page Breaks** tab.
3. Select the **Page break before** check box.

Place at least two lines of a paragraph at the top or bottom of a page

A professional-looking document never ends a page with just one line of a new paragraph or starts a page with only the last line of a paragraph from the previous page. The last line of a paragraph by itself at the top of a page is known as a widow. The first line of a paragraph by itself at the bottom of a page is known as an orphan.

1. Select the paragraphs in which you want to prevent widows and orphans.
2. On the **Page Layout** tab, click the **Paragraph** Dialog Box Launcher, and then click the **Line and Page Breaks** tab.
3. Select the **Widow/Orphan control** check box. Note: This option is turned on by default.

Delete a page break

You cannot delete the page breaks that Word inserts automatically.
You can delete any page breaks that you insert manually.

1. Click **Draft**.

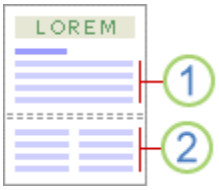
2. Select the page break by clicking in the margin next to the dotted line.

3. Press DELETE.

Section Breaks

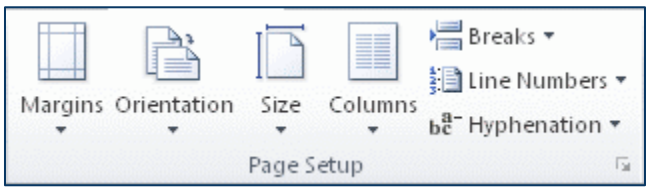
You can use section breaks to change the layout or formatting of a page or pages in your document. For example, you can lay out part of a single-column page as two columns. You can separate the chapters in your document so that the page numbering for each chapter starts at 1. You can also create a different header or footer for a section of your document.

1 Section formatted as a single column
2 Section formatted as two columns



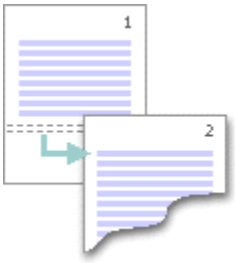
Insert a section break

1. On the **Page Layout** tab, in the **Page Setup** group, click **Breaks**.
2. Click the type of section break that you want to use



Types of section breaks that you can insert

The following examples show the types of section breaks that you can insert. (In each illustration, the double dotted line represents a section break.)



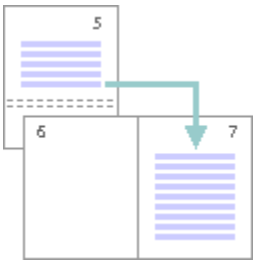
Next Page

The **Next Page** command inserts a section break and starts the new section on the next page. This type of section break is especially useful for starting new chapters in a document.

Continuous

The **Continuous** command inserts a section break and starts the new section on the same page. A continuous section break is useful for creating a formatting change, such as a different number of columns, on a page.

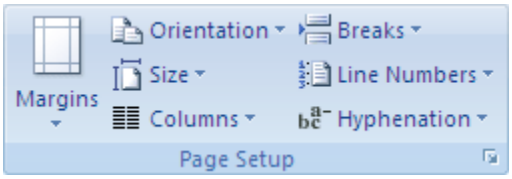
Even Page or Odd Page



The **Even Page** or **Odd Page** command inserts a section break and starts the new section on the next even-numbered or odd-numbered page. If you want document chapters always to begin on an odd page or on an even page, use the **Odd page** or **Even page** section break option.

Change the document layout or formatting

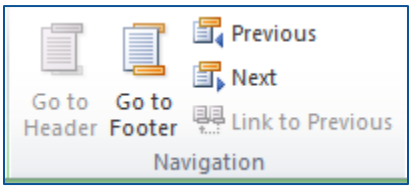
1. Click where you want to make a formatting change. *You might want to select a portion of the document around which to insert a pair of section breaks.*
2. On the **Page Layout** tab, in the **Page Setup** group, click **Breaks**.
3. In the **Section Breaks** group, click the section break type that fits the type of formatting change that you want to make.
4. Now you can make your formatting changes to that section of your document.



Change the header or footer in one section

When you add a section break, Word automatically continues to use the header and footer from the previous section. To use a different header or footer in a section, you need to break the link between the sections.

1. On the **Insert** tab, in the **Header & Footer** group, click **Header** or **Footer**.
2. Click **Edit Header** or **Edit Footer**.
3. On the **Design** tab (under **Header & Footer Tools**), in the **Navigation** group, click **Link to Previous** to turn it off.



Page Numbering

Start numbering on the second page with 2

If the document does not yet use page numbers, the steps that you follow are slightly different than the steps that you follow if the document already has page numbers.

Documents that do not yet use page numbers

1. Follow these steps for inserting page numbers.
2. On the first page of the document, double-click in the header or footer area.
3. Under **Header & Footer Tools**, on the **Design** tab, in the **Options** group, select the **Different First Page** check box.
4. If you want the first page to use a header or footer that does not include a page number, click in the **First Page Header** or **First Page Footer** area, and insert the header or footer that you want.

Documents that already use page numbers

1. On the first page of the document, double-click in the header or footer area.
2. Under **Header & Footer Tools**, on the **Design** tab, in the **Options** group, select the **Different First Page** check box.

Note If the **Different First Page** check box is already selected, do not clear it. Instead, delete the page number in the **First Page Header** or **First Page Footer** area.

3. If you want the first page to use a header or footer that does not include a page number, insert the header or footer that you want while the cursor is in the **First Page Header** or **First Page Footer** area.

Start numbering on the second page with 1

If the document does not yet use page numbers, the steps that you follow are slightly different than the steps that you follow if the document already has page numbers.

Documents that do not yet use page numbers

1. Double-click in the header or footer area.
2. Under **Header & Footer Tools**, on the **Design** tab, in the **Options** group, select the **Different First Page** check box.
3. In the **Header & Footer** group, click **Page Number**, and then click **Format Page Numbers**.
4. In the **Start at** box, type **0**.
5. If you want the first page to use a header or footer that does not include a page number, insert the header or footer that you want while the cursor is in the **First Page Header** or **First Page Footer** area.

Documents that already use page numbers

1. On the first page of the document, double-click in the header or footer area.
2. Under **Header & Footer Tools**, on the **Design** tab, in the **Options** group, select the **Different First Page** check box.

Note If the **Different First Page** check box is already selected, do not clear it. Instead, delete the page number in the **First Page Header** or **First Page Footer** area.

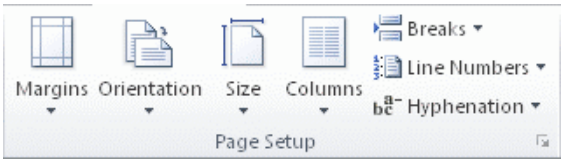
3. In the **Header & Footer** group, click **Page Number**, and then click **Format Page Numbers**.
4. In the **Start at** box, type **0**.
5. If you want the first page to use a header or footer that does not include a page number, insert the header or footer that you want while the cursor is in the **First Page Header** or **First Page Footer** area.

For more information about creating headers and footers, see Insert headers and footers.

For more information on number formatting, see Add and format page numbers

Number pages differently in different sections

1. Click at the beginning of the page where you want to start, stop, or change the header, footer, or page numbering.
2. On the **Page Layout** tab, in the **Page Setup** group, click **Breaks**.

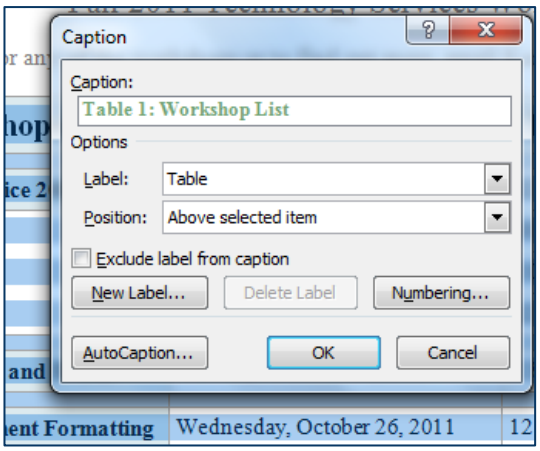


3. Under **Section Breaks**, click **Next Page**.
4. On the page that follows the section break, double-click in the header area or the footer area (near the top of the page or near the bottom of the page). This opens the **Design** tab under **Header & Footer Tools**.
5. On the **Design** tab, in the **Navigation** group, click **Link to Previous** to turn it off.
6. Now add your page number to the header or footer
7. To choose a numbering format or the starting number, click **Page Number** in the **Header & Footer** group, click **Format Page Numbers**, click the format that you want and the **Start at** number that you want to use, and then click **OK**.
8. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).

Creating Table and Figure Captions

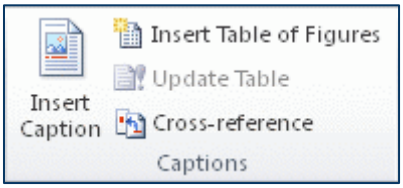
You can add captions to figures, equations, or other objects. You can also use those captions to create a table of the captioned items for example, a table of figures or a table of equations.

1. Right-click on the object (table, equation, figure, or another object) that you want to add a caption to.
2. Click on **Insert Caption**
3. In the **Label** list, select the label that best describes the object, such as a picture or equation. If the list doesn't provide the correct label, click **New Label**, type the new label in the **Label** box, and then click **OK**.
4. Type any text, including punctuation that you want to appear after the label.
5. Select any other options you want.



OR

6. Select the object (table, equation, figure, or another object) that you want to add a caption to.
7. On the **References** tab, in the **Captions** group, click **Insert Caption**.



8. In the **Label** list, select the label that best describes the object, such as a picture or equation. If the list doesn't provide the correct label, click **New Label**, type the new label in the **Label** box, and then click **OK**.
9. Type any text, including punctuation that you want to appear after the label.
10. Select any other options you want.

References:

Microsoft Office: http://office.microsoft.com/en-us/?CTT=97

Table of Contents Information:

http://office.microsoft.com/en-us/word-help/results.aspx?filter=1&ck=1&av=zwd140&qu=Table%20of%20Contents&sp=off

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