

Long Document and Report Writing in Microsoft[®] Word 2007

This document takes you through some of the more advanced features of Microsoft[®] Word 2007, which will help you to create a professional-looking document and work more efficiently when handling long documents.

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Long Document and Report Writing in Microsoft® Word 2007

WHY YOU NEED TO USE THIS DOCUMENT

This guide takes you through some of the more advanced features of Word, which will help you to create a professional-looking document and work more efficiently when handling long documents. These skills will also save you time when creating/amending/formatting other Word documents.

It is assumed that you have knowledge of Word 2007 equivalent to that contained in the document 'Microsoft Word 2007 for Academic Work'. This is available at the library reception desk or on the web at:

<http://www.brad.ac.uk/cc/documentation/doc-list/index.php#Wordprocessing>.

What is Covered

The key features are briefly explained below.

Document Preparation	Tips for planning, layout and presenting the document and recommendations for backing up your work
Formatting Headings and Paragraphs	<ul style="list-style-type: none">• Creating and modifying styles which are used to store formatting instructions for headings and paragraphs.• Multilevel Lists - useful for creating a hierarchical structure to headings in a document.
Organising Your Document	<ul style="list-style-type: none">• Outline view - useful for planning/reviewing the structure of your report.• Table of Contents – automatically created from the heading styles used in your document.
Managing Headers and Footers	<ul style="list-style-type: none">• Inserting headers and footers.• Creating sections within a document so that you can have different headers/footers, page numbering, layout (odd and even pages), orientation etc as required.
Navigating your Document	Different ways of navigating long documents, including Document Map.
Captions	How to insert a numbered caption above or below figures, tables or diagrams and automatically create a Table of Figures.
Further Features	More advanced features in Word which will help you when creating long documents.
Indexes	Creates a list, usually found at the end of a document, which contains key words and the page number(s) where they can be found.
Final Adjustments	The finishing touches!

Supporting Documentation

Additional documents on Microsoft® Word 2007 are continually being developed and are available from the JB Priestley Building Reception, and on the Web at:

<http://www.brad.ac.uk/lss/documentation/index.php>.

DOCUMENT PREPARATION

Planning

When producing a long document, you should always start by planning how the final document will be presented: For example:

- What will the headings be?
- How will I organise them?
- What order will they be in?
- Will it have a title page?
- Do I need a Table of Contents?
- What formatting should I use for the paragraphs, headings etc?
- Are the built in styles suitable?

Make a start by typing the headings only in Outline View (see the *Outline View* section in page 7). You can then easily change the structure by adding any further headings/sub-headings, change the order of the headings or promote/demote them etc.

Layout

Always make sure that the layout and formatting is consistent throughout the document. This includes:

- Margins and page layout
- Page numbering and headers/footers
- Font and font size of paragraphs and headings
- Line spacing and justification of paragraphs and headings
- Footnotes and references

If you are producing a theses or dissertation, always check your department's regulations regarding document layout, eg font type and size, line spacing, paragraph spacing etc. You can then create Styles based on these requirements making it easier to format your document.

If you are a member of staff, you will need to check the Corporate ID guidelines. Contact Marketing and Communications for details.

Presentation

When you have finished working on a long document, remember to complete the following steps to make sure that it is accurate and complete before printing it out. This will save you time and money on wastage of resources!

1. Update the Table of Contents.
2. Spellcheck.
3. Proofread – check for any spelling errors (names not recognised by the Spellcheck dictionary, eg 'there' instead of 'their').
4. Print Preview – check the layout and pagination.

Backup

Whether you work on your document at home or the University, it is essential that you back it up to another location. You could store copies of different editions on:

- Floppy disk – write the name/date of the edition on the label.
- USB memory stick.
- Your M: drive at the University.
- At home on the C: drive.

If you do not do this, you risk losing all of your work if the file is lost or becomes corrupt.

FORMATTING HEADINGS AND PARAGRAPHS

You should always use 'Styles' to format your document. As well as giving the document structure, it will save you a lot of time. For example, if you decide that you need to change the headings in your document to a larger font size, without Styles you would have to select and change each heading separately. With Styles, you just do it once and all headings will update automatically.

Styles also allow you to use many other powerful features in Word, such as Templates, Outline View, and Tables of Contents, which are mentioned later in this document.

Styles


A style is a way of storing formatting instructions that you use frequently, which can then easily be applied to new or existing text.

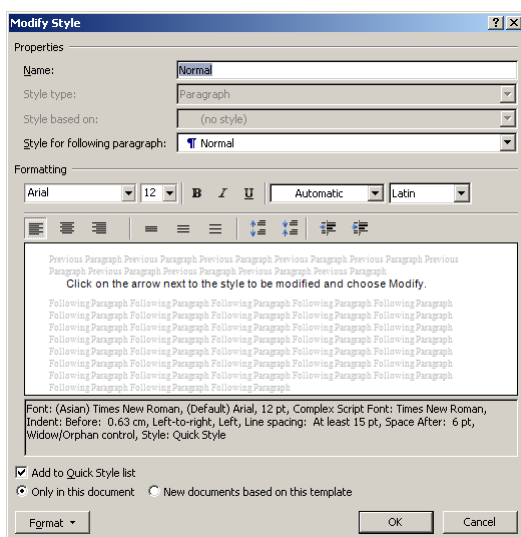
There are two types of styles in Word – paragraph styles and character styles. Paragraph styles are marked with a ¶ symbol and character styles are marked with an a. Paragraph styles can store character, tab, paragraph and language formatting whereas character styles only contain character formatting (font, size, bold etc).

When you open a new document it comes with a number of styles already built in (default styles). You can also create your own styles for headings and for paragraphs. Styles are stored within a document, so once a document has been saved, the styles used will be available each time you open the document.

Note: the **Normal** style is the style that your text will 'normally' take if you do not apply any styles. All other styles use the **Normal** style as a basis.

Modifying an Existing Style

1. Click on the **Styles Dialog Box Launcher** , the Styles pane will appear.
2. Click on the arrow next to the style to be modified and choose **Modify**.



You can amend the basic formatting from the Modify Style window.

Note: If you select the *New documents based on the template* option, this will apply the style changes to the Normal.dot (default) template. Leaving it blank, will only apply the style changes to the current document.

For further options, click on the **Format** button. The commonly used options are listed below.

(Format) Font

- Here you can change the font style, size, colour and effects.

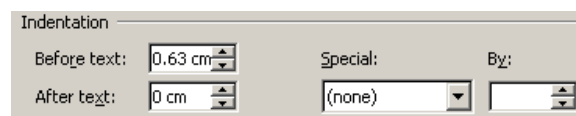
(Format) Paragraph

Indents and Spacing tab – is where you change the paragraph formatting.

- **Alignment:** - changes the Justification of the style.



- **Indentation** - different options for indenting the paragraph. See following examples.



No indents

A Style is a way of storing formatting instructions that you use frequently, which can then easily be applied to new or existing text.

Indent Before text

A Style is a way of storing formatting instructions that you use frequently, which can then easily be applied to new or existing text.

Indent After text

A Style is a way of storing formatting instructions that you use frequently, which can then easily be applied to new or existing text.

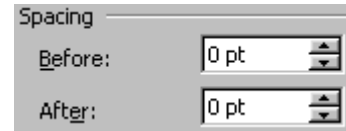
First Line Indent

A Style is a way of storing formatting instructions that you use frequently, which can then easily be applied to new or existing text.

Hanging Indent

A Style is a way of storing formatting instructions that you use frequently, which can then easily be applied to new or existing text.

- **Spacing** - sets the spacing before and after each paragraph. This is measured in points – 12 pt is equivalent to one line. Setting the After: measurement to 12 pt will automatically create a blank line at the end of each paragraph.



- Use the **Line spacing** option to set the spacing between each line in your document. For instance, a thesis is required to have Double line spacing.



Line and Page Breaks tab – is where you change the pagination options.

- **Widow/Orphan control** – ensures that the first/last line of a paragraph is not left on its own on a page. For further details see the *Widows and Orphans* section on page 15.
- **Keep with next** - keeps this paragraph with the next paragraph when an automatic page break appears.
- **Keep lines together** – prevents a paragraph being split over two pages.
- **Page break before** – adds a page break before this style. This is a useful option. For example, if you want each chapter to start on a new page, select this option for the chapter heading style (usually Heading 1).

(Format) Tabs

Here you can apply tab settings to the style. Information on how to use and set tabs can be found in the document 'Microsoft Word 2007 for Academic Work'.

(Format) Border

This option allows you to add different borders and shading to the paragraph style.

(Format) Numbering

Here you can select different Numbering or Bullets options to be applied to the paragraph style.

Removing a Style

Styles that you have created can be deleted. To do this:

1. Go to the **Styles** pane.
2. Click on the arrow next to the required style and then choose **Delete**.

Any paragraphs that are formatted with this style will then be assigned the Normal style.

Note: Deleting a style will only delete the formatting instructions, not the text.

Managing Styles

There are a number of different options available for advanced customisation of styles. These go beyond the scope of this document. To explore these options:

1. Display the **Styles** pane.
2. Click on the **Manage Styles** button  at the bottom of the pane.

Multilevel Lists (Automatically Numbered Headings)

If you require your headings to be numbered automatically:

1. Apply the **Heading 1** style to the first heading in the document and make sure that you have clicked within this heading.
2. Click on the **Multilevel List** button in the **Paragraph** group in the **Home** tab.
3. From the List Library, select a list that contains 'Headings'.

All of your heading styles will now be numbered, eg:

1 Heading 1 style

1.1 Heading 2 style

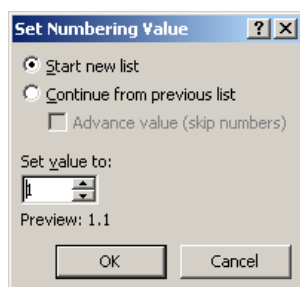
1.1.1 Heading 3 style

Change the Start Value for Multilevel Lists

If you have split your document into different files, eg a separate chapter in each file, you may want to start at a different number to 1.

To change the number value:

1. Click within the heading style to be modified.
2. From the **Home** tab, click on the **Numbering** arrow in the **Paragraph** group and select **Set Numbering Value**.



3. Select the options required and then click on **OK**.

ORGANISING YOUR DOCUMENT

Outline View

Outline View is an extremely useful tool for helping you plan out your report, or for collecting together notes under different headings. Outline View makes use of Heading Styles; there are up to nine built-in heading styles in a new Word document. With Outline View you can easily select a whole section (ie a heading and all of the text and subheadings underneath it).

In Outline View you can:

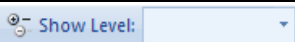






- Plan the structure of your document first, and then add the detail later.
- Hide or ‘collapse’ certain sections of your document while you work on others.
- Reorder and restructure whole sections of your work.
- ‘Demote’ sections to become sub-sections, or ‘promote’ them.

Quick Tour of Outline View

1. From the **View** tab, select **Outline** from the **Document Views** group. Alternatively you can click on the **Outline** button on the Status Bar.



You will now be in Outline view and the Outline tab will be displayed.

Button/Name	Function
 Show Level: <input type="text"/>	Shows all headings and text. Click on the arrow to select a specific level to be displayed.
 Expand/Collapse	Shows the text under the heading / Shows the headings only.
<input type="checkbox"/> Show First Line Only	Shows only the first line of text following a heading.
<input checked="" type="checkbox"/> Show Text Formatting	Displays the Outline as formatted text. Outline may be easier to read if this is not selected.
 Move up/Move down	Takes the heading AND the text that follows it to earlier or later in the document.
 Promote	Moves a section up to a higher level (eg Heading 3 becomes Heading 2).
 Demote	Moves a section to a lower level.
 Promote to Heading 1	Promotes selection to Heading 1.
 Demote to Body Text	Demotes selection to normal text, eg instead of a heading.

When using the *Show Level* button, only the headings formatted with the predefined heading styles will be displayed within each level. The text and any

other heading styles will be hidden. If you would like to assign a level to a heading style see the section *Change the Outline Level of a Heading Style* on page 17.

Creating New Documents in Outline View

Documents can also be created in Outline View. When you start typing in Outline view, the style will be *Heading 1*. You can then use the Promote/Demote buttons to format text as required.

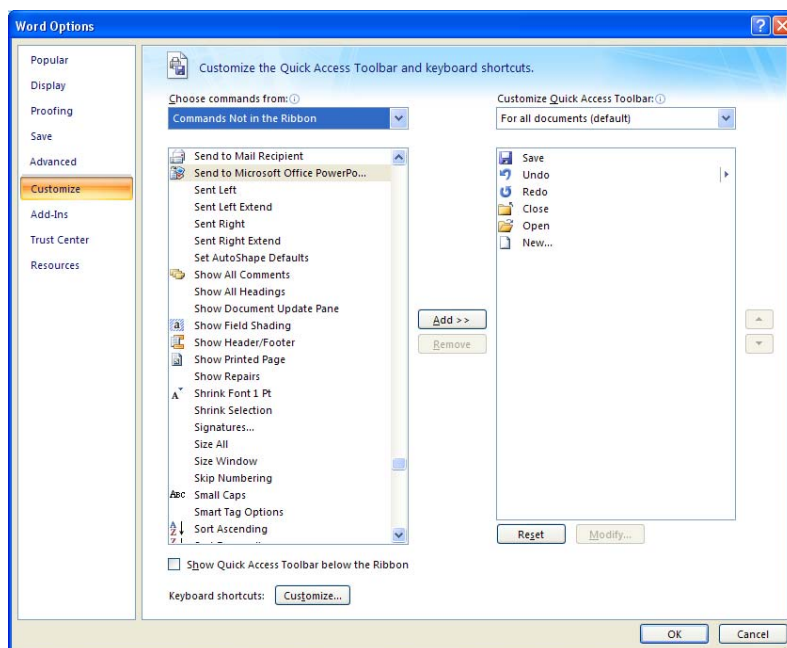
Tip: Pressing the <Tab> key has the same effect as the **Demote** button. Pressing the <Return> key creates a new line which has the heading style at the same level.

Create a PowerPoint Presentation Based on Heading Styles

Once a document has been created using Heading Styles it can be converted into a PowerPoint presentation. All paragraphs with the *Heading 1* style become new slides, *Heading 2* paragraphs become the first level of text, and so on.

There is no command on the ribbon, so you will first need to add it to the Quick Access Toolbar. To do this:

1. Click on the **Office Button**, select **Word Options** and then **Customize**.
2. Click on the **Choose Commands From** arrow and select **Commands Not in the Ribbon**.
3. Scroll down the list and select **Sent to Microsoft Office PowerPoint**.



4. Click on **Add** and then click on **OK**.

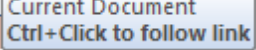
Notice the button has now been added to the Quick Access Toolbar. To convert a document, simply click on the **Sent to Microsoft Office PowerPoint** button in the Quick Access Toolbar.

Table of Contents

In Word you can create a Table of Contents, which is based on the *Heading Styles* used in a document. You can insert it anywhere in your document, but it is usually found at the beginning after the title page.

Tip: To prevent the title 'CONTENTS', being added to the Table of Contents, do not apply a style to it, but apply formatting to make it look a heading style!

If you then make any further changes to your document, the Table of Contents can be easily updated. The Table of Contents can also be used to help you navigate around your document. When you hold your mouse over each line in

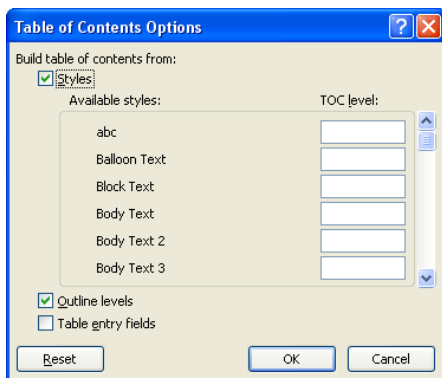
the Table of Contents a screen tip appears.  Holding down the <Ctrl> key whilst clicking on one of these lines will make it act as a hyperlink – moving you to that section/topic within your document.

Instructions for creating a Table of Contents can be found in the document 'Microsoft Word 2007 for Academic Work'.

Creating a Table of Contents Using Other Styles

It is possible to create a Table of Contents based on heading styles that you have created, eg Main Title.

1. From the **References** tab click on the **Table of Contents** button and select **Insert Table of Contents**.
2. Click on the **Options** button. The Table of Contents Options window will appear.



3. Remove the numbers from the **TOC level:** boxes for the headings not required.
4. Enter a **TOC Level:** number next to each of the heading styles you have created (you may need to scroll up/down the list).

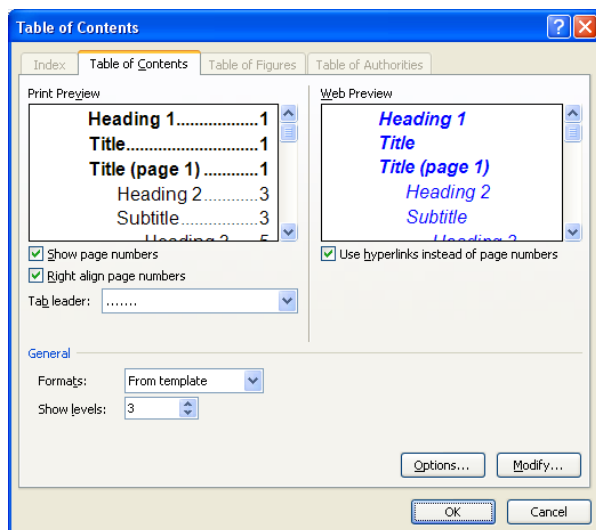
Note: The level number determines how the heading text will be displayed in the Table of Contents so this should match the level of heading style, eg Heading 1 style is level 1, Heading 2 is level 2.

5. Click on the **OK** button to return to the Table of Contents window.

Modifying a Table of Contents

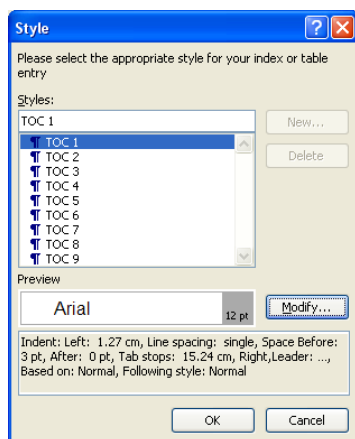
In Word you can modify any of the styles in a Table of Contents.

1. Click anywhere in the Table of Contents.
2. From the **References** tab, click on the **Table of Contents** button and then select **Insert Table of Contents**. The Table of Contents window will be displayed.



From this window you can alter how the page numbers, leader dots etc are displayed. To change the formatting of the text in the Table of Contents:

1. Click on the **Modify** button. The Style window will be displayed.



2. You can now modify any of the Table of Contents styles in the list.

Tip: This is done in the same way as modifying styles, which was covered in the section Modifying an Existing Style on page 4 of this document.

Updating a Table of Contents

- Click within the Table of Contents and click on the **Update Table** button in the **Table of Contents** group on the **References** tab, or
- Right click on the Table of Contents and choose **Update field**, select the required option and click on **OK**.

MANAGING HEADERS AND FOOTERS

Headers and Footers

Headers and footers are useful when you want to add the same piece of text to every page, eg your name, the date, page number or title of the document. Text within a header or footer can be formatted in exactly the same way as in the document (ie font, size, bold etc). You can also change the alignment of text using different tab settings.



Instructions for the above can be found in the document ‘Microsoft Word 2007 for Academic Work’.



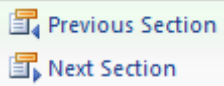
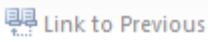


Note: Sometimes it is easier to start with a totally blank footer (Footer button - choose Edit Footer). Also, if you have added a footer and then change it by selecting a different footer layout from the gallery, the original will be overwritten by the new footer layout.

On occasions, you may want to have different headers/footers on different pages, eg you wouldn't normally include the title of the document in the title page footer. To do this you will need to use section breaks to divide your document up into sections. You can also choose not to display a header or footer within a section.

Quick Tour of Header & Footer Tools

When a header or footer area is displayed, the Header & Footer Tools – Design tab is displayed. This gives many options for headers and footers. The most commonly used are listed below.


Button	Function
 <p>Page Number</p>	<p>This offers different page number options.</p> <ul style="list-style-type: none"> • Top of Page – numbering options for top of page. • Bottom of Page – numbering options for bottom of page. • Page Margins – select this option if you would like eg portrait numbering on a landscape page. • Current Position – choose a number format to be inserted at the current cursor position in the header/footer area. <p>Note: Number formatting and remove page numbering options are also available from this button.</p>
 <p>Date & Time</p>	<p>Opens the Date and Time window where you can select a date format.</p>

 <p>Quick Parts ▾</p>	<p>Offers different options for inserting text into the header/footer.</p> <ul style="list-style-type: none"> • Document Property – eg Author or Title which are determined by the document properties. To change the document properties – Office Button – Prepare – Properties – amend as required. <p>Note: You will need to save the document for the properties to be displayed.</p> <ul style="list-style-type: none"> • Field – eg add the file path to a footer (select the field FileName and make sure there is a tick in the Add path to file name box). • Building Blocks Organiser – see the section <i>Building Blocks/Quick Parts</i> on page 19 for further information.
 <p>Go to Header Go to Footer</p>	<p>These buttons switch between the Header and Footer display areas.</p>
 <p>Previous Section Next Section</p>	<p>These buttons move between the Previous or Next header/footer section within the document.</p>
 <p>Link to Previous</p>	<p>This button determines whether a header (or footer) is the same as in the previous section. It is only available when section breaks have been inserted in the document.</p>
 <p>Different First Page Different Odd & Even Pages</p>	<p>Here you can choose unique page options for headers/footers.</p>
 <p>Close Header and Footer</p>	<p>Close the header/footer display area and return to the document.</p>

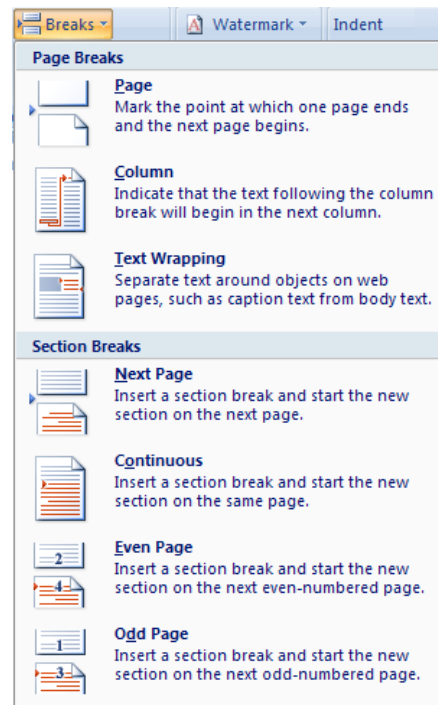
Section Breaks

Section breaks allow you to divide your document into sections. Each section can then have its own margins, orientation (portrait or landscape), layout (odd and even pages), page numbering and headers or footers as required.

Section breaks are also necessary when dividing part of a page into columns or when inserting subdocuments (these processes are not covered in this document).

Note: In order to see the section breaks in your document, the **Show/Hide** button  must be selected (**Home** tab – **Paragraph** group).

1. Make sure the cursor is positioned where you want the break to be inserted.
2. Select the **Page Layout** tab and click on the **Breaks** arrow in the **Page Setup** group.
3. Select the required break from the Section Breaks options.



You will now be able to see the section break in your document (see example below). This will not show on the printed document.

.....Section Break (Next Page).....

Deleting Section Breaks

Section breaks are easily removed, but remember that this may have an effect on the formatting of your document. To remove a section break, first select it, and then press the <Delete> key.

NAVIGATING YOUR DOCUMENT


See also *Table of Contents* section on page 9 and *Outline View* section on page 7.


Document Map

The Document Map is a quick way of finding your way round long documents. It picks up all the text that has been formatted with the **Heading** styles and lists them in a separate window pane. To view the document map:

1. From the **View** tab select the **Document Map** option in the **Show/Hide** group. The Document Map will appear next to your document, in a separate window pane.
2. Click on a heading in the Document Map to be taken straight to that place in your document.

The Collapse and Expand Buttons

If there is a collapse button  next to a heading, it means that there are sub-headings associated with that heading. Clicking on this button will hide the sub-headings, and 'collapse' the list. This gives more room for the rest of the list.

The heading will now have an expand button  next to it. Click on this button to show the sub-headings again, and 'expand' the list.

Tip: Click on the **Switch Navigation** arrow at the top of the **Document Map** pane to change the view to thumbnails of each page.

Closing the Document Map

- Click on the close button at the top of the **Document Map** pane, or
- Deselect the **Document Map** option in the **Show/Hide** group in the **View** tab.

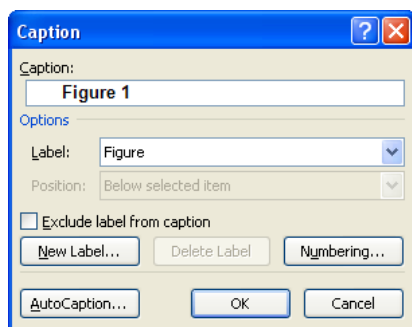
CAPTIONS

Instructions for adding a caption can be found in the document 'Microsoft Word 2007 for Academic Work'.

Changing a Caption

If you would like to change the format of the numbering (eg add chapter number):

1. From the **References** tab, click on the **Insert Caption** button in the **Captions** group. The Caption window will be displayed.



2. Click on the **Numbering...** button.

If you wish to change the caption text, select the current text and simply type the new text over it.

If you wish to add new text, position the cursor after the automatic caption number, then type the text required.

Deleting a Caption

Select the whole of the caption, including the paragraph mark (¶) at the end of the line, and then press the <Delete> key.

The numbering for any remaining captions will not automatically update when a caption is deleted. To update the numbering:

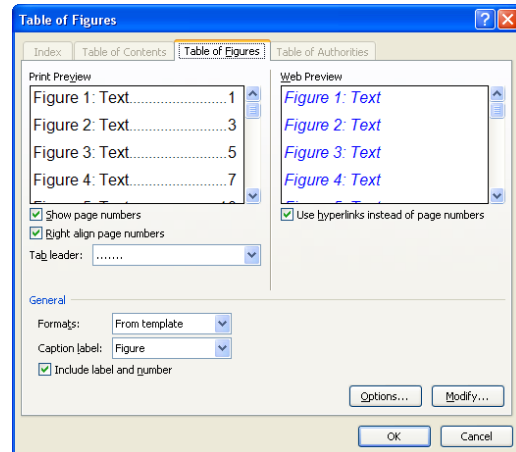
1. **Home** tab – **Editing** group – **Select** button – choose **Select All**.
2. Right click on one of the captions in the document and choose **Update Field**.

Creating a Table of Figures

Once you have added captions to the items in your document, you can then create a Table of Figures based on these captions.

1. Position the cursor where you would like the Table of Figures to go.
2. On the **References** tab, choose **Insert Table of Figures** in the **Captions** group. The Table of Figures window will be displayed.
3. Select the required options and click on **OK**.

Tip: You need to create a separate table for each Caption label in your document, ie Table of Figures, Table of Tables.






FURTHER FEATURES

Format Painter

The Format Painter is an easy way of copying the formatting from a selected piece of text and applying it to other text in your document.

To use the Format Painter:

1. Select the piece of text that is already in the correct format.
- Tip:** A quick way to select a whole line is to click to the left of the line when the pointer looks like a  (white arrow).
2. Click on the **Format Painter**  button in the **Clipboard** group on the **Home** tab. The mouse pointer will change to a paintbrush  when held over text.
 3. Click and drag the 'paintbrush' cursor over the text that you want to copy the formatting to. Notice that the Format Painter switches off automatically when the mouse button is released.

If you need to copy the same formatting to several places, select the text then *double* click on the **Format Painter** button. It will remain selected while you paste the formatting to as many other pieces of text as required. To switch off the Format Painter either click on the button again, or press the <ESC> key.

Widows and Orphans

This refers to paragraphs that are split over two pages:

Widow - when the last line of a paragraph appears on its own on a new page.

Orphan - when the first line of a paragraph appears on its own at the bottom of a page.



Paragraphs of text are more easily read and understood if the paragraph is split more equally across the pages (eg three lines of text on one page and two on the other), or if they are not split at all.

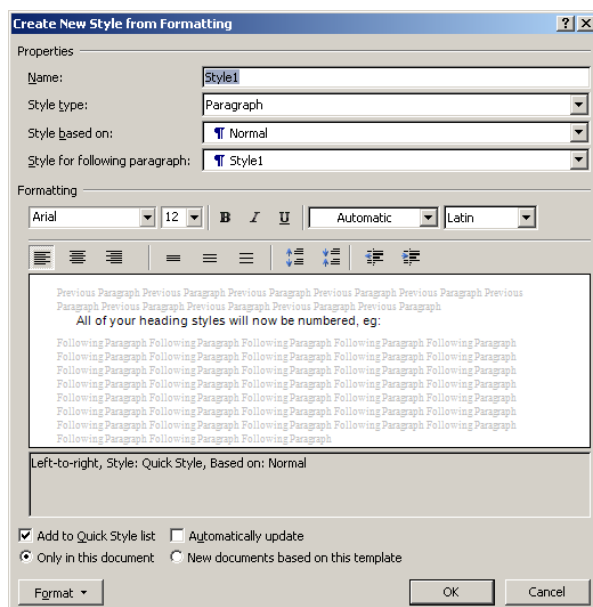
To avoid having a widow or orphan:

1. Make sure the cursor is in the paragraph with the widow/orphan.
 2. From the **Home** tab click on the **Paragraph Dialog Launcher**. The Paragraph window will appear.
 3. Click on the **Line and Page Breaks** tab.
 4. Select **Widow/Orphan** control, then click on **OK**.
- Tip:** Alternatively you could **Select All** (**Home** tab – **Editing** group - **Select**), before setting the widow/orphan control. This would ensure that every paragraph in the document has widow/orphan protection.


More with Styles

Creating a New Style

1. Select the **Home** tab, **Styles** group and click on the **Styles Dialog Box Launcher** . The Styles pane will appear.
2. Click on the **New Style** button .



3. Type the name of the style in the **Name:** box, eg 'Main Title'.
4. Check the **Style type:** (usually Paragraph or Character).
5. Change the **Style for following paragraph:** and **Formatting** options as required.
6. Click on **OK** to close the New Style window.

Note: Sometimes the required style is not shown in the Style gallery or Style pane. To display the style, you need to click on the **Manage Styles** button  in the Styles pane. Select the **Recommended** tab and scroll down the list to find the required style. Click once on the style to select it and then click on the **Show** button. Click on **OK** to close the window.

Change the Outline Level of a Heading Style

When creating a new style, unless it is based on one of the predefined Heading Styles, it will not be displayed when using the *Show Heading* buttons in *Outline* view (covered later in this document) or the *Document Map*. The *Outline level* of a style can be changed by:

1. From the Styles Gallery (or Styles pane), right click on the style to be changed and choose **Modify**.
2. Click on the **Format** button and select **Paragraph**.
3. Click on the arrow next to **Outline level:** and select the required level.

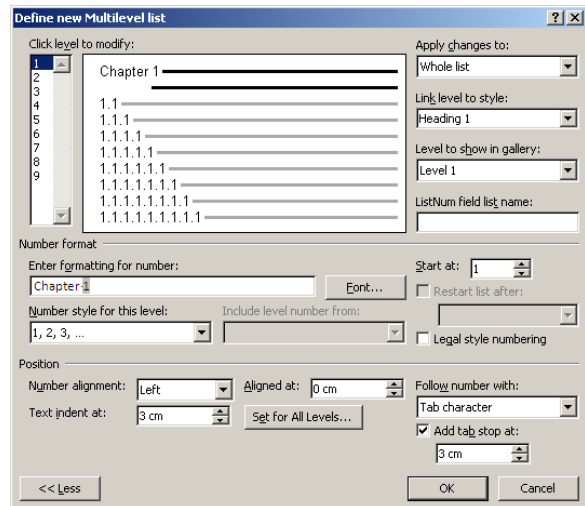
Automatically Include ‘Chapter’ in Heading 1 Style

If you need to include the word ‘Chapter’ in the headings within a dissertation or thesis, you can get Word to do this automatically.

4. Create a Multilevel list – see the *section Multilevel Lists (Automatically Numbered Headings)* on page 6.
 1. Click within the first heading of the document with the Heading 1 style applied.
 2. **Home** tab – **Paragraph** group – **Multilevel List** arrow and select **Define New Multilevel List**. The Define new Multilevel list window will be displayed.
 3. In the **Enter formatting for number:** box, click to the left of the number **1** and type **Chapter** followed by a space.

Under the **Position** group of options:

4. Change the **Text indent at:** to 3 cm.
5. Select the **Add tab stop at:** option and set it to 3cm.



Create Your Own Quick Style Set

There are several ‘Style Sets’ built into Word 2007. You can alter the styles in a document (or import them from a template) and then save them as a ‘Quick Style Set’ of your own. This is stored in your own user area can be applied to any of the documents you create/modify.

Note: You can not create your own Quick Style Set on Student Cluster PCs. If you wish to copy styles from one document to another, see the section *Copying Styles Between Documents* on page 18.

Quick Style Sets are not to be confused with templates. Quick Styles Sets holds different styles containing formatting instructions, where as a template is a document which as well as containing styles, can also contain a predefined layout, margins and text eg a letter layout with your address details at the top. Templates are covered in a separate document which can be found at: <http://www.brad.ac.uk/lss/documentation/index.php>.

1. Modify the built-in styles and/or create the styles that you want in your set.
2. Make sure the required styles are added to the Quick Style gallery.

Tip: Right click on a style in the **Styles** pane to add it to the Quick Style gallery. If you want to remove a style from the Quick Style gallery, right click on it in the Quick Style gallery.

3. From the **Home** Tab – **Styles** group – click on the **Change Styles** button.
4. Select **Style Set** and then **Save As Quick Style Set...** The Save As Quick Style Set window will appear.
5. In the **File name:** box type a name for your style set and then click **Save**.

To apply the style set:

1. **Home** tab – **Styles** group – **Change Styles** button.
2. Select **Style Set** and then click on the required style set.

Delete Your Own Quick Style Set

In order to delete your style set, you need to know where it is stored. Quick Style Sets are usually stored in

Documents and Settings - <username> - Application Data – Microsoft – Quickstyles

To delete your Quick Style Set either:

- Locate the Quick Style folder (see above) using Windows Explorer, then select and delete the required file.
- **Home** tab – **Styles** group – **Change Styles** button – **Style Set - Save As Quick Style Set.** - select and delete the required file

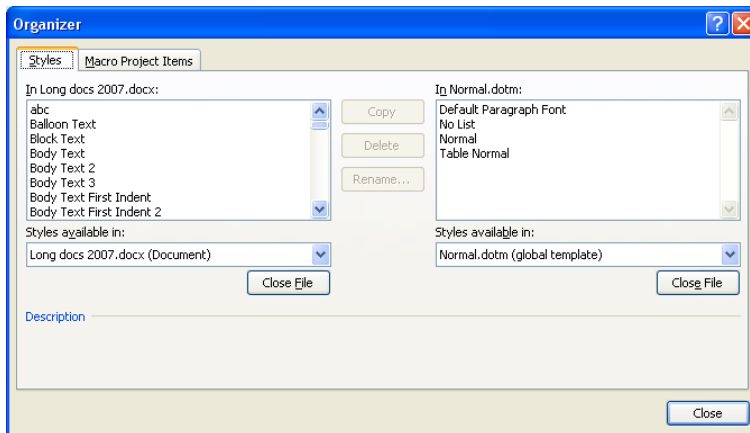
Copying Styles Between Documents

If you want to use the styles that are in another document, you can copy them using the Organizer. To do this:

1. From the **Developer** tab, click on the **Document Template** button in the **Templates** group. The Templates and Add-ins window will appear.

Tip: If the Developer tab is not visible, click on the **Office Button – Word Options – Popular – Show Developer Tab in the Ribbon.**

- Click on the Organizer button to display the Organizer window.



- Click on the **Close File** button under the **Normal.dotm (global template)** list.
- Click on the **Open File** button.
- Locate and select the required document and click **Open**.
- Select the style(s) required from the new list and click on **Copy** to copy the settings to the current document.

Note: If the style already exists, a window will appear asking if you would like to overwrite the style – click **Yes** to replace the style with the new settings.

Building Blocks/Quick Parts

Building blocks are items within a document that you save using the Quick Parts tool. Building blocks can be text, images and special formats including hyperlinks. These items can then be reused in other documents, eg headers/footers, a salutation, or your contact details.

To create a Quick Part:

- Select the item/content to be used.
- From the **Insert** tab, click on the **Quick Parts** arrow in the **Text** group.
- Choose **Save Selection to Quick Part Gallery**. The Create New Building Block window will be displayed.
- Type a name for the Quick Part and then click **OK**. The item will now be saved to the Quick Parts gallery.

To insert a Quick Part:

- Click at the point in the document where you want the Quick Part to be inserted.
- Click on the **Quick Parts** arrow and select the required part.

Note: To view all building blocks, select **Building Blocks Organizer** from the **Quick Parts** menu. Here you can also preview, edit and delete building blocks.

Index

An index is usually found at the end of a document and contains a list of key words, phrases or topics, along with their page number(s), so that they can be easily found.

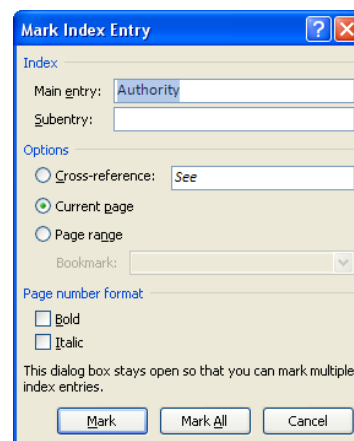
In Word there are two stages to creating an index:

- marking the index entries in the document
- creating the index.

Marking the Index

1. Select the word to be indexed
2. From the **References** tab, click on the **Mark Entry** button in the **Index** group. The Mark Index Entry window will appear.
3. Check that the selected text appears in the **Main Entry:** box.

Tip: Use Replace (**Home** tab – **Editing** group – **Replace**) to locate the required words in the document.



4. To change the font of the text, right click in the **Main Entry:** box and choose **Font**.
5. Chose any further options required, eg Current page and Italic Page number format.
6. Click on the **Mark All** button to mark all occurrences of this word in the document and then click on the **Close** button. Notice that a field (marked XE if paragraph marks are displayed) has been inserted next to the word.

Note: If there are two occurrences of a word in a paragraph, this will only mark the first occurrence.

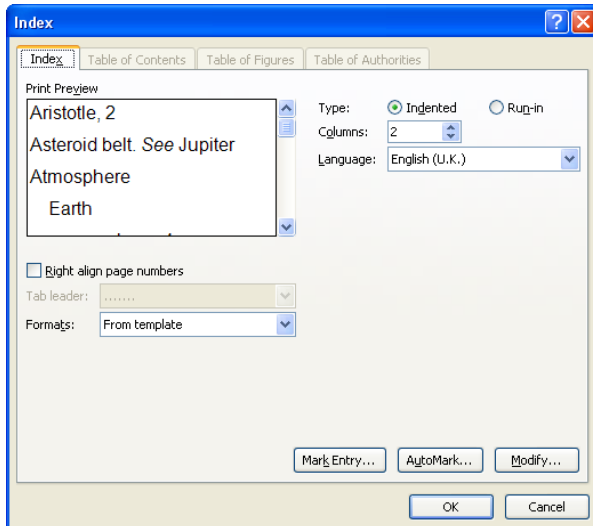
7. Repeat the above process to mark any further index entries.

Note: The text in the **Main entry:** box can be changed, but this will change the entry in the index! You can also make the entry a subentry (displays below a main entry) by entering it in the **Subentry:** box.

Creating the Index

The index is usually on a separate page at the end of a document. To create the Index:

1. Make sure the cursor is positioned where you would like the Index to appear.
2. From the **References** tab, click on **Insert Index** in the **Index** group.



3. Select the required options:

- **Type:**
 - **Indented** – subentries appear on separate line below main.
 - **Run-in** – subentries appear on same line after main entry.
- **Columns:** - Number of columns to display entries.
- **Language:** - List of languages available.
- **Formats:** - List of formats available. Custom is used to design your own layout.
- **Tab leader:** - Displayed between the index entry and page number. You can choose to have dots, dashes or none.
- **Right align page number** – How the page numbers are displayed.

4. Click on **OK**.

FINAL ADJUSTMENTS

When you have finished working on a long document, it is good practice to make sure that it is accurate and complete before printing it out. Don't just rely on the spellchecker, proofread the document, make sure that the Table of Contents is up to date and check the layout in Print Preview view. You can then make any necessary adjustments before printing the final document.

Congratulations! You have now covered several of the more advanced features in Word that will allow you to work more effectively and give your document a really professional finished appearance.