MICROSOFT® OFFICE

Courseware: 3261–1 Exam: 77–726





CCILearning[®]

Microsoft® Word 2016

Expert Certification Guide

Lesson 1: Using Advanced Design Elements

Lesson Objectives

In this lesson, you will customize templates, we key styles, use advanced find and replace features, and use advanced formatting options to contend the flow or text in a document. Upon completion of this lesson, you will be able to:

customize templates

- create and modify styles
- manage multiple option + +Body and +Heading for us
- use wildcards in searches
- find and replace formatting
- use hyphenation options
- use line numbering

Custer mizing Templates

ojecti 1...1

A te iplate determines the basic formatting for a document. Templates contain document settings such as tonts, styles, page layout, special formatting, shortcut keys, macros and menus. All Word documents are based on a template.

Templates save you time because they help you create a document, or set the standard for specific types of documents.

Lesson 1

When you launch Word, or click New in the Backstage, Word displays several different templates. The most common (it is also the default) template used for document creation is the *Normal* template. In fact, when you click Blank document, Word creates a new document based on the Normal template.

Every macro, AutoCorrect entry, style, building block, or general formatting option (such as the default margin settings or font size) available to you in the new blank document is saved within the Normal template

To create a document using a template, click **File** and click **New** to view a list of available templates:



Click a template once to preview its content in a sparate window and click **Create** if you decide to create a new document based on the selected template. You can also double-click a template to skip the quick-viewing and automatically create the lew of cument.

You can easily modify a tem, ate ¹ save those modifications as a new template. To do so, create a new document based on the emplice you want to use as a starting point. Modify the elements you want to change in the new cum of the new cum of the modified document as a Word template.

To save a doct dept as a template, click **File**, **Save As**, select the location to save the file, then, in the Save as type field, sele **vor' Template**. Templates are saved with the *.dotx* (Document Template) extension (or the .dot extension or Word 2003 and earlier versions). If you want your custom templates to display in the term rate gallery, save them in the *Documents\Custom Office Templates* folder. Once you have saved a custom cemplate, a link named PERSONAL displays in the template gallery. Click the link to view your custom ten. Jate

Not . You can also open an Office 2016 template directly; they are stored in the following location on a Windows system: C:\Program Files (x86)\Microsoft Office\root\Templates\1033. However, template documents are opened in Read-Only mode. If you want to save your changes, you must give the template a new name and save it in a different location.

Learn to customize templates

In this exercise you will customize a template.

- Start Word. Click Open Other Documents, click New and type: business plan into the Search Bar and press ENTER. Click the Business plan template and then click Create. Save this document as Becky's Coffee Shop Business Plan in the student files folder.
- 2 Change the title from Business Plan Title to: Becky's Coffee Shop.
- 3 Change the subtitle from Business Plan Subtitle to: Best Cup of Coffee Since 1956
- 4 Click in the title, and then on the Home tab, in the Styles group, click the **Styles** dialog c. ther. In the Styles pane, click **TOC Heading** to apply this style to the title text.
- 5 Click in the subtitle and in the Styles pane, click Footer Alt to apply this style to the sub-tle text.

The font size is a little small.

6 Select the subtitle text and change the font size to 16 pt.

It is easier to read now, but still is not the look we want.

- 7 With the subtitle text still selected, scroll up in the Styles one necessary and click **Subtitle** to re-apply this style to the subtitle text. Then close the Styles process.
- 8 Scroll through the document and notice the possibilitie. for customizing this pre-designed template to include graphs, content layout, and table of countrys. Then return to the top of page 1, and double-click the **replace with LOGO** icon. Under Picture Tools on the Format tab, in the Adjust group click **Change Picture**.
- 9 In the Insert Pictures window, click Browse in the From a file area to open the Insert Picture dialog box. Navigate to the student files. "der, click the coffee logo file, then click Insert. Under Picture Tools, on the Format tab, in the Size group, the ge the Height to 1.1" (2.8 cm).
- **10** Scroll to the bottom of the fire page and change the following:



- 11 n the Design tab, in the Document Formatting group, change the theme color to **Violet**.
- 12 Save the document as a Word Template named Beckys Coffee Template in the student files folder.

Hint: Before you click **Save**, double-check that the file type is set to Word Template (*.dotx) – depending on the sequence of steps you take to save the file, Word may change the file type back to Word Document as you navigate your folder structure.

13 Save and close the document.

Sharing Template Tools

Objective 1.1.2

Templates help ensure a consistent look and feel among a collection of documents. This is especially applicable in work situations; most companies want their documents to have a consistent, uniform look and feel. You can quickly and easily copy items from one document to another, including styles and macro

To access template options, you must first activate the Developer tab in the Ribbon. To do so, click **File**, then click **Options** to open the Word Options dialog box.



Sever tabs display down the left side of the dialog box. Click the **Customize Ribbon** tab to view options for prking with the Ribbon. Under the Main Tabs, on the right side of the dialog box, click the check box for **Custoper** to turn on the display of the tab, and then click **OK**. The Developer tab will then appear in the two option.

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To see the template attached to the current document, on the Developer tab, click **Document Template** to open the Templates and Add-ins dialog box.

Templates and Add-ins	?	×	
Templates XML Schema XML Expansion Packs Linke Document template	ed CSS		
<u>G</u> lobal templates and add-ins Checked items are currently loaded.	∧ Add Remove	e	
Full path: Qrganizer	OK Cano	el	6

- **Document template** Displays the name of the term late currently attached to the document.
- Attach Use this button to attach a different template the document.
- Automatically update document styles Security option if you want Word to automatically update the styles in the document to those of the attain a template.
- Attach to all new e-mail message: Sele the option if you want Word to automatically apply the template attached to the current docue ant to new email messages.
- **Global templates and add-in** If there are other templates containing styles, macros, or Quick Parts that you want to use in the current document, you can add them here.

Note: The Templates an Adc in gradog box also includes tabs which contain options for working with XML schemas and expansion packs, and for linking cascading style sheets (CSS). These options are useful if you plan to use Work in containing Web documents.

If you want to shale styles and other items (such as macros) among documents or among templates, click the **Organizer** by tor to open the Organizer dialog box.

Organizer			?	×	
Styles Macro Project Items In Document3: Balloon Text Bibliography Block Text Body Text Body Text 2 Body Text 5 Body Text First Indent	Copy Delete Rename.	I <u>n</u> Normal: Default Paragraph Font Exercise No List Normal Table Normal		^	
Body Text First Indent 2 Styles available in:	¥	Styles availa <u>b</u> le in:		×	
Document3 (Document)	Close <u>F</u> ile	Normal.dotm (global template)	Clos <u>e</u> F	ile	
Description					
			<u> </u>		

Word displays items for the current document on the left side of the Sting table, the Organizer dialog box. By default, the Normal template displays on the right side of the dialog box. If you want to share elements between the document on the left side and another template document, you can click the **Close File** button to close the Normal template, click the **Open File** button to close the Normal template, click the **Open File** button to close the Normal template, the template of the share with the document on the left side of the dialog box.

You can then select styles (or macros) in either the off or right side in preparation for copying them to the other side, as shown in the following figure:

Organizer			? ×
Styles Macro Project Items			
To Document8: Balloon Text Bibliography Block Text Body Text 2 Body Text 2 Body Text 3 Body Text First Indent Body Text First Indent 2 Styles available in: Document8 (Document) Descrin*	v Close <u>F</u> ile	I <u>n</u> 2016: -2 Baseline Shift -3 Baseline Shift Appendix heading 3 A-TOC/Head A-TOC/Section A-TOC/Sub Balloon Text Body Styles available in: 2016 (Template)	Clos <u>e</u> File
			Close

the elements selected, click **Copy** to copy them into the document (or template) on the other side of the Organizer dialog box.

Click the **Macro Project Items** tab in the Organizer dialog box to copy macros between documents and templates.

Organizer			? ×	
<u>S</u> tyles <u>M</u> acro Project Items				
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Macro Project Items available in:		Macro Project Items availa <u>b</u> le in:		
3261 Word 2016 Expert Lesson 1 etext R9-RP (Docume \sim		Normal.dotm (global template)		
Close <u>F</u> ile			. <u>e</u> File	

Notice that the Macro Project Items tab includes the same buttons (and proverses the same functionality) as the Styles tab.

Note: You can also access the Macro Project Items tab in the Orgenizer Fialc box from the View tab in the Ribbon. On the View tab, in the Macros group, click the **Macros**, row, click **View Macros** to open the Macros dialog box, then click **Organizer**.

To copy building blocks to a document or template ycomest first open the template that you want to copy the building block into. Any building blocks that are created in Word, are saved by default in a template file named *BuildingBlocks.dotx*. On the Insert tab in the Texamoup, click **Quick Parts**, then click **Building Blocks Organizer** to open the Building Blocks Organizer due g box.

uilding blocks					ck a building block to see its preview	
Name	Gallery	Category	ו⊾ late			
Irina Heer	AutoText	General	Norm.			
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Filigree	Cover ⁷ ges	4	Built-In Buil		Kramer, J. D. (2006). Here in Write Ethiographies. Chicago: Adventure Works Press	
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line	Cover Pages	Built-in	Built-In Buil			
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In the Building Blocks Organizer dialog box, select the entry for the building block you want to copy and then click **Edit Properties** to open the Modify Building Block dialog box.

Modify Build	ling Block	?	×		
<u>N</u> ame:	Works Cited				
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<u>C</u> ategory:	Built-In				
Description:	Automatic bibliography (labeled "Works Cited") that includes all sources associated with the document				
<u>S</u> ave in:	Building Blocks		\sim		
Options:	Insert content in its own paragra	ph	\sim		
	ОК	Canc	el		

From here, open the **Save in** drop-down menu and select the template into which, bu we ald like to copy the building block.

Learn to share items among templates

In this exercise you will copy styles to a document.

- 1 Open the *Lyrics* document from the student files folde and aver-cyrics (styles) Student. Click in the **Public Domain** heading, then on the Home ... in the ont group, notice that the font for the heading is Century Gothic.
- 2 In the document, click in the **Take Me Out to epare** heading. This heading also uses the Century Gothic font.
- **3** In the document, click anywhere in the lyrics not in either of the headings). Then on the Home tab, in the Styles group, click the **Styles** dialog and auncher, then point at the Normal style in the Styles pane.

Notice that the font shows as FO. T (F crault) Segoe UI.

- 4 In the Styles pane, click ar g. Styles. Then click the Import/Export button to open the Organizer dialog box.
- 5 In the list of the high ide of the Organizer dialog box for Normal.dotm (global template), click the Normal de
- 6 Click the Copy that to copy the style from the Normal template into the Lyrics document.
- 7 Lick les to confirm that you want to overwrite the existing Normal style in the Lyrics document.
 - In Organizer dialog box, click the **Close File** button beneath the Normal.dotm (global template).
- 9 ick the **Open File** button and navigate to the student files folder. Click the arrow for the file type field and click **All Files**. Then double-click **Courseware Mapping for Word 2016 Core**.

The styles in this document now display in the list on the right side of the Organizer dialog box.

- 10 In the list on the right, click **Heading 1**, press CTRL and then click **Heading 2**.
- **11** Ensure both heading styles are selected in the list on the right, then click the **Copy** button to copy these styles from the Courseware document into the Lyrics document.

12 Click **Yes to All** to overwrite the existing styles in the Lyrics document, and then click **Close** to close the Organizer dialog box.

Notice that the copied heading styles have been automatically applied to the headings in the Lyrics document.

13 Click in the **Take Me Out to the Ballgame** heading, then on the Home tab, in the Font group, notice that the font for this heading is no longer Century Gothic – it is now Segoe UI.

The font for the heading has changed because you copied the Heading 2 style from the Curseware document into this document.

- **14** Click anywhere in the lyrics (not in either of the headings), then on the Home tab, notice that the font for the lyrics is no longer Segoe UI it is now Calibri.
- **15** In the Styles pane, point at the Normal style.

The Normal style has changed to FONT (Default) Calibri because you conied this style from the Normal template into this document.

16 Save, then close the document.

Working with Styles

A style is a combination of character and paragraph formation that you save with a unique style name.

Rather than repeatedly applying the same individual, matting attributes one at a time to text you select throughout a document, you can use styles mapping combination of attributes quickly and easily to any text you select. In addition, when you make charges of a style, Word automatically reflects those changes in all paragraphs formatted with that style.

Word can also be configured to a somatically create styles when you perform certain types of formatting and text placement. For example, when you type a single line of text and then change its formatting, Word will assume you may be created as a style that contains the formatting specified.

The two most commonly-sed upes of styles are:

- **Paragraph** And he appearance and position of the entire paragraph.
- **Characte.** Affects a selected block of text (such as several words within a sentence), and can include any formattin, arributes found in the Font dialog box (such as font, size, font style, and so on).

Crealing Ciyles

ojectı∖ 2.∠.1

To eate a style, determine what formatting you want, then generate a naming structure for the various styles you design.

Consider the following when naming a style:

- You can use up to 253 characters for the style name, including any combination of characters and spaces, with the exception of the backslash (\), semicolon (;) or brace ({}) characters.
- Style names are case sensitive in Word. For example, the program would regard quotations and Quotations as different styles.

• Each style name within a single document must be unique (that is, you cannot save a new style called Heading 3 because Word provides a built-in style called Heading 3).

To create a style, use one of the following methods:

 on the Home tab, in the Styles group, click the More button and then click Create a Style to open the Create New Style from Formatting dialog box.

Create New Style from Formatting	?	×
Name: Style1		
Paragraph style preview:		
Style1		
OK <u>M</u> odify	Ca	ncel

Type a name for the new style, then click the **Modify** button to display all the operties you can configure when creating a new style; or

 on the Home tab, in the Styles group, click the Styles dialog box bunc. In to cosplay the Styles Pane and then click New Style at the bottom of the Styles Pane.

	atting
Properties	
<u>N</u> ame:	Style1
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Type a name for the new style, then use the options in the dialog box to configure the appropriate properties for the new style.

Name – Enter a name for the new style (if you have not done so already).

Style type – Choose the type of style you want to create: Paragraph, Character, Linked (paragraph and character), Table, or List.

Style based on – Choose a style to use as a foundation or starting point for the new style.

Style for following paragraph – Specify a style to apply to the paragraph following the one formatted with this style.

Formatting – Specify formatting options for the new style.

Add to the Styles gallery – Choose whether to include this new style in the Quick Styles list. All styles are accessible from the Styles pane.

Automatically update – Choose this option if you want Word to automatically update the whenever you add manual formatting to a paragraph or selection to which the style has been applied. Generally, this option is not selected.

Only in this document – Select this option if you want the new style to be available for be count document only; this is useful if the style has the same name as a style used in other document.

New documents based on this template – Choose this option if you want to take estile available to all documents. Unless you specify otherwise, the default template where style are say d is the Normal template (set by Word).

Format – Click to access additional formatting attributes such as text effect borders, language, and so on.

When you have configured the settings for the new style, click **OK** acc, it to the styles stored in the document.

Once you have created a style, you can apply it to any text the a symmetry the a style to selected text:

- click one of the styles in the Quick Styles gall
- click one of the styles in the Styles pane,
- open the Apply Styles window, click 'he arro, for the list of styles and then click one of the styles

Modifying Styles

Objective 2.2.2

One of the major advances coung styles becomes apparent when you need to make formatting changes. When you redefine the formatting of a selected style, Word automatically updates all paragraphs formatted with that style through the document. New styles are commonly based on the *Normal* style. If you change this style, all cless ased on it will also reflect that change.

To modify a style, one of the following methods:

- In the Home tab, in the Styles group, click the **Styles** dialog box launcher to display the Styles pane. In the style you want to change, click the arrow for the style and then click **Modify** to open the Mox by Style dialog box; or
- the Home tab, in the Styles group, click **More** in the Quick Styles gallery and then click **Apply Styles** to open the Apply Styles window; or



When the Modify Style dialog be npr. .s, you can make the required changes and then click **OK** to save the changes to the style.

• select and format te, in the document to which a style has been applied, then in the Styles pane, click the arrow for the true and click **Update [Style Name] to Match Selection** to automatically update the style; or



select and format text in the document to which a style has been applied, then in the Quick Styles gallery, right-click the style and click **Update [Style Name] to Match Selection**.



Styles, Structure, and Navigation

Aside from helping to maintain consistency throughout a document, the application of sty. The show the hierarchy of topics in a document. For instance, using headings helps the rear and the level of detail in the document.

Applying heading styles also allows Word to capture and identify hierarchy levels in the covigation Pane and when you generate a table of contents.

To open the navigation pane, click the **View** tab, then in the Sbr group, click the check box for **Navigation Pane**.

The Navigation pane shows a hierarchy of text in the document which heading styles have been applied. You can more to diment sections of the document by clicking on a heading, a sub-ording, or lower-level subheadings in the Navigation pane.

If you change the theme in a document in thick is using styles have been applied, the formatting of the heading states will adjust per the

theme, but the styles will remain applied. Even if y is change a style manually in a document, the style remains applied to the selected text and only the formatting changes.

Learn to create **nd modify styles**

In this exercise you will a_h ly, c ate, and modify styles.

- 1 Open the *P* sense. Tips document from the student files folder and save as Presentation Tips (styles) S⁺ dent. Click in the Presentation Tips text at the top of the document if necessary, then click Head. 1 i the Quick Styles gallery to apply this style to the title.
- 2 روب the **Heading 2** style to all the subheadings that end with an ellipsis, such as Make sure ...
 - κ anywhere in the first paragraph below the document title. Then on the Home tab, in the Styles roup, click the **Styles** dialog box launcher.
- lick the **New Style** button at the bottom of the Styles pane.
- **5** Type: Body2 as the new style name.
- 6 Ensure that the Style type setting is set to **Paragraph**.
- 7 Ensure that the Style based on setting is set to Normal.
- 8 Click the Style for following paragraph arrow, and click Normal.

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	Lesson 1: Using Advanced Design El					
 Customizing Templates 						
	Sharing Template Tools					
	▲ Work	ing with St	yles			

- 9 In the Formatting area, click the **Increase Indent** button.
- **10** Click the **Format** button, click **Paragraph** and change the Left indentation to 0.3" (0.8 cm). Click **OK** twice to exit the dialog boxes.

Word has now applied this new style to the paragraph of text.

11 Click in the next paragraph that is not a heading, and click **Body2** in the Styles pane.

Now try modifying some styles.

- 12 Point at the Heading 1 style in the Styles pane and click the arrow, then click Modify.
- 13 Click the Format button and then click Font to open the Font dialog box.
- 14 Change the Font color to Green, Accent 6, Darker 50%. Change the Size to 20 pc
- **15** Click **OK** to exit the Font dialog box.
- 16 Click the Format button and then click Paragraph to open the Paragrap. dialog box.
- 17 In the Spacing section, change the **Before** setting to 6 pt and the A. to 12 pt.
- 18 Click **OK** twice to exit all dialog boxes.
- 19 Select the Make sure heading.
- 20 On the Layout tab, in the Paragraph group, change . Space Before to 6 pt, and the Spacing After to 12 pt.
- 21 Click the Home tab, in the Font group, click the Internet Font Size button twice to change the font size to 16 pt.
- 22 In the Styles gallery, right-click the **h**, ding) style and click Update Heading 2 to Match Selection.
- Try adding a shortcut key to a styl
- 23 Point at the Body2 style the Sty. pane and click the arrow, then click Modify.
- 24 Click the Format bu on a finen click Shortcut key to open the Customize Keyboard dialog box.

Customize Keybo	ard	?	×	
Specify a comman	d			
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Styles	A Body2		^	
	v		~	4
Specify keyboard s	equence			
Current keys:	Press <u>n</u> ew shortcut key:			
	~			
Sa <u>v</u> e changes in:	Normal			
Description				
Indent: Left: 0.3°, Styl Based on: Nor Following styl	e: Show in the Styles gallery mal e: Normal			
Assign	Remove Reset All	Clo	se	

25 Click in the Press new shortcut key field if necessary, and the press ALT+1.

Note: If you see a message indicating that the shortcut *k* , is all dy assigned to another feature, try using another number with the ALT key until you find one that is passigned.

- 26 Click Assign and then click Close.
- 27 Click OK to exit the Modify Style dialog
- **28** Select the three paragraphs below tr. Make the heading that are not indented, and then press ALT+1. The Body2 style is applied to ese paragraphs.
- 29 Use the shortcut key to this to the remaining paragraphs in the document.
- **30** Save and close the cun

Customⁱ Zing Themes and Style Sets

A theme is a set f v med design elements, such as colors, fonts, and graphics, which provide a consistent look f. I pages in a document. Word includes a live preview of each theme and its options so you can each document the theme is appropriate for the message in the document.

ust mizing Themes

To apply a theme to a document, on the Design tab, in the Document Formatting group, click **Themes** to display the Themes gallery, then click a theme. Use the options to the right of the Style Sets gallery to customize a theme to your preferences.

Lesson 1



Although you cannot create your own theme from scratch, you can make changes to an existing theme and save it with a new name. Once you make changes to a theme, save it by clicking **Themes** on the Design tab, then clicking **Save Current Theme**. When you save a theme with a new theme name, it appears in the Custom section at the top of the Themes gallery.

Customizing Color Sets

Objective 4.2.1

You can change a theme's color scheme by using a color scheme from another them for you can create your own color scheme to include colors of your choice, such as those used in your comparison. To choose a different color scheme, click the **Colors** drop-down menu in the Document Formatting group on the Design tab.



---stomize Colors



When choosing specific theme colors, the sample on the right with show the altered selection will appear on your document.

To change the color of a specific element, click that elements color drop-down menu. For example, the following figure shows the color specification for a certain specific element of the certain specific element of the certain specific element.



ct a new color in the palette, or click **More Colors** to create a new color.

If you know the exact values for the desired color, select the color model you want to use (RGB or HSL) and enter the values for the appropriate fields. Once you click **OK**, the new color will be applied to the selected item.

Colors		? ×
Standard	ustom	ОК
<u>C</u> olors:		Cancel
		•
<u>.</u>		
Color model:	RGB	
<u>R</u> ed:	91 ≑	New
<u>G</u> reen:	155 ≑	
<u>B</u> lue:	213 ≑	
		Current



Customizing Font Sets

Objective 4.2.2

In some instances, you may want to change the fonts for a them. To change the font, click the **Fonts** dropdown menu in the Document Formatting group on the Decign. b.



You can select a pre-defined font set, or you can fine-tune your font settings for particular document elements. To set specific fonts for the headings and body fonts, click **Customize Fonts**.

Create New Theme Fonts		? ×
<u>H</u> eading font:		Sample
Calibri Light	\sim	Heading ^
Body font:		Body text body text body text.
Calibri	\sim	Body text body text.
Name: Custom 1		
		<u>S</u> ave Cancel

Make the appropriate selections and enter a name for the customized font set, then click **Save**. The new theme font set will appear in the Fonts drop-down menu.

When any customized item is no longer needed, it can be deleted from the appropriate ______ rightclicking the item and then selecting **Delete**.

Customizing Style Sets

Objective 4.2.4

Document style sets are a collection or group of styles that may a pop of to a document to give it a professional appearance. The document style sets built into Wor nave b an compiled by Microsoft to save you time when you need to ensure there is consistent formating moss the entire document.

This Docum	ient										
Title Honding: 1 To the hone tad, the pathetim include monotocare direction to avoid search while concell to all of your discards. Inclusion or direct angletimis in some holdes, brackers, holdes, biol. wave pages.											
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Reset to	the Default	e Set									
Save as	a New S 2 S	et.,									

Document styles sets can be selected from the Docume Formating gallery on the Design tab.

As you point to e. Cycle set in the gallery, you can preview how your document will look when the style set is an inec

You conchange any of the styles for a document style set as if you were changing styles in any other document. Use the options below the gallery to revert to the default style set, or to save any changes as a new cyle set.

Style sets are designed to be applied to selected pieces of text, whereas themes are designed with formatting options that can be applied throughout the entire document.

Managing Multiple Font Options

Objective 4.3.3

The fonts that correspond with the built-in styles in Word are set by the document's theme. The theme's fonts also determine the fonts used in the style sets. As you have seen, themes, styles, and style sets allow you to apply and change document formatting with a few clicks. This is ability is made possible through the +Body and +Heading fonts.

Instead of specifying an individual font face, the +Body and +Heading fonts are generic references to the current body and heading fonts determined by the applied theme. When the Office theme is applied, the +Body font is Calibri; when the Facet theme is applied, the +Body font is Treeset

Even though the +Body and +Heading fonts are generic, you can still define specific to vation for them. For example, if you are certain that you want all body text to appear in purple, you can for nat the +Body style appropriately, and then no matter which theme you apply, the body text will be proved.

To view or modify the +Body or +Heading fonts for a document, click the **Hon**. tab and, in the Font group, click the **Font** dialog box launcher.

Font				?	×	
Fo <u>n</u> t	Ad <u>v</u> anced					
Font:			Font style:	Size:		
+Bo	dy		Regular	9.5		
+Bo	dy	^	Regular 🔥	8		
+Hei	adings		Italic	9		
2Dur 3Dur	mb mb		Bold Italic			
Acad	Eref	~	×	12	<u> </u>	
Font	color:	Underline styl	e: Underh	olor:		
	– Automatic	(none)	V Auto	n.		
Efforte						
	<u>k</u> ethrough			۵۵		
	ub <u>l</u> e striketni	rougn	An ap	5		
	erscript			1		
	iscopt					
Preview						
		тьсу				
This is	the body .	(ont. 7') current	document theme d	efines v	vhich	
font w	ill be used.					
C IC D	To To	at Efforts	OK	6	ncol	
r s⊡	le	xt <u>Enects</u>	UK	Ca	ncer	

You can pply formatting (style, size, color settings, and so on) to one of these generic fonts just as you can to a samed font.

Notice the Set As Default button at the bottom of the Font dialog box. You can select any font in the Font dialog box (including the +Body font) and then click **Set As Default** to view options for specifying a default font.

Microsoft Word	?	×
Do you want to set the default font to Sego Ihis document only? All documents based on the Normal	e Ul, 9	.5 pt for: te?
OK	Ca	ncel

The options in this dialog box allow you to choose whether the changes should be applied to the current document or all documents based on the same template.

You can also set default values for the +Body and +Heading styles using the Manage Styles dialog ox. Of the Home tab, in the Styles group, click the **Styles** dialog box launcher, then click the **Manage Styles** be con-(third from the left) at the bottom of the Styles pane to open the Manage Styles dialog be conbe **Set Defaults** tab.

Manage Styles				?	\times
<u>E</u> dit <u>R</u> ecomm	end Re <u>s</u> trict	Set De <u>f</u> a	iults		
F <u>o</u> nt:				Si <u>z</u> e:	_
+Body				11	
+Body +Headings 2Dumb 3Dumb AcadEref		^ ~		8 9 10 <u>11</u> 12	^ •
Font <u>c</u> olor:	Automati	c 🗸			
Paragraph Positio	n				
<u>L</u> eft:	0"	-	S <u>p</u> ecial:	Ву:	
<u>R</u> ight:	0"	-	(none)		
Alignment:	Left				
Paragraph Spacin	g				
<u>B</u> efore:	0 pt	-	Li <u>n</u> e spacing.	<u>A</u> t:	
<u>A</u> fter:	8 pt	÷	t 'tiple	× 1.08	-
Only in this docur	ment 🔿 Nev	ocume.	Jased on this f	template	
Import/Export			ОК	Car	icel

Notice you all the option here to save the changes for the current document or for all new documents based on the current in Normal template.

e rr to customize themes, colors, fonts, and style sets

In C 5 ex rcise you will work with themes and styles to customize colors and fonts.

1 pen the *Trade Show Brochure Draft* document from the student files folder and save as Trade Show Brochure Draft – Student. In the Design tab, in the Document Formatting group, click **Themes**, then click **Facet**.

The document should now have green colored headings.

2 Click anywhere in the **New Tour Offering** title, and select **Heading 1** from the Styles gallery on the Home tab.

3 On the Design tab, in the Document Formatting group, click **Shaded** to apply the style set.

The headings in the document now include green colored bars.

- 4 On the Design tab, click **Colors**, scroll through the list of color schemes, then click **Green**.
- 5 Assume none of the pre-defined color schemes match what you would like to use; click Colors, then click Customize Colors.
- 6 In the Create New Theme Colors dialog box, click the **Accent 1** arrow and then click **Green**, **Accent 1**, **Darker 25%**.

Suppose this color still isn't quite what you want.

- 7 Click the Accent 1 arrow and then click More Colors.
- 8 Click the **Custom** tab if necessary, and drag the gradient arrow up, or sele a gree color of your preference in this gradient bar. Click **OK**.
- 9 Click the Accent 2 arrow and then click Dark Teal, Accent 4, Darker 25%.
- **10** Click in the **Name** box, delete the existing text, then type: TA P bure as the name for the new color scheme, and then click **Save**.
- 11 Scroll to page 2 to see that the headings here are now da. tea.

You have successfully changed the colors for a the neurod save, the theme with a different name.

Now try customizing the fonts for the theme.

- 12 On the Design tab, in the Document Formattin, oup, click Fonts and point at the various font sets in the list to see how these affect the document Thin click **Customize Fonts**.
- **13** Click the arrow for the **Heading font h h a** *c* lick **Forte**.
- **14** Type: TA Brochures as the name of the sustom theme font, and then click **Save**.
- **15** On the Design tab, in the perment Formatting group, move your cursor over some of the different style sets to see how they rect your document. Then click **Lines (Stylish)**.



16 Click the **Mor** Jutton on the gallery and then click **Save as a New Style Set**. Type: TA Brochures as the Jam of the new style set and click **Save**.

 $r c_{h}$ v the new themes to another document.

- 17 pen the *Using the Public Drive* document from the student files folder.
- 18 With the cursor at the beginning of the title, on the Design tab, in the Document Formatting group, click **Colors** and click **TA Brochures**.

The title should now have the colors you specified for this style set.

19 Click Fonts and click TA Brochures.

Notice how you can adjust the formatting for aspects of a document using style sets that were created for another document. This is similar to choosing one of the style sets provided by Word.

- 20 Click Fonts and then click Office to change the fonts back to the default option.
- 21 In the Design tab, click Fonts.

Notice that the custom theme font appears at the top of the list as TA Brochures.

Custom		
Aa	TA Brochures Forte Trebuchet MS	
Office		
Aa	Office Calibri Light Calibri	
Aa	Office 2007 - 2010 Cambria Calibri	
Aa	Calibri Calibri Calibri	

- 22 Right-click **TA Brochures** and click **Delete**. Click **Yes** in the dial as both to confirm that you want to delete the theme font.
- 23 Click Colors, right-click TA Brochures and click Delete. 'ick Yes to confirm the deletion.
- 24 Click the **More** button for the Document Style set. inht-click **TA Brochures** (in the Custom area), and click **Delete**. Click **Yes** to confirm the det. ion.
- 25 Save and close the document.

Searching for Sp. ciric Information

Word provides specialized features to assist you in searching for specific information. You can search for any alphanumeric characters in cluding special characters and you can search for specific formatting features. You can also utilize wildcare in our searches.

The following ist wildcards can be included in every search to provide advanced results:

? – Locates any since character. You can enter additional question marks to alter the search. For instance, entrying ad would find three-letter words such as had or hid, whereas entering h??d would find four-letter words ach as nead, heed, or hood.

* - . calls a string of any number of characters. For instance, typing h*d would find words such as had, heed, hear , heaved, or hesitated.

– Locates characters at the start of a word. For instance, typing <(flo) would find words such as flour, flower, florescent, flow, or floating.</p>

> – Locates characters at the end of a word. For instance, typing (mon) > would result in found words such as lemon, common, salmon or backgammon.

[] – Locates one of the characters entered in the square brackets. For instance, typing p[ao]ts would find results such as pats, or pots, but not pits or pets.

Lesson 1

[n-n] – Locates any single character that exists within the range specified. For instance, typing [r-t]ight would find results such as right, sight, or tight. Note the range must be listed in ascending order.

[!n-n] – Locates any single character except the characters in the range you specified. For example, typing bl[!a-1] would find words such as blot, blur, or bloom.

{n} – Locates the specified number of instances of the previous character or expression. For instance, fe{2} would result in a word such as feed, but not fed.

 $\{n,\}$ – Locates at least the specified number of instances of the previous character entered in the search criteria. For example, typing fe{1,}d would result in words such as fed and feed.

@ - Locates one or more occurrences of the preceding character. For example, lo@t will find lo. r lo

Searching with Wildcards

Objective 2.1.1

To further assist in narrowing the search criteria, wildcards can be combine to help find specific text. For example, ful@> will find "full" and the appropriate part of "willful", but y "input y d "willfully".

To activate the Use wildcards option in a search, use one of the foll ... m. hods:

• on the View tab, click **Navigation Pane**, then in the Navigatic pane, lick the arrow for the search field, click **Options**, click **Use wildcards** and then click **OK**; c

Find Options	
Match case Find whole words only Use wildcards Sounds like (English) Find all word forms (English) ✓ Highlight all ✓ Incremental find	Match prefix Match suffix Ignore punctuation chark were Ignore white-spaharack
Set As <u>D</u> efault	OK Cancel

• in the Navigation pact clic, the arrow for the search field, click **Advanced Find**, click **More** and then click **Use wi' caru**.

Search Opti	
Search <u>:</u> All	
Matc <u>h</u> case	Match prefix
L t whole words only	Ma <u>t</u> ch suffix
literds .	
Sounds li <u>k</u> e (English)	Ignore punctuation characters
d all <u>w</u> ord forms (English)	Ignore white-space characters

This search feature can be used in conjunction with other search items such as finding specific formatting applied to text or looking for special characters.

Learn to use wildcards in searches

In this exercise you will find specific text using various wildcard options.

- 1 Open the AM Will document from the student files folder and save as AM Will Student. Press CTRL+F to activate the Find command and the Navigation pane.
- 2 Click the arrow at the right of the search field in the Navigation pane and click **Options**.
- 3 In the Find Options dialog box, select Use wildcards, then click OK.
- 4 Click in the search field in the Navigation pane, type: tr*es and press ENTER.

The search results should be similar to the following:

I, Andrew Iain McSweeney, a resident of Seattle in the state of Washington, make and publish this my Last Will and Testament, and I revoke all Wills and other testamentary instruments previously made by me.

Article 1 - Identification

I am not currently married and have no children.

Article 2 - Payment of Debts, Expenses and Taxes

Except as otherwise provided by this Will, I direct that my legally enforceable d bts, t illness of funeral expenses, expenses of the administration of my estate, and all my legal, nor deral and state, estate, inheritance, succession and other death taxes, including interest. I penalties thereon, imposed upon my estate or any beneficiary thereof by reaso we death, is using the portion of any such tax as is attributable to the proceeds of policies or insure on my life or other property not constituting a part of my probate estate, be paid out of my reside estate, without reimbursement from any person.

The above direction with respect to payment of debts shall not construed to require the payment of any debt before it is due, and my Executor is specifically in the ght to renew and extend, in any form that he deems best, any debt existing at the time of the deat including any mortgage on my home. Similarly, my Executor shall have the power pincur in bredness and to borrow money for the purpose of paying any or all of such debts and expendent.

Notice Word found all items stating with tr and ending with es, regardless of the length of the result. In an instance such as this, will we to narrow the search criteria, especially if you are looking for just a specific word or a dariation could word.

5 In the search field in the Naligation pane, type: tr????es as the new search criterion and press ENTER.

Article F vov Cons Relating to Trustees

The Trustees UTrustees the maximum and to trustees by the soft Washington. It is my intent to grant to my Trustees the maximum and st powers available to trustees under the laws of Washington.

be required of any Trustee.

cle 7 - Provisions Relating to Executor

hereby name, constitute and appoint Frazier and Donna McSweeney of Aberdeen, Scotland as Independent Executor of my Will and Estate.

Notice how Word has narrowed the search to look for words that include only four characters between the beginning and end characters you specified in the search field.

- 6 Press CTRL+HOME to move to the beginning of the document.
- 7 Click the arrow for the search field and click **Advanced Find** to open the Find and Replace dialog box.

N

- 8 Ensure that **Use wildcards** displays below the search box, then click **More** and click the **Special** button.
- 9 Click Page/Section Break.

Word inserts the ^m code in the search box.

10 Click Find Next.

Word finds and selects the first page/section break it discovers in the document.

11 Click Find Next once again.

Microsoft	t Word	×
1	We're finished searching the docume	nt.
	ОК	

- 12 Click OK to close the message box.
- 13 Close the Find and Replace dialog box and the Navigation Pane.
- **14** Save and close the document.

Finding and Replacing Formatting

Objective 2.1.2

You can use the Find and Replace feature to locate specific matting in your document, and (optionally) replace it with other formatting or with specific te.

To replace an item:

- on the Home tab, in the Editing group click) :place; or
- press CTRL+H; or
- if the Find and Replace dialog bo. Jen, click the **Replace** tab.

	Find and Replace		? X
	Fin <u>d</u> Replace <u>G</u> o To		
	Find what:	V	~
	Replace with:		~
	rch Options	Replace Replace /	All Find Next Cancel
	Seurch <u>:</u> All 🗸		
	Match case		Match prefi <u>x</u>
	Find whole words only		Match suffix
V	Use wildcards		Ignore punctuation characters
	Find all <u>w</u> ord forms (English)		Ignore <u>w</u> hite-space characters
	Replace		
	F <u>o</u> rmat ▼ Sp <u>e</u> cial ▼ No) Formatting	

Format – Click this button to find text with particular formatting attributes applied to it. For example, you could search for bold text or text that is colored blue. You can specify font, paragraph, tab, language, frame, style and highlight attributes.

Paragraph Iabs Language Frame Style Highlight	<u>F</u> ont	
Tabs Language Frame Style Highlight	<u>P</u> aragraph	
Language Fra <u>m</u> e Style Highlight	<u>T</u> abs	
Frame Style Highlight	Language	
Style Highlight	Fra <u>m</u> e	
Highlight	<u>S</u> tyle	
Funda	<u>H</u> ighlight	
romat *	F <u>o</u> rmat ▼	

Special – Click this button to search for special characters such as paragraph marking encreaks, or tab characters. If you have activated the Use wildcard option, the wildcards will a bear on this menu as a reference.

aragraph Mark	
ab Character	
Any <u>C</u> haracter	Any <u>C</u> haracter ?
Any Digit	Character in Range [-]
An <u>y</u> Letter	Beginning of Word <
Ca <u>r</u> et Character	End of Word >
Section Character	Expression ()
Paragraph Character	N <u>o</u> t [!]
Col <u>u</u> mn Break	Num Occurrences
<u>m</u> Dash	Previous 1 or More
n Dash	0 or More Characters
ndnote Mark	Tab Character
iel <u>d</u>	Caret C. Store
ootnote Mark	Col <u>u</u> mn Bre
Graph <u>i</u> c	n Dash
Manual <u>L</u> ine Break	English
Manual Page Brea <u>k</u>	Staphic
Nonbreaking <u>H</u> yphen	Manual Line Break
Nonbreaking Space	Page / Section Brea <u>k</u>
Optional Hy hen	Nonbreaking <u>H</u> yphen
Section cak	Nonbreaking <u>S</u> pace
White S	Optional Hyphen
F <u>o</u> rmat ▼ p <u>e</u> cial ▼	Format
	aragraph Mark ab Character any <u>C</u> haracter any Letter Garet Character Section Ch <u>a</u> racter Paragraph Character Solumn Break <u>m</u> Dash <u>n</u> Dash ndnote Mark ield ootnote Mark iraph <u>ic</u> Manual Line Break Manual Page Break

TOF rmatting – Clear any formatting options previously specified.

Learn to find and replace formatting

1 Open the *Song* document from the student files folder and save as *Song* - *Student*. Press CTRL+H to open the Find and Replace dialog box.

You will use the Find and Replace feature to change the key of the song in this document from the key of C to the key of D.

- 2 If necessary, delete any text in the Find what field, then in the Search Options section, click **Use wildcards** to turn this option off.
- 3 Click in the Find what field and type: C.
- 4 Click the **Format** button, then click **Font**.
- 5 Display the Font color drop-down list, then click Red in the Standard Colors at the bottom of the palette.
- 6 Click OK. You have specified to search for instances of the letter C that display in red text.
- 7 Click in the **Replace with** field and type: D.
- 8 Click the **Format** button, then click **Font**.
- **9** Display the **Font color** drop-down list, then click **Purple** in the Standard Color as e b, thom of the palette.
- 10 Click OK. You have specified to replace instances of the red letter C with a purple second D.
- 11 Click Replace All. Word makes 7 replacements.
- **12** Click **OK** to close the message box.
- 13 Select the text in the Find what field, then type: G.Notice that the formatting specification remains intra
- **14** Press TAB to select the text in the Replace with field, the. type: A.

You are specifying to replace instances of a real least with a purple letter A.

15 Click Replace All.

Word makes 5 replacements.

16 Click OK to close the message .

Now try replacing various ch use the song.

17 Replace all instances far (letter A with a purple letter B.

Word should make the lacements.

18 Replace in ances of a red letter D with a purple letter E.

Word should ke 4 replacements.

- **19** Pep' coall instances of a red letter F with a purple letter G.
 - Vo. 'should make 1 replacement. The chords have all been transposed. Do not worry about the 7's or e minor (m) chords.

now try replacing formatting features.

- 20 Delete the value in the **Find what** field.
- 21 Click the Format button, then click Font.
- 22 Display the Font color drop-down list, click Purple, then click OK.
- 23 Delete the value in the **Replace with** field.

- 24 Click the Format button, then click Font.
- **25** Display the **Font color** drop-down list, click **Red**, then click **OK**. You are specifying to replace all instances of purple letters with red letters.
- 26 Click Replace All. Word makes 20 replacements.
- 27 Click OK to close the message box.
- **28** Click in the **Find what** field, then click **No Formatting** to remove any formatting specifications for the field.
- **29** Click in the **Replace with** field, then click **No Formatting** to remove any formatting specify the field.
- 30 Click in the Find what field, click Format, then click Style.
- 31 Scroll in the Find Style dialog box, click Heading 2, then click OK.
- 32 Click in the Replace with field, click Format, then click Style.
- 33 Scroll in the Find Style dialog box, click Heading 3, then click Or
- 34 Click Replace All. Word makes one replacement.
- **35** Click **OK** to close the message box, then close the Fine¹ and to place dialog box so that you can view your transposed song.
- **36** Save and close the document.

Controlling the Text Now

When working with a large amount of text in a socument, you need to consider how the text will flow from one page to the next, keeping in mich busicess or company standards. For instance, be mindful of widow or orphan paragraphs – a wido an paragraph whose first line appears at the bottom of one page while the rest of the paragraph appear or the next page; an orphan is the reverse wherein the last line of the paragraph appears on the next page.

Text Flow *p*^{*} ions

Objective 2.1.5

Text ow ptions are also called pagination controls; thes checking how the text flows from page to per view the pagination controls for a doct nent, click the **Home** tab and, in the Paragraph ...p, click the **Paragraph Settings** dialog box launcher. Then click the **Line and Page Breaks** tab.

Paragraph	?	×
Indents and Spacing Line and Page Breaks		
Pagination Widow/Orphan control Keep with next Keep lines together Page break before		
Formatting exceptions <u>Suppress line numbers</u> <u>Don't hyphenate</u>		
Textbox options Tight w <u>r</u> ap: None		

Pagination – These settings affect how particular lines and paragraphs will flow between pages.

- Widow/Orphan control Controls widows and orphans by preventing single lines of text at the start or end of a page.
- Keep with next Prevents a heading or paragraph from standing alone on a page.
- Keep lines together Keeps lines of text together on a single page.
- Page break before Specify that a page break will be associated with a line of text (usually the line of a paragraph) so that Word forces the paragraph to begin on a new page.

Formatting exceptions – Turn automatic hyphenation on or off. This setting affects how Word vill v terfrom one line to the next. You can also suppress line numbering for selected paragraphs.

Textbox options – This option controls how paragraph text flows around a text box.

Using Hyphenation

Objective 2.1.3

If you use full justification with text paragraphs, you may see lines of tex set ar to have more spacing between the words than other lines in the paragraph. With the words to produce the you are able to continue typing without worrying whether there is enough text to fill the line. The signment choice you apply to the paragraph determines how much spacing Word will place between the year of start fit on a line.

You can choose to have Word apply hyphens to split weaks by symble when the word appears at the right margin. To apply hyphenation, click the **Layout** tab, and in a Page Setup group, click **Hyphenation**.

bc F	Hyphenation 🕶	≣ ⊈ Right:
~	None	
	A <u>u</u> tomatic	
	<u>M</u> anual	
bc-	Hyphenation C	ptions

Note that you can choose how the hypern in in will be handled; either allow Word to perform it automatically or you can select the Manual pust to determine which words should be hyphenated.

When you select the Man al op on, Word will open the Manual Hyphenation dialog box and display possible words to hyphenate and order at a time. Hyphens appear between each syllable. You can specify where you want to positive the hyphenatic product the hyphenatic product of the

Manual Hyphenatic Fnr in (United States)		?	×	
Hyp' late : bro	ad-est			
	<u>Y</u> es	<u>N</u> o	Cai	ncel

You in click **No** to specify that you do not want to hyphenate the word displayed in the dialog box.

no manage how hyphenation works, click Hyphenation Options.

You can specify whether to hyphenate words that consist of uppercase letters, and you can limit the number of consecutive lines that contain hyphens.

Hyphenation	? ×		
☐ Automatically hyphenate document ☑ Hyphenate words in <u>C</u> APS			
Hyphenation zone:	* *		
Limit consecutive hyphens to: No limit			
Manual OK	Cancel		

To turn the hyphenation off, go to the Home tab and in the Paragraph group, click the **Paragraph Settings** dialog box launcher, select the **Line and Page Breaks** tab, then click **Don't hyphenate**.

```
Formatting exceptions
<u>Suppress line numbers
Don't hyphenate</u>
```

Using Line Numbers

Objective 2.1.3

Line numbers can be useful in legal documents, scripts, and pages of programming code. If you that the margin line numbers in a document, you can turn this feature on in Word to have line numbers appending margin. The options shown for restarting the line numbers are similar to the options for reset the numbering of lists.

To apply line numbering to selected text, click the **Layout** tab, and in the Page **S** in group, click **Line Numbers**. You can choose from one of the following:

:D L	ine Numbers 👻	€ Left	0"
~	<u>N</u> one		
	<u>C</u> ontinuous		
	<u>R</u> estart Each Page		
	R <u>e</u> start Each Seo	ction	
	Suppress for Cu	irrent Paragr	aph
	Line Numbering	g Options	

- **Continuous** Numbers text sequentially through the document.
- Restart Each Page After each page brea line numbering begins with number 1.
- **Restart Each Section** After each section brokk, line numbering begins with number 1.
- Suppress for Current Parag: h Removes line numbering from selected text.
- Line Numbering Option Set a vanced line numbering options, including numbering at different intervals.

To set advanced line numbering options, click **Line Numbering Options** at the bottom of the Line Numbers menu to open the non-S, up dialog box. Click the **Layout** tab in the dialog box, and then click the **Line Numbers** butter to open the Line Numbers dialog box.

4

When you select the Add line numbering check box, the other options become available.

Lesson 1

To turn line numbering off for specific paragraphs of text in a document, select the text, then on the Home tab and in the Paragraph group, click the **Paragraph Settings** dialog box launcher, click the **Line and Page Breaks** tab, and select **Suppress line numbers**.

Paragraph	?	Х
Indents and Spacing Line and Page Breaks Pagination Widow/Orphan control Keep with next Keep lines together Page break before		
Formatting exceptions Suppress line numbers Don't hyphenate		

Learn to customize templates

In this exercise you will adjust the flow of text in a document.

- 1 Open the Using the Public Drive document and save as Using cner li Drive Student. Then scroll to the bottom of page 1.
- 2 Select the line for step 5 and the paragraph on the nr , pag.
- 3 Click the Home tab and in the Paragraph group, cick ti Paragraph Settings dialog box launcher.
- 4 Click the Line and Page Breaks tab.
- 5 Click Keep with next and then click Kee, ines ogether.
- 6 Click OK. Word moves the line for Ste, 5 to t e next page.
 - 5. Click your department folder a then yor folder name.

Everyone at Tolano h Solder of name. You can choose to save the file in the main folder are for your departme or v your own folder. We recommend your own folder so you can access this file Sckly in a of searching the file in the main area.

 Type the name you want apply to your new file and then click Save (or press ENTER). The file is now on your folder.

Notice how is ac on enhances the continuity of the text flow when the two paragraphs are together at the top of $k_{1} \neq 2$.

- 7 ave and close the document.
- try dding hyphenation to a document.
- 8 pen the Will template document from the student files folder and save as Will template Student.
- 9 Click the Layout tab and then in the Page Setup group, click Hyphenation.
- 10 Click Automatic.

Notice Word has applied hyphens to the text as required.

11 Scroll through the document to see how many hyphens were applied and to which text. Stop when you can see the text for Article 9.

For the purpose of this Will, no person shall be deemed to have survived me if such person shall die simultaneously with me or within 60 days after my death.

This Will is not being executed pursuant to or as a part of any contract, and I am free to revoke or change this Will at any time.

As used in this Will, the words 'child,' 'children,' 'descendant,' 'descendants' and other words of like import shall include both natural children and descendants and those legally adopted into the line of descent.

All references to "Internal Revenue Code" shall be to the Internal Revenue Code of 1986, as amended from time to time.

This is an example of when you might not want Word to apply hyphens autor utically s to ere are too many within a short span of paragraphs.

- 12 On the Quick Access Toolbar, click Undo to reverse the automatic hyphention feature.
- 13 On the Layout tab, in the Page Setup group, click Hyphenation and Carco. Manual.
- **14** When the fu-ner-al option appears in the Manual Hyphenatic dialo, box, click the second hyphen and then click **Yes**.
- 15 Continue with the suggested words to decide where ou may vant the hyphen to appear.
- 16 When hyphenation is complete, click **OK**, then scroll through the document to see the changes.

Try using line numbers to see how this may affect be may in the document.

- **17** Click the **Layout** tab in the Ribbon, if nece, ary, nen in the Page Setup group, click **Line Numbers** and select **Continuous**.
 - 1 Last Will and Tertament of Andrew Iain
 - ² McSweeney
 - 3
 I, Andrew Iain McSwee
 , a res
 of Seattle in the state of Washington, make and publish this my

 4
 Last Will and Testament, d I rev
 all Wills and other testamentary instruments previously made by
 - 5 me.
 - 6 Article Identifica.

8

10

13

7 I am A under the and have no children.

kcept as otherwise provided by this Will, I direct that my legally enforceable debts, last illness and uneral expenses, expenses of the administration of my estate, and all my legally enforceable federal and te, estate, inheritance, succession and other death taxes, including interest and penalties thereon, imposed upon my estate or any beneficiary thereof by reason of my death, including the ortion of any such tax as is attributable to the proceeds of policies of insurance on my life or other

4 property not constituting a part of my probate estate, be paid out of my residuary estate, without

Notice how easy this makes it to read the document and to specify any particular line that needs to be addressed, simply by stating the line number.

18 Select the two lines for the title (Lines 1 and 2), then on the Layout tab, click Line Numbers and click Suppress for Current Paragraph.

Word turns off the numbering for the selected paragraph and renumbers the remaining lines in the document.

- **19** Scroll through the document until you locate the blank line near line 70, then delete the blank line.
- 20 Save and close the document.

Now look at different ways you can change the text flow.

21 Open the *Courseware Mapping for Word 2016 Core* file from the student files location, and scroll through the pages to see how the text in the table flows.

Suppose your company requires you to keep the rows together at the #.# level. The first action you want to perform is to repeat header rows throughout the table, so you can see how that may compare the layout.

- **22** Return to the top of the document once more, and then click in the title line of the table, *jective Domain*.
- 23 Under Table Tools, on the Layout tab, in the Data group, click Repeat Header 1 vs
- **24** Scroll to the bottom of page 1.
- 25 Select the 1.5 Configure document row through to the 1.5.6 Inspec auconent row.
- 26 On the Home tab and in the Paragraph group, click the **Para** raph **\ 'tings** dialog box launcher.
- 27 On the Line and Page Breaks tab, click Keep with next and the C. Keep lines together. Click OK.These rows should now start at the top of the table on page 2.
- 28 Scroll to the bottom of page 2, then click in tthirst cell on the **3.2 Modify a table** row.
- 29 On the Home tab, in the Paragraph group click V Paragraph Settings dialog box launcher.
- **30** On the Line and Page Breaks tab, cli **Page reaκ before**. Click **OK**.

This row now moves to the next page.

- **31** Scroll to the bottom of page 3 at and ice that there is a shaded row representing a new domain group for the exam objectives. Too, also that the sub-objectives for 5.1 are split between pages. You can choose to insert a pure brook before the start of the group, or choose to keep the rows together. In this case, we will use the puge bleak option.
- 32 Click in the arst cell of the row for 5 Insert and Format Objects.
- 33 On the How tak in the Paragraph group, click the **Paragraph Settings** dialog box launcher. Then on the ine and Fuge Breaks tab, click **Page break before**. Click **OK**.

.....oves to the next page.

 $34 \quad \exists v \in und close the document.$

Lesson Summary

Upon completion of this lesson, you should be able to:

- ☑ customize templates
- ☑ create and modify styles
- manage multiple options for +Body and+Heading fonts
- \blacksquare use wildcards in searches
- \square find and replace formatting
- \blacksquare use hyphenation options
- ☑ use line numbering

Review Questions

- 1. Which statement describes the main benefit of modifying an existing template ther then creating your own?
 - a. Templates contain pre-designed elements, such as fonts or styles that olp save time.
 - b. Existing templates can be accessed more easily when sharing documents with others.
 - c. Elements within a template can be shared from one doc nent to another document.
 - d. Templates can be previewed before creating your ov. do me
- 2. When creating a style name which of the following 5 'OT true
 - a. Style names cannot begin with a number r symbol.
 - b. Each style name within a single document no a unique.
 - c. Style names are case sensitive.
 - d. You can use up to 253 characters r a st e name.
- 3. Which statement describes the nain advantage of modifying styles in a document?
 - a. Style changes are at tically applied to all text formatted with that style.
 - b. Style changes a autoritically saved to the Normal template.
 - c. You can choose the deput language for the selected style.
 - d. The formatting on the style remains the same when you change the document theme.
- 4. When cust vizing themes which of the following is NOT true?

ou can create your own theme from scratch.

5... Themes appear in the Custom section at the top of the Themes gallery.

- ou can make changes to an existing theme.
- To save a theme, click Themes on the Design tab, and then click Save Current Theme.
- . How can you preview customized color schemes before applying them to a document?
 - a. A sample will be displayed as a visual of how the colors will appear.
 - b. Click Preview in the Theme Colors dialog box.
 - c. Click Save after changing individual theme colors.
 - d. Color schemes cannot be previewed.

Lesson 1

- 6. Where can newly-created theme font sets be found?
 - a. On the Design tab, in the Fonts drop-down menu.
 - b. On the Home tab, in the Font dialog box.
 - c. On the Styles gallery, in the Home tab.
 - d. On the Design tab, in the Themes drop-down menu.
- 7. Which of the following is a benefit of using Word's built-in document style sets?
 - a. Saves you time when you must ensure you have consistent formatting throughout a docu. Int.
 - b. Style sets are designed with formatting options that can be applied throughout the entire ocurrent.
 - c. Each modified style is automatically saved to the default style set.
 - d. Once applied, the built-in document style sets cannot be modified.
- 8. When might you want to change a +Body or +Heading style name?
 - a. You want to change the default document style sets for a document.
 - b. You want to change the default fonts and styles for all documents.
 - c. You want to change options for creating style names.
 - d. You want everyone to only use the styles you use in ery pour ent.
- 9. Which find option allows you to use special character a such as guestion mark, to narrow search criteria?
 - a. Use Wildcards c. Format
 - b. Special d. Increm ta' ...

10. Which Find and Replace feature is used to state pecific formatting, such as text that is colored blue?

- a. Format c. •v.dcards
- b. Special d. Match suffix
- 11. Pagination controls
 - a. Determine how e te, will flow from page to page.
 - b. Supprese Inc. un. ers.
 - c. Disat a thr hyphenation feature.
 - d. Alter th. *ex* rapping options.
- 12. Anc of the following would be the best option to view scripts or programming code?
 - Apply Line numbering.
 - Apply Hyphenation.
 - Suppress for Current Paragraph.
 - d. Activate Pagination.