

## Using Styles

What are styles?

Styles are a way of basically saving a configuration of font, font size, color, etc. You can create styles for different parts of your document such as a style for the heading or the body. Once you create a new heading, instead of going through each individual field and changing the font, you can select the style and it does all that for you. Styles make editing documents much easier and more time efficient.

Step 1: In the Home tab, click the little arrow in the Styles box.

Step 2: Click on New Style.

Step 3: In the Name box, type a name for your style.

Step 4: In the Style Type box, select from Paragraph, Character, Table, or List depending on what you are creating the style for.

Step 5: Go through each tab and select the options you desire or click Format to see more options.

## Using Tables

Tables are a great way to represent complex data and make that data easy to understand. They also make documents look very professional and nice to look at. There are many ways to insert a table, this is one way:

Step 1: Click where you want your table to be inserted into your document.

Step 2: In Insert tab, click Table, Insert Table...

Step 3: Enter the number of rows and columns needed.

## Inserting a Table of Contents

The Table of Contents provides a “map” to other parts of your document. If you have a long document, the table of contents is a must have.

NOTE: These following instructions are for creating a table of contents using custom styles.

Step 1: Click where in your document you want to insert your table of contents.

Step 2: On the References tab, in the Table of Contents group, click Table of Contents, and then click Custom Table of Contents.

Step 3: Click Options

Step 4: Under Available styles, find the style that you applied to the headings in your document.

Step 5: Under TOC Level, next to the style name, type a number 1 to 9 to indicate the level that you want the heading style to represent.

Step 6: Repeat step 4 and step 5 for each heading style that you want to include in the table of contents

Step 7: Click OK.

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## **Importing Files in Other Formats**

Sometimes it would be nice to have some information in your document that can't be copied and pasted. Microsoft Word has a nice feature that can insert files that are in other formats straight into your document.

Step 1: Click where in your document you want to insert the object.

Step 2: Click the Insert task pane and select object on the far right.

Step 3: In the Object dialog box, select the Create from File tab and Browse for your file on your local PC.

Step 4: Select the Link to file checkbox so that the file contents appear directly in your file.

Step 5: Click OK. The file contents appear at the desired location in your document.

## **Creating Symbol Shortcuts**

Some documents might require you to use a bunch of symbols. Manually entering each symbol can be very tedious and time consuming. However, it is possible to assign symbols to different keys on your keyboard so that a press of the key creates the symbol.

Step 1: Click the Insert task pane, select Symbol, More Symbols...

Step 2: From the Symbols tab in the Symbols window, select your desired symbol.

Step 3: Select the Shortcut Key button at the bottom.

Step 4: The Customize Keyboard window appears. Put your cursor in the textbox below Press new shortcut key: and press and hold all the keys that you want to establish as the shortcut for that symbol.

Step 5: When you are finished, click Assign and then Close.

## **Saving as PDF Format**

PDF format ensures that the file is viewed and printed in its intended format and the data is not changed. Anytime a document that is not a PDF is opened, most likely it was changed somewhere throughout the document.

Step 1: Select the File tab and click Save as Adobe PDF.

Step 2: In the File Name list, type or select a name for the document.

Step 3: In the Save as type list, click PDF.

Step 4: Click Publish