

# Section 2 Advanced formatting

By the end of this section you will be able to:

- Understand what styles are
- Apply default styles to paragraphs and text
- Create styles
- Redefine styles
- Copy styles between documents
- Apply borders to text, paragraphs and pages
- Create and use columns

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Sources: Keuzegids Master ranking 2013; Elsevier 'Beste Studies' ranking 2012; Financial Times Global Masters in Management ranking 2012

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## Styles

In Word, a “style” is a collection of font and paragraph formats given a specific name. It may be used to apply formatting to areas of a document quickly or to make changes easily to everything, which already has a certain style applied. A style can either apply to a whole paragraph of text or to a few individual characters.

### Default Styles

Word supplies a number of default styles, which are attached to the Normal Template. These may be altered to reflect personal choices.

### Normal Style

The “**NORMAL**” style, in the Style list box (found by using the dialog box launcher of the **STYLES** group), controls the overall characteristics of most of the text in a document and is the style that will be first seen on opening a new document.

### Headings 1 - 9

Word supplies nine heading styles, which variously underline, bold, and indent etc. the text they are applied to. When a new document is created, based upon the Normal Template, only three heading styles appear to be available but you can see all the possible default styles changing which styles are viewed.(explained later)

## QuickStyles

These are ordinary styles that have been added to the QuickStyle gallery which is what you see in the styles group on the home ribbon you may customise this gallery to add your most often used styles to allow speedy access to them when needed.

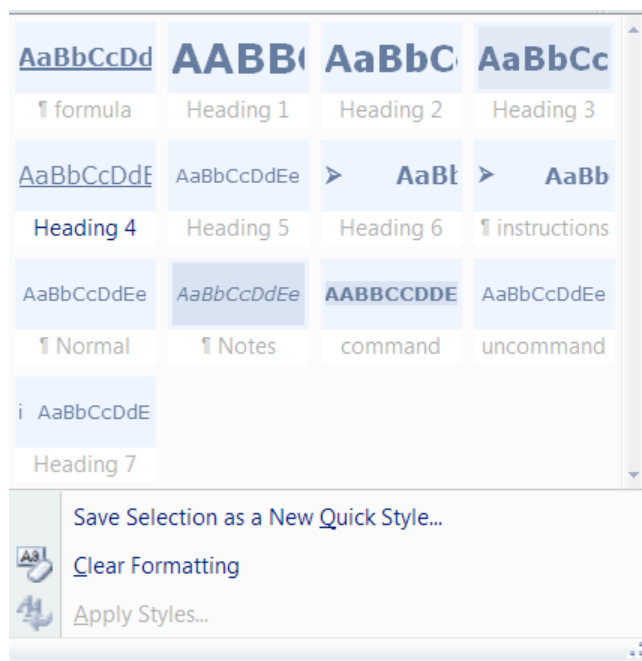
## Default Paragraph Font

When you have applied a style to a paragraph, you may decide to add some extra formatting. If at a later point you then want to remove the extra formatting and return to the underlying style format you can use this style to do so.

You can choose from a variety of methods to apply styles to existing text in a document.

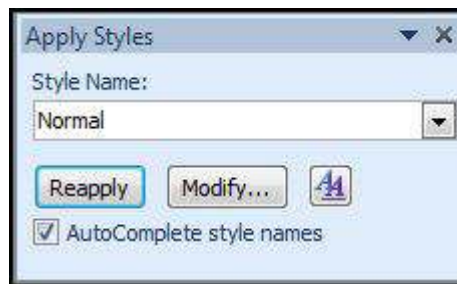
### ► To apply a style using the Quick style gallery:

#### Mouse



1. Select text to be changed.
2. Go to the **STYLES** group on the **HOME** ribbon.
3. Move your mouse over the styles to see a preview temporarily applied to the text in your document you have selected.
4. Select a style you can see or click on the down arrow to the bottom right of the visible styles to open the style gallery
5. More styles may be available by scrolling down.
6. Click on selected style to apply

► To - apply a style - dialog  
keyboard

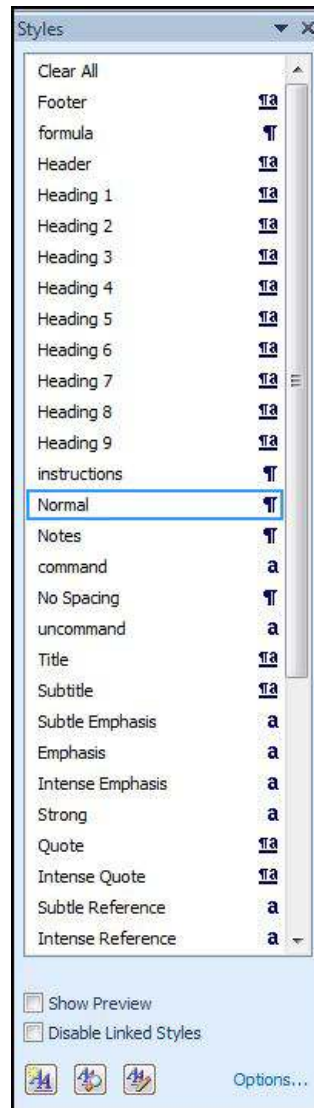


1. Press **CTRL SHIFT S** to bring up a dialog
2. Select a style from the dialog that appears..

► To apply a style using a shortcut key:

Keyboard

1. Heading styles 1 to 3 already have the shortcut keys **CTRL ALT num** defined, where num is 1 for heading style 1 and so on.



► To apply a style from styles task pane

**Mouse**

1. Click on the **DIALOG BOX LAUNCHER** on the **STYLES** group on the **HOME** ribbon



2. Select any style visible

► To change to another style:

**Mouse**

1. Select the paragraph(s) (or select text) to be changed
2. Click on the required style from the Style window.

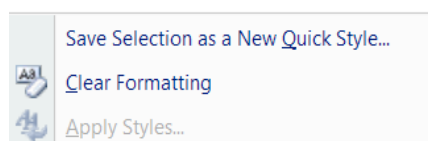
## Creating New Quick Styles

You might want to create a new style and add it to the Quick Styles gallery, or you might want to add a style that does not appear in the Quick Styles gallery but that you use often.

### ► To create a new QuickStyle:

#### Mouse

1. Select the paragraph(s) that you want to create style from
2. Change the format of the font, paragraph etc. as required
3. Go to the **STYLES** group on the **HOME** ribbon
4. Select the down arrow to the bottom right of the visible style to open the gallery
5. Select **SAVE SELECTION AS NEW QUICK STYLE** from the available choices.
6. New style will be found in the **QUICK STYLE GALLERY**.
  - *It is also possible to create a new style using the styles task pane. The window can be opened by Clicking on the **DIALOG BOX LAUNCHER** on the **STYLES** group on the **HOME** ribbon*



## Create New Style From Taskpane

Creating and applying a new QuickStyle from existing text may seem easy enough but when you are preparing styles for a new document you will need to create them from scratch the easiest and most straightforward way of doing this is from the styles taskpane (shown previously). From here we can create manage export and import our styles as well as use tools like the style inspector.

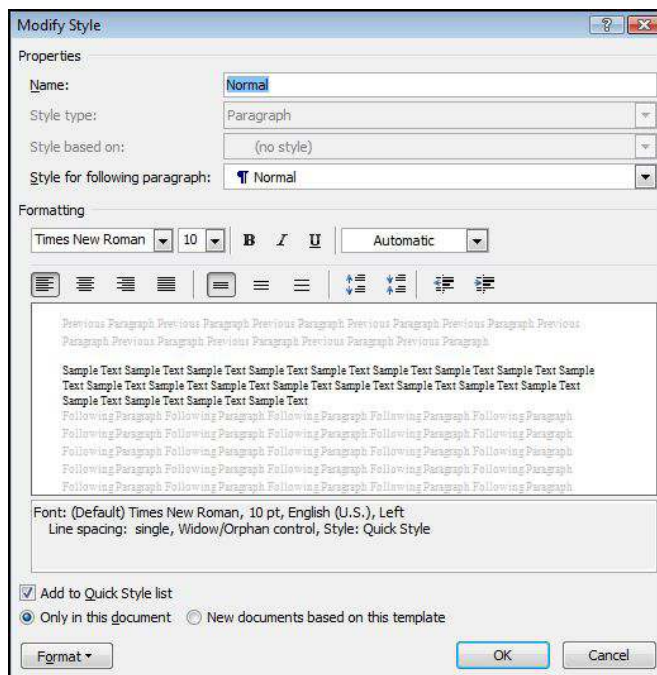
### ► To create a style from the taskpane.

#### Mouse

1. Use the **DIALOG BOX LAUNCHER** to show the **STYLES** taskpane as mentioned previously.



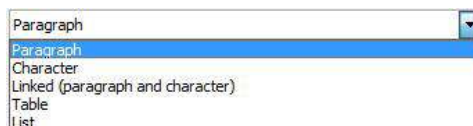
2. Click on the **NEW STYLE** button at the bottom of the taskpane. It is the first of three buttons a dialog appears.



3. Give the style a name in the top text box.
4. Make choices from the following selection boxes.
5. Make a choice whether to make this style available in this document or to make it available to other documents based on the template your current document is based on.
6. Click **OK** to create style.

### Style type

A style can be for various things if you look in the drop down box you will see various options a paragraph style will only apply paragraph formatting settings any text in your document for example.



The most common type of style is the linked where you will be able to apply ALL types of formatting to selected text but the choice depends really upon your need. You may wish only one or two paragraph styles in your document but many character styles or vice versa.



### Based on

It saves time if the style you are going to create has many formatting changes to base it on a similar style to the one you are going to create as then you will not have to make quite so many formatting changes.

Another important reason is that if the base style is modified by say changing the font it will then apply to all the styles based on it without you manually having to go and change them all.

### Style For Following Paragraph

1. Select the style that you want applying to the paragraph after you press return in your document the next paragraph will be formatted with the style you choose here.
  - E.G. When creating a Chapter Heading style, you might select the Heading 1 style in the Style For Following Paragraph box. This means that when you press **ENTER** at the end of a paragraph formatted with the Chapter Heading style, Word automatically applies the Heading 1 style to the next new paragraph.

### Add to QuickStyle list

Set this option if you wish to see your style in the QuickStyle gallery as mentioned earlier remember it can be added or removed at any time



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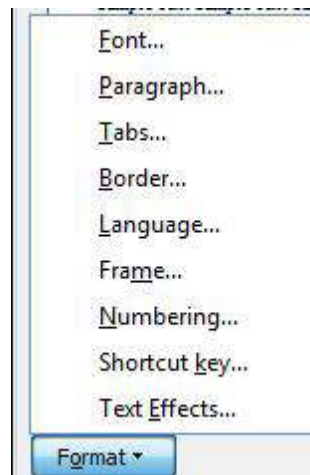
EFMD **EQUIS** ACCREDITED





### Format button

The format button is the way we set formats within a style. Hopefully by now you are used to all the dialog boxes you are likely to encounter while using this tool. You will encounter the **FONT**, **PARAGRAPH**, (the button to launch **TABS** dialog is in the **PARAGRAPH** dialog.) **BULLETS AND NUMBERING**, **BORDERS** amongst others.



Selecting any option within the format menu of the modify style dialog will launch the dialog boxes for each of the selected areas. This gives you every formatting option available for paragraph or character formatting.

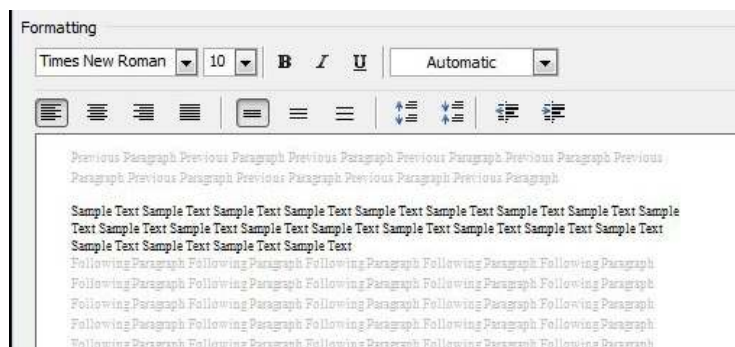
There is also an option to allow you to assign a shortcut key to the style to enable you to apply it easily.

#### ► To set formats for a style

1. Click on the **FORMAT** button to define the formatting for the style and assign a short key to apply the style
2. When all options are determined you can see a preview of the formatted style in the preview area of the dialog.
3. When all selections have been made click **OK**.
4. All paragraphs using the style are automatically updated.

#### OR

1. Use the limited format options within the create new style dialog box

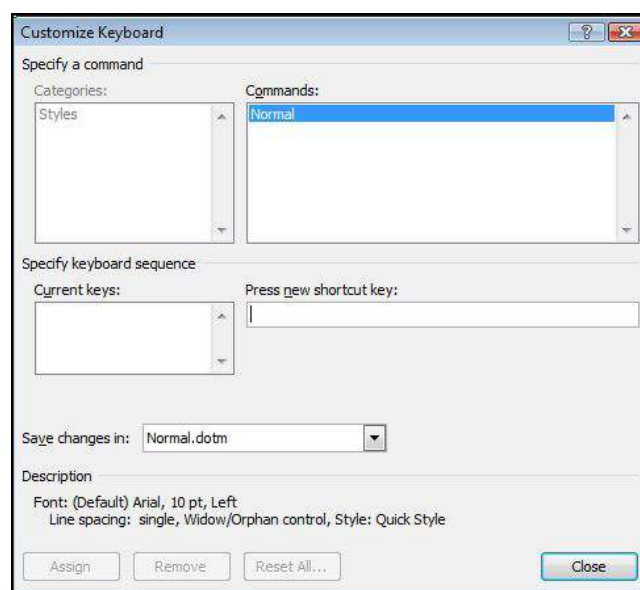


## Shortcut Key

This is extremely useful especially for typists as they do not need to stop in the flow of their work to apply styles they just hit a key combination to apply the predefined format for the text or paragraph they are currently typing, without leaving the keyboard.

### To set shortcut key

#### Mouse

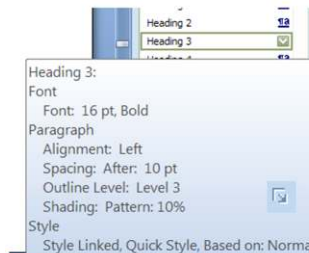


1. While in the create style or modify style dialog click on the format button in bottom left corner
2. Choose **SHORTCUT KEY** a dialog will appear.
3. In the press new shortcut key area press a combination of keys to apply the style. (use **CTRL** or **ALT** or **SHIFT** within your combination as these keys would not normally be used within typing.)
4. If the combination has already been assigned it will say what it has been assigned to if not it will say unassigned.

5. When you have decided upon your key combination click on the assign button.
6. If you change your mind you may always click on the remove button and then assign a different set of keys as the shortcut key.
7. When complete click on close
  - *Select text or click in a paragraph use your shortcut key combination to apply your desired style*

## Modifying A Style

### ► To update a style



1. Select text that is styled with the style attributes that you want to change.
  - *E.G. to change the attributes of the Heading 1 style, select text that has the **HEADING 1** style applied.*
2. To **VIEW** the attributes of a particular style, click the **STYLES DIALOG BOX LAUNCHER**, and then rest your pointer over a style in the list.

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3. Format the selected text with the new attributes that you want. E.G. you might decide that you want to change the point size for the Heading 1 style from 16 points to 14 points.
4. In the **STYLES** task pane or the **STYLES** group on the **HOME** ribbon, right-click the style that you want to change.
5. Click **UPDATE TO MATCH SELECTION**.

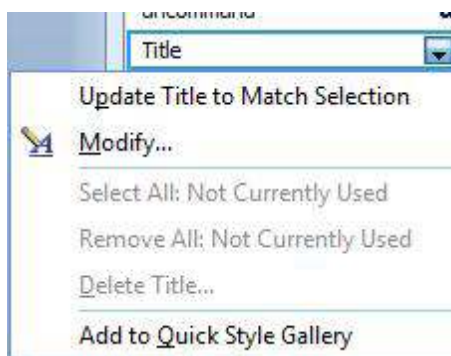
*All text with the style that you changed will automatically change to match the new style that you defined. If you changed the styles in a document and the styles are not updating the way you expected, click the **STYLES Dialog Box Launcher**, and then click **STYLE INSPECTOR** to find out whether text was manually formatted instead of formatted by using styles.*

Styles can also be created and updated using the **MODIFY** command from the **MANAGE STYLES** dialog. You can set many more options for the style if you create or redefine it in this way.

*A Character Style can only change Fonts and Language formats, but it can be applied to a selection of less than a paragraph.*

#### ► To modify using the task pane

##### Mouse



1. Open the styles taskpane as previously described
2. Move your mouse over the style you wish to edit
3. Click on drop down arrow to the right of the style
4. Choose **MODIFY** to open the **MODIFY** dialog
  - *The modify dialog looks the same as the create style dialog but some options may not be available to you anymore because of the nature of the style or because certain options are uneditable after creation.*
5. Once your modifications are complete click on **OK**
6. Wherever that style has been used throughout your document the format should now update.

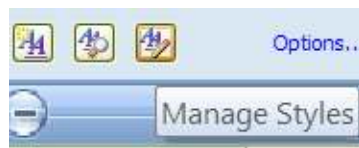
## Manage Styles

### ► To access the Style dialog:

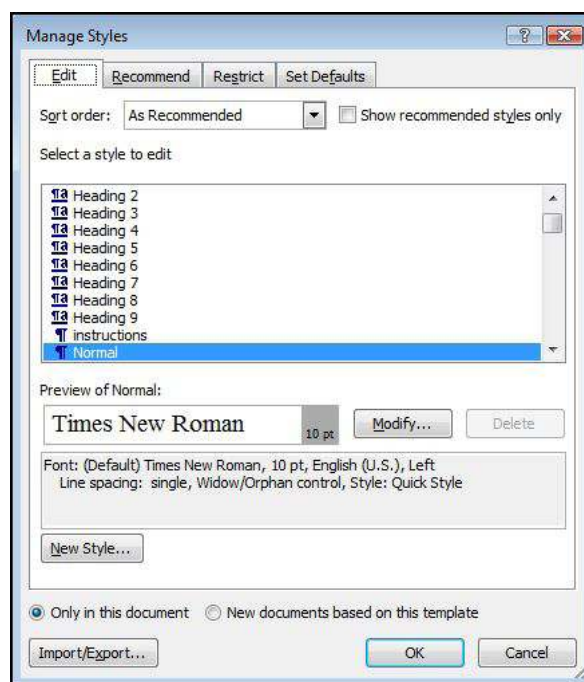
Mouse



1. On the **HOME** ribbon, click the **STYLES DIALOG BOX LAUNCHER**,
2. Click on the **MANAGE STYLES** button, in the **STYLES** task pane a dialog opens.



3. Find the name of the style you wish to change
4. Select style and click **MODIFY**
5. Choose **MODIFY** to open the **MODIFY** dialog



- *The modify dialog looks the same as the create style dialog but some options may not be available to you anymore because of the nature of the style or because certain options are uneditable after creation.*
6. Once your modifications are complete click on **OK**

7. Wherever that style has been used throughout your document the format should now update.

## Import and export styles

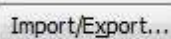
### Copying Styles Between Documents

The styles that you redefine, or new ones that you create, can only be used in the current document. (By default) Clearly you may want to copy a style into another document, rather than recreating or redefining it from scratch.

#### ► To copy a style from one document to another:

##### Mouse

1. Open the file which currently contains the styles you wish to export.
2. Click on the **MANAGE STYLES** button, in the **STYLES** task pane a dialog opens.



3. Click on the **IMPORT/EXPORT** button
4. Click **CLOSE FILE** to close the active document and its attached template **OR** close the Normal template.



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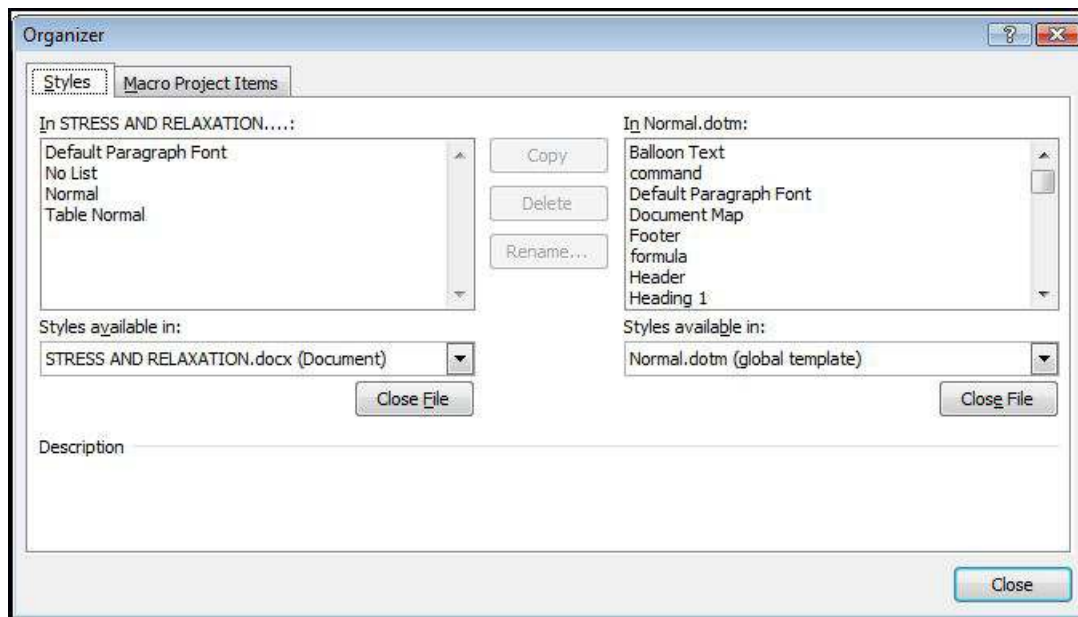
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5. Then click **OPEN FILE**, and open the template or file you want.
6. Click the items you want to copy in either list, and then click **COPY**
7. The list of styles on the left-hand side of the dialog belongs to the current document.

► To specify the document which will be receiving the new style(s):

1. Click on the **CLOSE FILE** button (on the right-hand side of the dialog)
2. The button will then change to an **OPEN FILE** button, click on this to select the target document
3. Select the style(s) in the left-hand list, and click on the **COPY** button.

*To select more than one style, click on the first style and then hold down CTRL and click on the other required styles. To select all the styles, click on the first, then hold down SHIFT and click on the last style. If you copy a style to a file that already contains that style, E.G. Heading 1, you will receive a message asking for confirmation. In addition to copying styles, you can delete or rename styles in either list using the DELETE and RENAME buttons. When you delete a style, you are asked for confirmation.*

### Copying To/From Document Templates

If the document where the styles have been changed was based on a particular Template, the new styles can be copied back to the Template. This means that new documents based on the Template will automatically pick up the style changes. However, to update existing documents with changes in the Template, you would have to copy the styles **from** the Template.

### Updating the Template

The procedure for copying style changes in a document back to its underlying Template is a very similar to copying to another document (see previous page).



► To update the template with the new styles:

Mouse

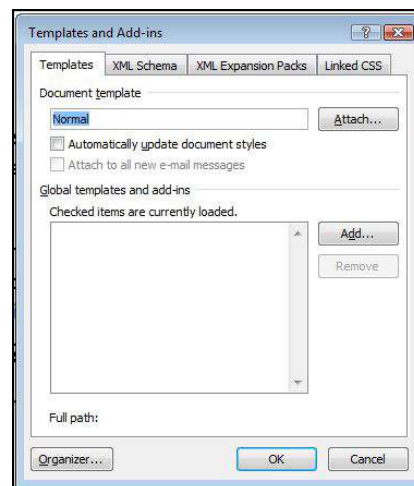
1. Open the file which currently contains the styles and click on the **MANAGE STYLES** button in the **STYLES** task pane a dialog opens.
2. Click on the **IMPORT/EXPORT** button
  - *Word initially assumes that you want to copy the styles to NORMAL.DOTM*
3. Select the underlying document template by:
  - *Click on the **CLOSE FILE** button (on the right-hand side of the dialog)*
  - *The button will then change to an **OPEN FILE** button, click on this to select the target template*
4. Select the style(s) in the left-hand list, and click on the **COPY** button. You will be prompted for confirmation if the styles you are copying already exist in the template.
5. Click on **CLOSE** to close the **ORGANISER** dialog. You will then be asked whether you want to save the changes made to the template. The same prompt occurs when you save and close the current document. It is a final chance to either accept or reject the changes to the document template.

Updating A Document

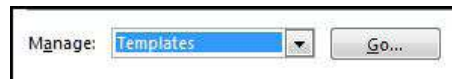
The method of copying styles from the template back into existing documents is much simpler.

To Update Document Styles With Template Styles:

Mouse



1. Open the document which needs updating
2. Click the **FILE TAB** and click on **OPTIONS** select **ADD-INS**. Select which add-in to manage from the drop down box near the bottom of the screen (templates) and click **GO** a dialog appears



3. The name of the underlying document template should appear in the dialog. To copy the styles into the current document:
4. Click in the **AUTOMATICALLY UPDATE DOCUMENT STYLES** check-box
5. Click on **OK** to return to the document
6. The styles in the document will be updated and will continue to be updated automatically if any other changes are made to the template in future.



"I studied English for 16 years but...  
...I finally learned to speak it in just six lessons"

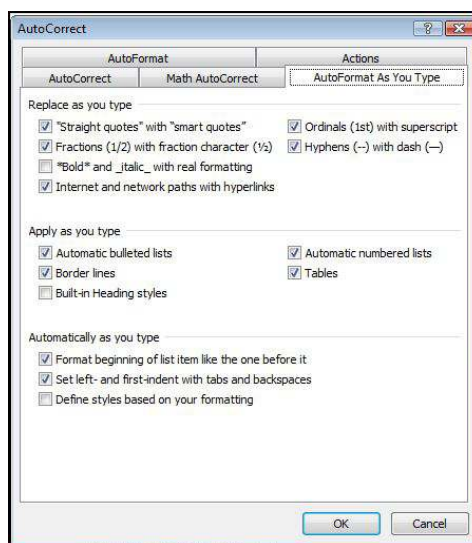
Jane, Chinese architect

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## Defining styles automatically

### Using Autocorrect



To have Word automatically define styles, from the AutoCorrect options.

1. Open the **AUTOCORRECT** options these are accessed by
  - going to the **FILE TAB, OPTIONS**
  - Go to the **PROOFING** tab on the left
  - Go to the **AUTOCORRECT OPTIONS** button in the **AUTOCORRECT** section on the right.

*Styles can also be updated automatically when manual formatting is applied to text that is already formatted with a specific style.*

2. Go to the **AUTOFORMAT AS YOU TYPE** tab
3. Check **DEFINE STYLES BASED ON YOUR FORMATTING**

### Using The Style Option

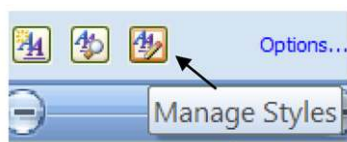
#### ► To have Word automatically update a style:

##### Mouse

1. On the **HOME** ribbon, click the **STYLES DIALOG BOX LAUNCHER**,



2. Click on the **MANAGE STYLES** button, in the **STYLES** task pane a dialog opens.

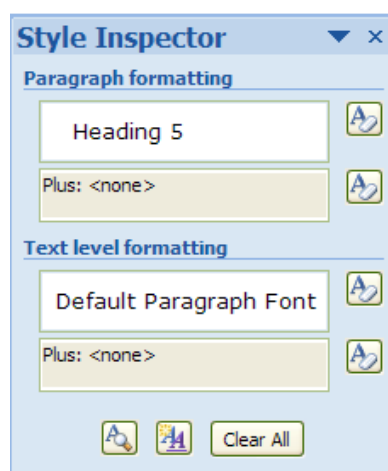


3. Find the name of the style you wish to change
4. Select style and click **MODIFY**
5. Select the **AUTOMATICALLY UPDATE** check box.

*The Normal style cannot be updated automatically.*

### Style Inspector

The style inspector gives you a preview and analysis of the style of any text you happen to click on with options to clear any aspects of the style that don't meet with your approval or to clear all. For a further breakdown click on the reveal formatting button on the bottom left of the window to give a complete breakdown of your style



#### ► To show style inspector

##### Mouse



1. On the **HOME** ribbon, click the **STYLES DIALOG BOX LAUNCHER**,
2. Click on the **STYLE INSPECTOR** button, in the **STYLES** task pane a dialog opens.

► To reveal formatting

Mouse



1. Open the style inspector
2. Click on the button on the bottom left of the window
3. The **REVEAL FORMATTING** task pane opens.

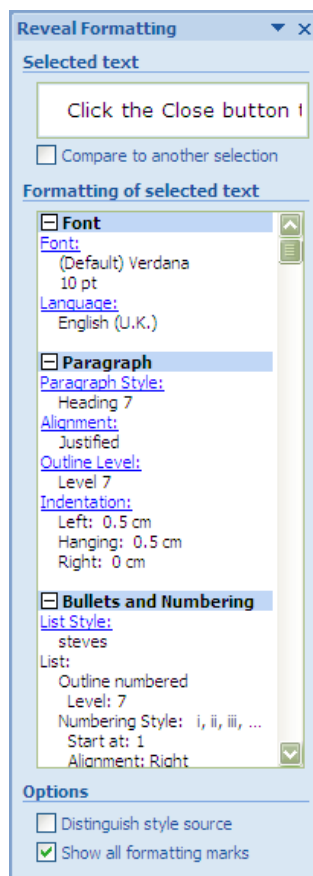
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4. Clicking on any of the blue **HYPERLINKS** opens the dialogs to edit any part of that style it is a very useful tool for editing your style.

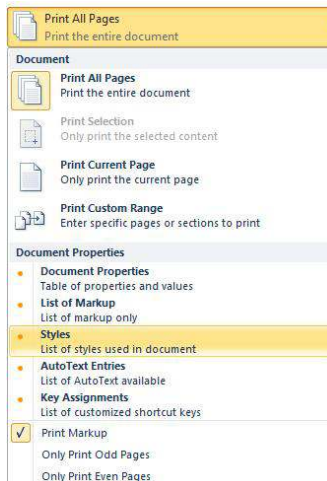
### ► To close style inspector

#### Mouse

1. Click the cross on top right of dialog

#### Printing Styles

To print a list of styles from the active document select Styles in the **PRINT WHAT** list box of the **FILE, PRINT** Window. (For more information see the printing section in the Introductory manual)



## Quickstyle sets

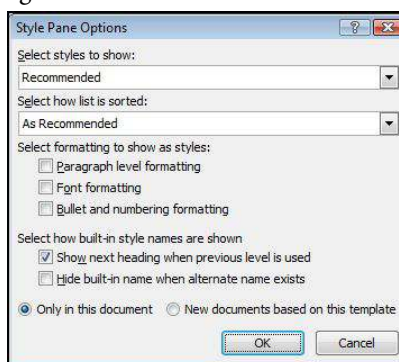
In Microsoft Office Word 2010, QuickStyles are sets of styles that are designed to work together to create an attractive and professional looking document. In most cases, you won't change styles in a Quick Style set because the styles have been designed to complement one another, and it's easier to use a different Quick Style set. But, under certain circumstances, you might want to change the attributes of a style in a Quick Style set.

## Adding & Removing Styles From QuickStyle Gallery

Occasionally, a style is removed from the Quick Styles gallery, or it does not appear in the list of styles. When that happens, it's easy to move a style to the Quick Styles gallery so it's available for you to use.

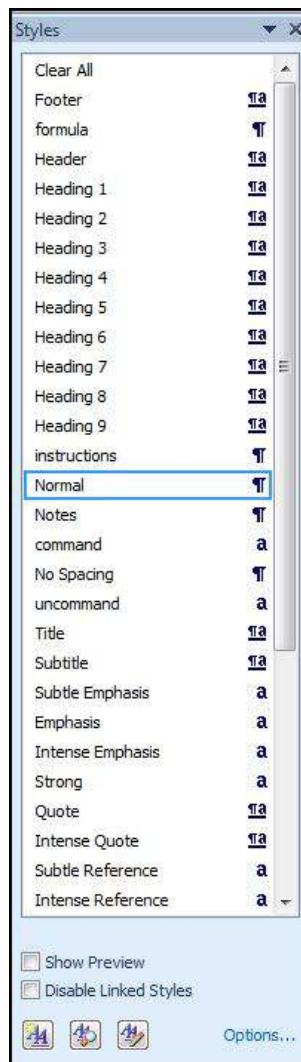
### ► To show styles in taskpane

1. On the **HOME** ribbon, click the **STYLES DIALOG BOX LAUNCHER**, to open the **STYLES** task pane and then click **OPTIONS** bottom right hand corner



2. Under **SELECT STYLES TO SHOW**, click **ALL STYLES**.





3. All styles should now appear in taskpane

► To add styles to QuickStyle gallery

1. Move your mouse over the style you wish to appear in the **QUICKSTYLES GALLERY** a drop down arrow will appear to the right of the style.
2. Click drop down arrow and select **ADD TO QUICK STYLE GALLERY**

► To Remove a style from the Quick Styles gallery

1. On the **HOME** ribbon, in the **STYLES** group, right-click the QuickStyle that you want to remove from the gallery.
2. Click **REMOVE FROM QUICK STYLES GALLERY**.

Or

1. From the styles taskpane

2. Move your mouse over the style you want to remove from the **QUICK STYLES GALLERY** a drop down arrow will appear to the right of the style.
3. Click drop down arrow and select **REMOVE FROM QUICK STYLE GALLERY**

*Removing a style from the Quick STYLES gallery does not remove the style from the entries that appear in the Styles task pane. The STYLES task pane lists all of the styles in the document.*

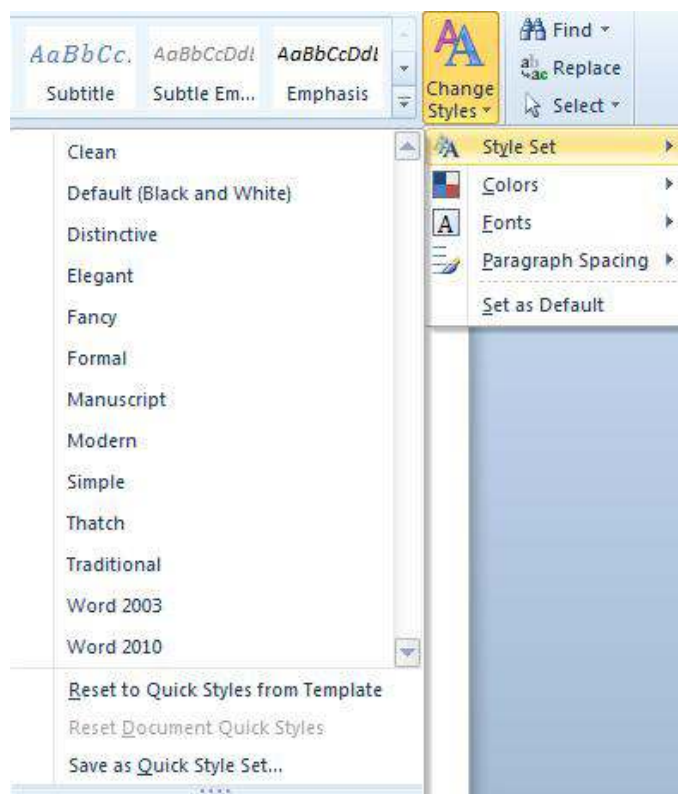
## Changing Style Sets



Changing the style sets is relatively easy

### ► To change a style set

#### Mouse

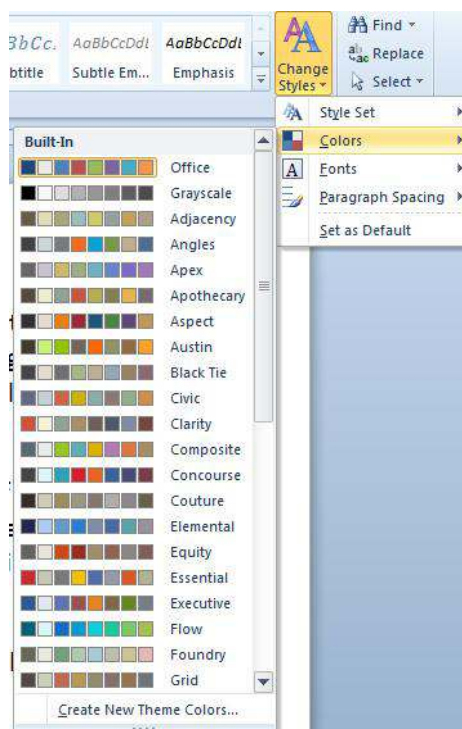


1. Click on the change styles button to the right of the styles group
2. Move down to style sets and a selection of different style sets appear

3. You may change style sets as often as you wish

### Modifying Style Sets

The styles in a style set are made up of colours, fonts, and paragraph spacing these can be changed in a few clicks. Your document will then be updated with your choices when you have mixed and matched these various components you may save your selections to another style set allow you to use it in the future.



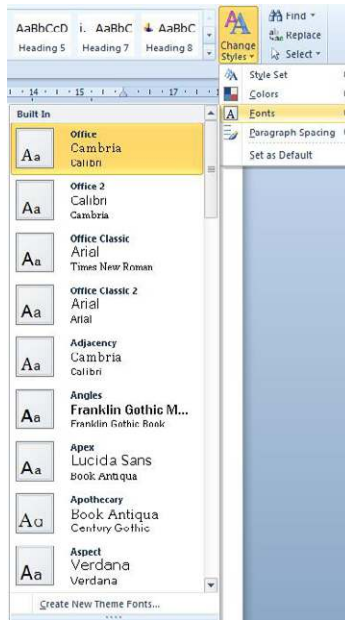
#### ► To change colours scheme

1. Select style set you wish to modify
2. Click on the change styles button and move down to colours
3. Select a colour scheme for your style set
4. Your colour scheme will have updated your style set and document.

#### ► To change font scheme

##### Mouse

1. Select style set you wish to modify
2. Click on the change styles button and move down to fonts

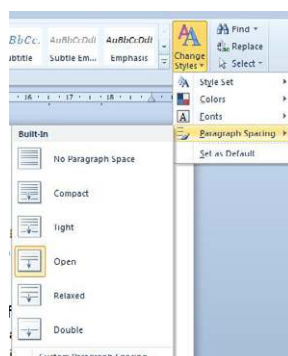


- 3. Select a font scheme for your style set
- 4. Your font scheme will have updated your style set and document.



► To change Paragraph spacing's

Mouse



1. Select style set you wish to modify
2. Click on the change styles button and move down to Paragraph spacing
3. Select a spacing scheme for your style set
4. Your spacing scheme will have updated your style set and document.

### Saving A Style Set

Whether you have created all your styles manually or have modified existing styles add used ones to the QuickStyle gallery and remove any you do not need so that the gallery reflects all the styles you will use in a document(s) you might be using or creating in the future and we can then save this as a style set that can be transferred to other machines or quickly accessed on this one if you use several style sets

► To save a style set

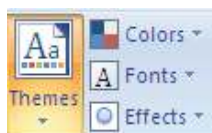
Mouse

1. Make sure all styles you wish in style set are added to the gallery
2. Make sure all styles you do not wish are removed from gallery
3. Ensure all styles have been modified to your liking
4. Click on the change styles button
5. Move to the style set selection
6. Below available style sets click on save as QuickStyle set
7. The save a QuickStyle set dialog opens
8. Enter a style set name (it is best not to change location because word may not be able to locate it in the future and add it into the menu)
9. Click on save
  - *You may load this style set at any time by following the instructions for changing style sets previously described.*

## Document themes

### Apply A Document Theme

Themes in 2010 have been enhanced by adding many more themes for you to choose from than in 2007. To give you more choice when producing professional looking and coherently formatted documents.



- **theme:** A set of unified design elements that provides a look for your document by using colour, fonts, and graphics.

You can quickly and easily format an entire document to give it a professional and modern look by applying a document theme. A document theme is a set of formatting choices that include a set of theme colours, a set of theme fonts (including heading and body text fonts), and a set of theme effects (including lines and fill effects).

Programs such as Microsoft Office Word, Excel, and PowerPoint provide several predefined document themes, but you can also create your own by customizing an existing document theme, and then by saving it as a custom document theme. Document themes are shared across Office programs so that all of your Office documents can have the same, uniform look.



► To Apply a document theme

Mouse

1. On the **PAGE LAYOUT** ribbon, in the **THEMES** group, click **THEMES**. To select a theme.

Or

1. If a document theme that you want to use is not listed, click **BROWSE FOR THEMES** to find it on your computer or a network location.
2. Select a theme to apply it to your current document
  - *To search for other document themes on Office Online, click **Search Office Online**.*

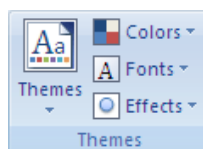
***CUSTOM is available only if you created one or more custom document themes. For more information about creating custom document themes.***

### Customise A Document Theme

To customise a document theme, you start by changing the colours, the fonts, or the line and fill effects that are used. Changes that you make to one or more of these theme components immediately affect the styles that you have applied in the active document. If you want to apply these changes to new documents, you can save them as a custom document theme.



## Theme Colours



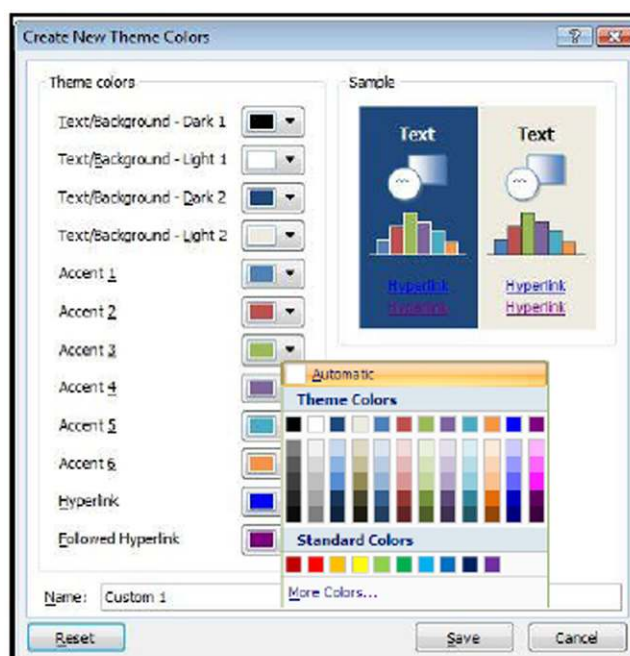
Theme colours contain four text and background colours, six accent colours, and two hyperlink colours. The colours in the **THEME COLOURS** button represent the current text and background colours. The set of colours that you see next to the **THEME COLOURS** name after you click the **THEME COLOURS** button represent the accent and hyperlink colours for that theme. When you change any of these colours to create your own set of theme colours, the colours that are shown in the **THEME COLOURS** button and next to the **THEME COLOURS** name will change accordingly.

### ► To customise the theme colours

1. On the **PAGE LAYOUT** ribbon, in the **THEMES** group, click **COLOURS**.



2. Click **CREATE NEW THEME COLOURS** the following dialog is displayed



3. Under the **CREATE NEW THEME COLOURS DIALOG**, click the drop down button of the theme colour element that you want to change.

4. Select the colours that you want to use.
  - Under **SAMPLE**, you can see the effect of the changes that you make.
5. Repeat step 3 and 4 for all of the theme colour elements that you want to change.
6. In the **NAME BOX**, (bottom) type an appropriate name for the new theme colours.
7. Click **SAVE**.

*To return all theme colour elements to their original theme colours, you can click **RESET** before you click **SAVE**.*

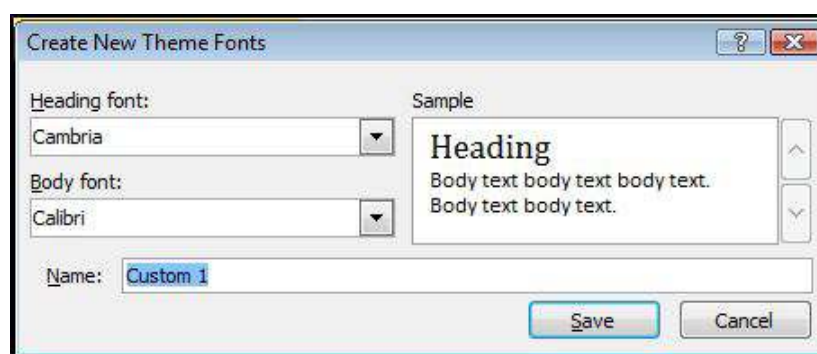
## Theme Fonts

Theme fonts contain a heading font and a body text font. When you click the **THEME FONTS** button, you can see the name of the heading font and body text font that is used for each theme font below the **THEME FONTS NAME**. You can change both of these fonts to create your own set of theme fonts.



### ► To customise the theme fonts

1. On the **PAGE LAYOUT** ribbon, in the **THEMES** group, click **THEME FONTS**.
2. Click **CREATE NEW THEME FONTS**.
3. In the **HEADING FONT** and **BODY FONT** boxes, select the fonts that you want to use.



4. The sample is updated with the fonts that you select.
5. In the **NAME** box, type an appropriate name for the new theme fonts.
6. Click **SAVE**.

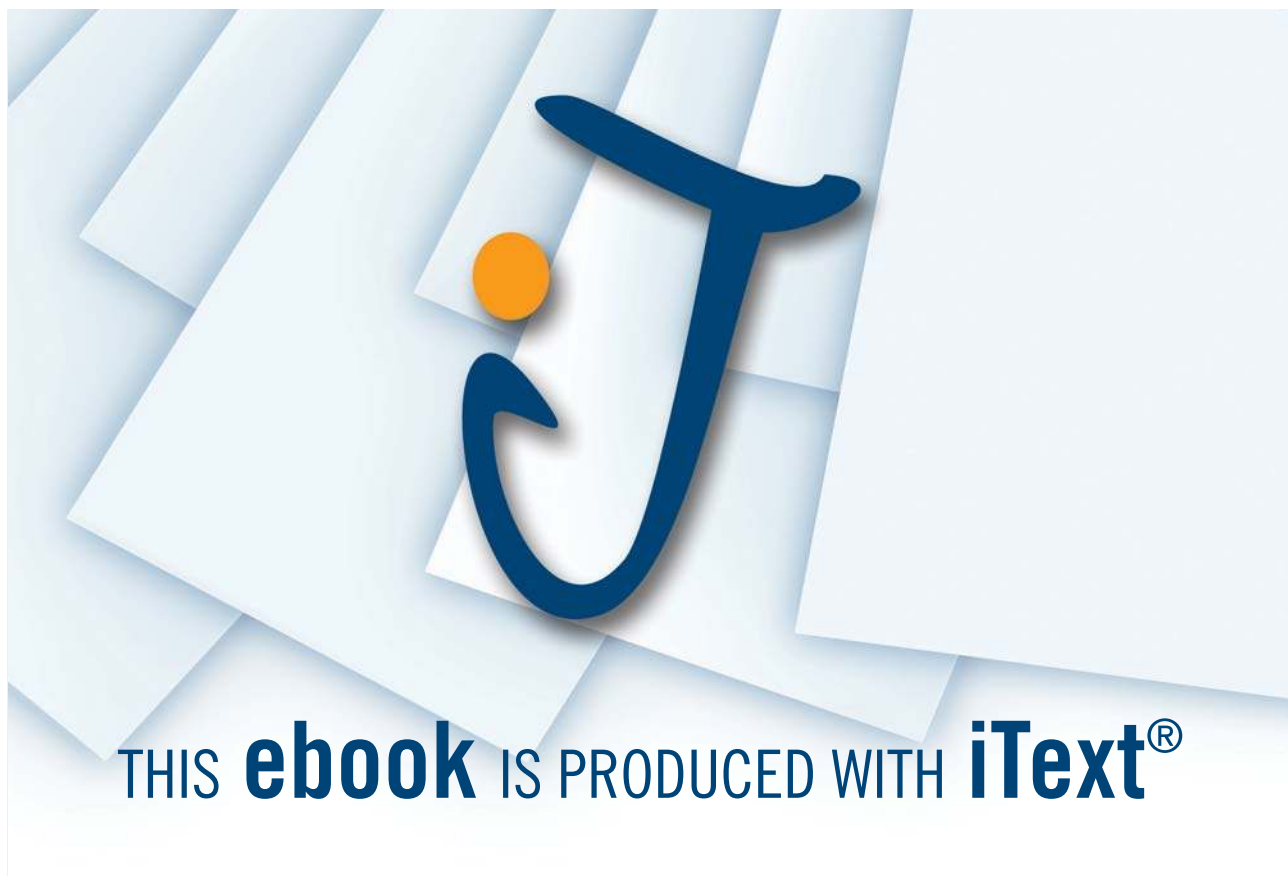
## Theme Effects

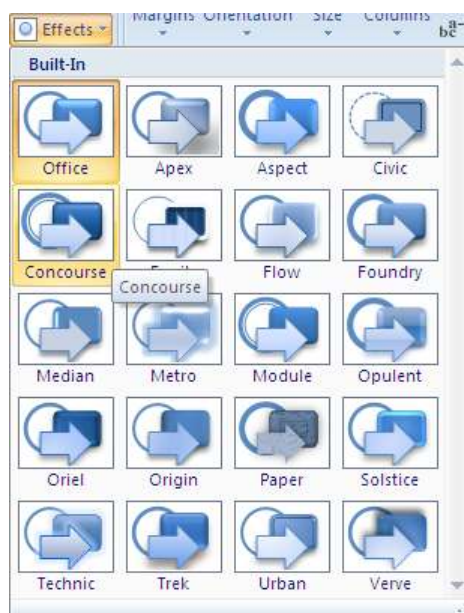
Theme effects are sets of lines and fill effects. When you click the **THEME EFFECTS** button, you can see the lines and fill effects that are used for each set of theme effects in the graphic that is displayed with the **THEME EFFECTS** name. Although you cannot create your own set of theme effects, you can choose the one that you want to use in your own document theme.

► To select a set of theme effects



1. On the **PAGE LAYOUT** ribbon, in the **THEMES** group, click **THEME EFFECTS**.
2. Select the effect that you want to use.





## Save A Theme

Any changes that you make to the colours, the fonts, or the line and fill effects of a document theme can be saved as a custom document theme that you can apply to other documents.

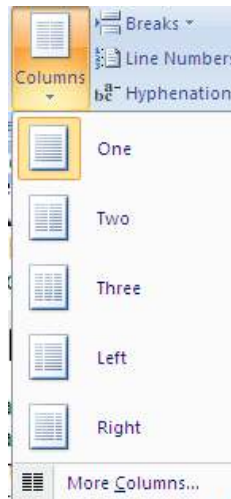
### ► To save a document theme

1. On the **PAGE LAYOUT** ribbon, in the **THEMES** group, click **THEMES**.
2. Click **SAVE CURRENT THEME**.
3. The **SAVE CURRENT THEME** dialog appears
4. In the **FILE NAME** box, type an appropriate name for the theme
5. Click **SAVE**.

*A custom document theme is saved in the Document Themes folder and is automatically added to the list of custom themes.*

## Columns

You can setup pages in documents where the text is laid out “newspaper style” in columns. Word will automatically “section off” the area where the columns are active, so you will see continuous section breaks (see section breaks) appear above and below the column area.



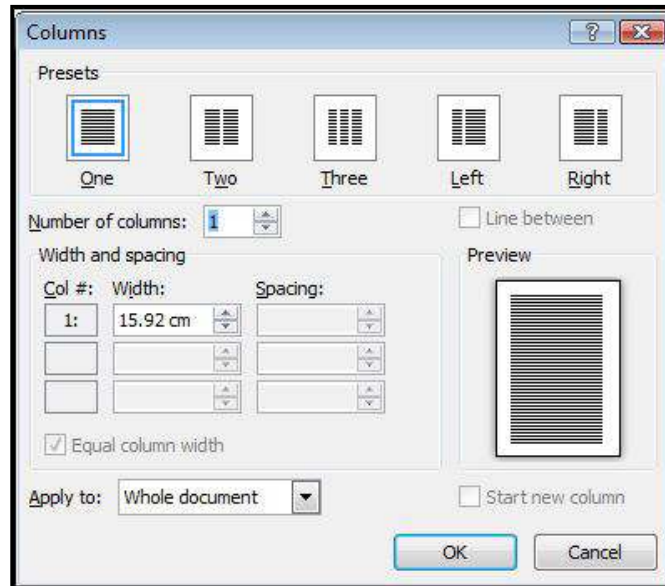
## Newspaper Columns

A columnar layout can either be tabular (where the information is divided both vertically and horizontally) or snaking columns, which have only a vertical division. The 'snaking' effect means that once column 1 is full, the text "snakes" on to the top of the next column, just like in a newspaper.

### ► To set up newspaper columns:

#### Mouse

1. Select the text you wish to have in columns OR click at the point you wish the columns to start.
2. Go to the **PRINT LAYOUT** ribbon and then to the **PAGE SETUP** group. Click on the **COLUMNS** button
3. Select the number of columns of columns you wish from the displayed list.

**OR**

1. Click on **MORE COLUMNS** to display the **COLUMNS** dialog box.
2. Type in the number of columns required,
  - *E.G. 3, adjust the space between columns if necessary (the default is 1.25cm).*

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3. You have the choice of having lines separating the columns. Lines will be the length of the longest column. Lines will only be printed if there are two or more columns.
4. Click on the box at **LINE BETWEEN**.
5. To see the line use **PRINT PREVIEW** or **PRINT LAYOUT** view.
6. If you wish to have columns of different widths ensure you untick the **EQUAL COLUMN WIDTH** checkbox
7. When all options are selected click **OK** to apply your columns

### Entering Text

Once your document has been set up with a columnar layout, you can enter text in the usual way. Make sure you are in **PRINT LAYOUT** View; otherwise you will not see a true representation of how your document will print out.

### Copying, Moving And Deleting Text Between Columns

Text can be easily moved and copied between columns in Word once they have been set up.

#### To Move, copy and delete text between columns:

##### Mouse

1. Select the text to be copied and copy it with your preferred method.
2. Place the **INSERTION POINT** at the point where you wish to copy it to and press the **PASTE** icon.
3. Select the text to be moved and cut it with your preferred method.
4. Place the **INSERTION POINT** at the point where you wish to copy it to and press the **PASTE** icon.
5. Select the text to be deleted and press the **DELETE** key..

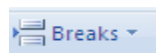
### Column Breaks

If you want to end a column before the bottom of the page, you will need to insert a column break.

Ensure show/hide characters are visible or you will not be able to see where the break is in case you need to delete it.

#### ► To insert a column break:

##### Mouse



1. Click on **BREAKS** from the **PAGE SETUP** group on the **PRINT LAYOUT** tab
2. Select **COLUMN BREAK** the break will be inserted. It can be deleted just like a page break or any other character with the **DELETE** key on the keyboard.



**OR**

1. Keyboard
2. Press **CTRL SHIFT ENTER**.
3. This will force a new column to appear for you to use. It behaves much like a forced page break. Just imagine each column is like a separate page and column breaks rather than page breaks are used to end that column and allow you to the top of the next.

***In DRAFT view, columns are displayed as one column continuing down the page. Each time there is a snap to a new column this is shown as a dotted line with column Break labelled on it. If you try to use the columns button in this view, Word will change you to PRINT LAYOUT view.***

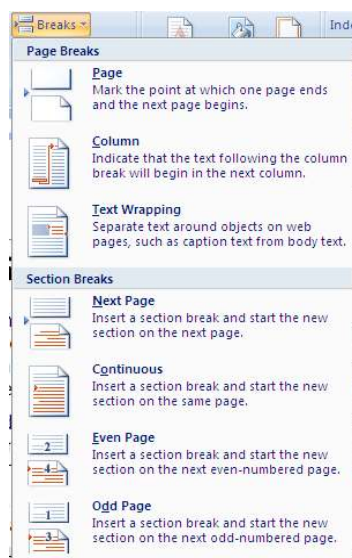
## Sections

Dividing a document into sections allows you to apply different page set-up options in different pages of your document.

- *E.G. you might want page 3 of your document in landscape because it contains a very wide table, but the rest of the document is a report that needs to be in portrait orientation.*

You may want different margin sizes in different parts of your document or page numbering restarting in different formats at different points. Columns use sections so that each section can be treated differently from the others.

Word sometimes adds the section breaks to a document for you. especially when you change the format for a selection.



***On the far left corner of the status bar there is an indicator that tells the user which page and in what section the insertion point is currently working. E.G.: Page 13 Section 3.***

## Section Breaks

There are three types of break that will be examined here.



In **PRINT LAYOUT** view, breaks are invisible unless you **SHOW/HIDE CHARACTERS**. This feature lets you see all the special characters that make formatting you have carried out, visible, other than text formatting. That is – spaces, carriage returns and tabs as well as breaks. You will also see other little symbols to indicate such things as table cells. To see the characters, click on the **SHOW/HIDE CHARACTERS** button. On the **HOME** ribbon, **PARAGRAPH** group.

- You can also switch to **Draft** view and see breaks without activating other commands but this view can be confusing, especially when working with columns.

**A page break is not a section break**

### Continuous Section Breaks

Use the continuous section break to effectively make a fresh start in your document. Whatever kinds of formatting and other items went before – columns, fields entered, styles etc., a continuous break makes the section above it just that, a section. It also allows you to change the page set-up options for that section only without affecting the whole document.

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### Next Page Section Breaks

Inserts a section break, breaks the page, and starts the new section on the next page. This feature can be used

- *E.G. to insert different headers and footers in the new page section.*

### Odd Page And Even Page Section Breaks

Useful when your document is set up with double-sided printing and mirror margins, these section breaks allow you to determine whether the next page should be odd (print on the right-hand side of the double-page) or even (print on the left-hand side of the double-page).

### What Is Stored Within A Section?

A section can have its own unique headers and footers, margins and page orientation. It may also have a different number of snaking columns to the rest of the document.

### Creating A Section Break

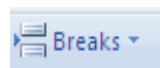
Sometimes Word automatically creates section breaks for you.

- *E.G. when you make one of your pages landscape, or if you format some of the text to be displayed in a different number of columns. Otherwise, you have to create the section break manually.*

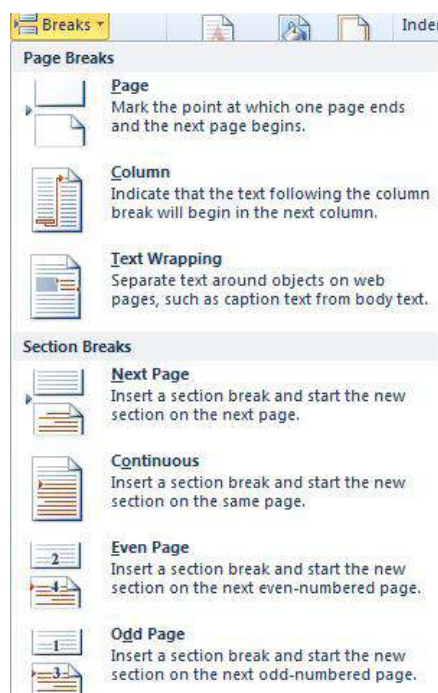
### To create a section break:

#### Mouse

1. Click on **BREAKS** from the **PAGE SETUP** group on the **PRINT LAYOUT** ribbon



2. Select from the menu that appears.
  - *2010 gives a little explanation by the side of each option.*



3. The section break will appear.
4. Select **NEXT PAGE** if you want the section start to be on the next page,

**Or**

1. Choose **CONTINUOUS** if the section should run through on the same page.

**Or**

1. Choose **ODD PAGE/EVEN PAGE** to determine which side of the book the new section should begin on.  
The section break is displayed just before the new section:

*Word initially copies the header and footer, margin settings and page orientation into the new section. The margin and orientation settings can be easily changed from the Page Set-up dialog, since Word will assume you want to only affect the current section.*

## Handling Headers And Footers

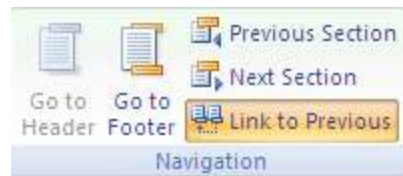


The headers and footers in the new section will be linked to the previous section. This means that if you change the header or footer in the first section, those in the second section will automatically change.

► To unlink a header/footer from the previous section:

Mouse

1. Position the insertion point in the second section



2. Choose **HEADER** or **FOOTER** from the insert ribbon **HEADER & FOOTER** group and select **EDIT HEADER AND FOOTER** from the bottom of the displayed options
3. Click on the **LINK TO PREVIOUS BUTTON** to turn off the link to deselect the highlighted button  
*The link between any other two sections can be broken in the same way. However sometimes you may want to keep the link, particularly if you are working in a Master Document - see the section on Master Documents later in this manual.*

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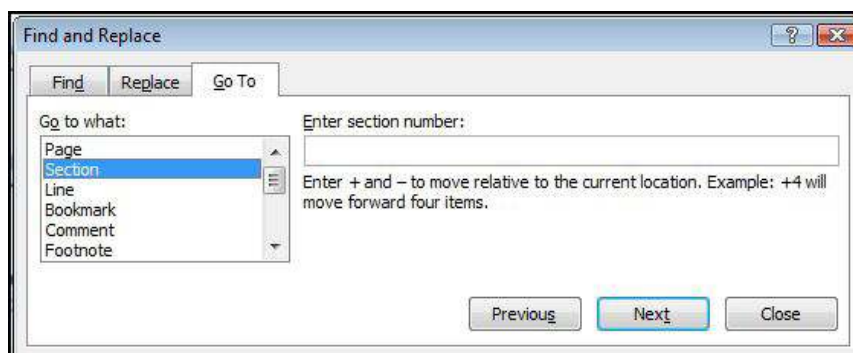


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## Moving Between Sections

You can quickly move from one section to another by using the **F5** key. The **GOTO** tool



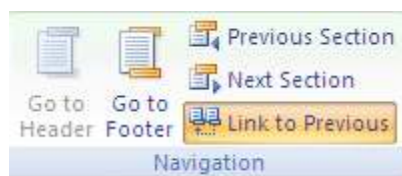
### ► To move to a specific section:

#### Keyboard

1. Press **F5** to open the goto dialog. Click on **SECTION**, then type in the section number
2. Click on the **GO TO** button.

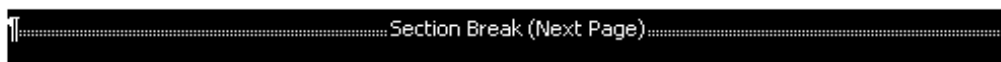
#### Or

1. Choose **HEADER** or **FOOTER** from the insert ribbon **HEADER & FOOTER** group and select **EDIT HEADER AND FOOTER** from the bottom of the displayed options.



2. Go to the **DESIGN** ribbon, and use the navigation buttons to move from section to section.

## Removing A Section Break



You may need to merge two sections into one by deleting a section break.

► To delete a section break:

Mouse

1. Select the section break to be removed and Press **DELETE**
  - *The two sections would then become one section. It is important to note that this new section inherits all the page set-up, column and header/footer settings from the second of the two sections.*

### Section Properties

In **PRINT LAYOUT** view and with the **SHOW/HIDE CHARACTERS** feature active, double click any of the continuous section breaks in the document. The **PAGE SET-UP** dialog box will appear, usually displaying the **LAYOUT** page. To switch to margins options, click the **MARGINS** ribbon.

You can now adapt the print layout, margins and other options for the section only, as long as you do not change **APPLY TO: This section**. Click the **LINE NUMBERS...** button on the layout page for options on adding a number for each line of text in the section.

### Section Properties

When you set properties in a dialog box such as page orientation header/footers etc you will notice (if applicable) a box somewhere on the dialog showing one of the following options:

- *Apply to this section only*
- *From this point forward*
- *Whole document*

It is important to make the right choice here as it will greatly affect how your document will appear

The following exercise shows settings for headers and footers. please note the “apply to what part of the document box” on the bottom left. Do you really want these settings applied to one section or the whole document.

► To Change the properties for a section:

1. Double click the section break. The **PAGE SET-UP** dialog will appear.
2. In the **PAGE SET-UP** dialog box, set the options you wish to change
3. Click **OK**. Your changes will have affected only the section you are in.



