



Microsoft Office 2016

Step

by

Step

Joan Lambert and Curtis Frye



PRACTICE FILES



Microsoft Office 2016 Step by Step

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Introduction

Welcome! This *Step by Step* book has been designed to make it easy for you to learn about key aspects of four of the Microsoft Office 2016 apps—Word, Excel, PowerPoint, and Outlook. In each part, you can start from the beginning and build your skills as you learn to perform specialized procedures. Or, if you prefer, you can jump in wherever you need ready guidance for performing tasks. The how-to steps are delivered crisply and concisely—just the facts. You'll also find informative, colorful graphics that support the instructional content.

Who this book is for

Microsoft Office 2016 Step by Step is designed for use as a learning and reference resource by home and business users of Microsoft Office apps who want to use Word, Excel, and PowerPoint to create and edit files, and Outlook to organize email, contacts, and appointments. The content of the book is designed to be useful for people who have previously used earlier versions of the apps, and for people who are discovering the apps for the first time. Although the chapters in this book thoroughly cover key skill sets for each of the four apps, *Microsoft Office 2016 Step by Step* is best used as an introduction. For a full discussion of each app, including in-depth coverage of advanced topics, refer to the *Step by Step* book for each app: *Microsoft Word 2016 Step by Step*, *Microsoft PowerPoint 2016 Step by Step*, and *Microsoft Outlook 2016 Step by Step*, all by Joan Lambert (Microsoft Press, 2015), and *Microsoft Excel 2016 Step by Step* by Curtis Frye (Microsoft Press, 2015). A listing of the contents of each book is provided at the end of this book.

The Step by Step approach

The book's coverage is divided into parts, each of which provides a thorough introduction to one of the four apps covered. Each part is divided into chapters representing some of the app's key skill set areas, and each chapter is divided into topics that group related skills. Each topic includes expository information followed by generic procedures. At the end of the chapter, you'll find a series of practice tasks you can complete on your own by using the skills taught in the chapter. You can use the practice files that are available from this book's website to work through the practice tasks, or you can use your own files.

Download the practice files

Before you can complete the practice tasks in this book, you need to download the book's practice files to your computer from <http://aka.ms/Office2016sbs/downloads>. Follow the instructions on the webpage.



IMPORTANT The Office 2016 apps are not available from the book's website. You should install the apps before working through the procedures and practice tasks in this book.

If you later want to repeat practice tasks, you can download the original practice files again.



SEE ALSO For information about opening and saving files, see Chapter 2, "Create and manage files."

The following table lists the practice files for this book.

Chapter	Folder	File
Part 1: Microsoft Office 2016		
1: Explore Office 2016	Ch01	None
2: Create and manage files	Ch02	DisplayProperties.xlsx DisplayViews.pptx NavigateFiles.docx

Chapter	Folder	File
Part 2: Microsoft Word 2016		
3: Modify the structure and appearance of text	Ch03	ApplyStyles.docx ChangeTheme.docx CreateLists.docx FormatCharacters.docx FormatParagraphs.docx StructureContent.docx
4: Collaborate on documents	Ch04	ControlChanges.docx MergeDocs1.docx MergeDocs2.docx ReviewComments.docx TrackChanges.docx
5: Merge data with documents and labels	Ch05	CreateEnvelopes.docx CustomerList.xlsx InsertFields.docx PolicyholdersList.xlsx RefineData.docx StartMerge.docx
Part 3: Microsoft Excel 2016		
6: Perform calculations on data	Ch06	AuditFormulas.xlsx BuildFormulas.xlsx CreateArrayFormulas.xlsx CreateConditionalFormulas.xlsx CreateExcelTables.xlsx CreateNames.xlsx SetIterativeOptions.xlsx
7: Manage worksheet data	Ch07	LimitData.xlsx SummarizeValues.xlsx ValidateData.xlsx
8: Reorder and summarize data	Ch08	LookupData.xlsx OrganizeData.xlsx SortCustomData.xlsx SortData.xlsx

Chapter	Folder	File
9: Analyze alternative data sets	Ch09	BuildSolverModel.xlsx CreateScenarios.xlsx DefineDataTables.xlsx ManageMultipleScenarios.xlsx PerformGoalSeekAnalysis.xlsx PerformQuickAnalysis.xlsx UseDescriptiveStatistics.xlsx
Part 4: Microsoft PowerPoint 2016		
10: Create and manage slides	Ch10	AddRemoveSlides.pptx ApplyThemes.pptx ChangeBackgrounds.pptx CreateSections.pptx ImportOutline.docx RearrangeSlides.pptx ReuseSlides.pptx
11: Insert and manage simple graphics	Ch11	Chickens.jpg DrawShapes.pptx EditPictures.pptx Fish.jpg Flamingos.jpg Flowers01.jpg InsertPictures.pptx InsertScreens.pptx Penguins01.jpg Penguins02.jpg Tiger01.jpg Tiger02.jpg YellowBird.jpg
12: Add sound and movement to slides	Ch12	AddAudio.pptx AddVideo.pptx AnimateSlides.pptx Butterfly.wmv CustomizeAnimation.pptx SoundTrack.wma Wildlife.wmv

Chapter	Folder	File
Part 5: Microsoft Outlook 2016		
13: Send and receive email messages	Ch13	AttachFiles.docx
14: Organize your Inbox	Ch14	None
15: Manage scheduling	Ch15	None

Ebook edition

If you're reading the ebook edition of this book, you can do the following:

- Search the full text
- Print
- Copy and paste

You can purchase and download the ebook edition from the Microsoft Press Store at <http://aka.ms/Office2016sbs/details>.

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This topic provides information about getting help with this book and contacting us to provide feedback or report errors.

Errata and support

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For help with Microsoft software and hardware, go to <http://support.microsoft.com>.

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The survey is short, and we read every one of your comments and ideas. Thanks in advance for your input!

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Modify the structure and appearance of text

3

Documents contain text that conveys information to readers, but the appearance of the document content also conveys a message. You can provide structure and meaning by formatting the text in various ways. Word 2016 provides a variety of simple-to-use tools that you can use to apply sophisticated formatting and create a navigational structure.

In a short document or one that doesn't require a complex navigational structure, you can easily format words and paragraphs so that key points stand out and the structure of your document is clear. You can achieve dramatic flair by applying predefined WordArt text effects. To keep the appearance of documents and other Microsoft Office files consistent, you can format document elements by applying predefined sets of formatting called *styles*. In addition, you can change the fonts, colors, and effects throughout a document with one click by applying a theme.

This chapter guides you through procedures related to applying character and paragraph formatting, structuring content manually, creating and modifying lists, applying styles to text, and changing a document's theme.

In this chapter

- Apply paragraph formatting
- Structure content manually
- Apply character formatting
- Create and modify lists
- Apply built-in styles to text
- Change the document theme

Practice files

For this chapter, use the practice files from the Office2016SBS\Ch03 folder. For practice file download instructions, see the introduction.

Apply paragraph formatting

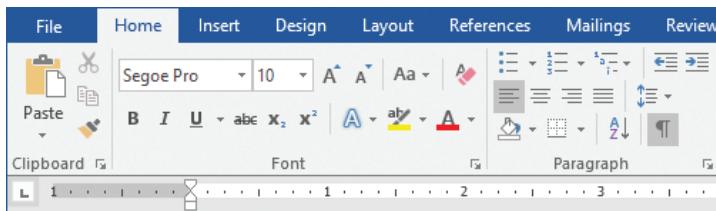
A paragraph is created by entering text and then pressing the Enter key. A paragraph can contain one word, one sentence, or multiple sentences. Every paragraph ends with a paragraph mark, which looks like a backward P (¶). Paragraph marks and other structural characters (such as spaces, line breaks, and tabs) are usually hidden, but you can display them. Sometimes displaying these hidden characters makes it easier to accomplish a task or understand a structural problem.



SEE ALSO For information about working with hidden structural characters, see “Structure content manually” later in this chapter.

You can change the look of a paragraph by changing its indentation, alignment, and line spacing, in addition to the space before and after it. You can also put borders around it and shade its background. Collectively, the settings you use to vary the look of a paragraph are called *paragraph formatting*.

You can modify a paragraph’s left and right edge alignment and vertical spacing by using tools on the Home tab of the ribbon, and its left and right indents from the Home tab or from the ruler. The ruler is usually hidden to provide more space for the document content.



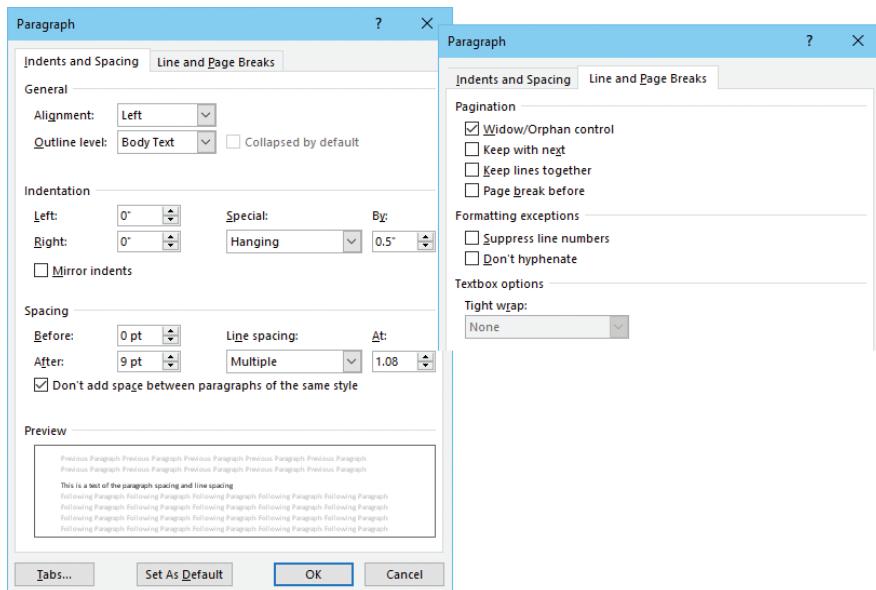
The left indent can be changed from the Home tab or the ruler

If you modify a paragraph and aren’t happy with the changes, you can restore the original paragraph and character settings by clearing the formatting to reset the paragraph to its base style.



SEE ALSO For information about styles, see “Apply built-in styles to text” later in this chapter.

When you want to make several adjustments to the alignment, indentation, and spacing of selected paragraphs, it is sometimes quicker to make changes in the Paragraph dialog box than to click buttons and drag markers.



The Paragraph dialog box

Configure alignment

The alignment settings control the horizontal position of the paragraph text between the page margins. There are four alignment options:

- **Align Left** This is the default paragraph alignment. It sets the left end of each line of the paragraph at the left page margin or left indent. It results in a straight left edge and a ragged right edge.
- **Align Right** This sets the right end of each line of the paragraph at the right page margin or right indent. It results in a straight right edge and a ragged left edge.
- **Center** This centers each line of the paragraph between the left and right page margins or indents. It results in ragged left and right edges.
- **Justify** This alignment adjusts the spacing between words so that the left end of each line of the paragraph is at the left page margin or indent and the right end of each line of the paragraph (other than the last line) is at the right margin or indent. It results in straight left and right edges.

The icons on the alignment buttons on the ribbon depict the effect of each alignment option.

To open the Paragraph dialog box

1. Do either of the following:
 - On the **Home** tab or the **Layout** tab, in the **Paragraph** group, click the **Paragraph** dialog box launcher.
 - On the **Home** tab, in the **Paragraph** group, click the **Line and Paragraph Spacing** button, and then click **Line Spacing Options**.

To set paragraph alignment

1. Position the cursor anywhere in the paragraph, or select all the paragraphs you want to adjust.
2. Do either of the following:
 - On the **Home** tab, in the **Paragraph** group, click the **Align Left**, **Center**, **Align Right**, or **Justify** button.
 - Open the **Paragraph** dialog box. On the **Indents and Spacing** tab, in the **General** area, click **Left**, **Centered**, **Right**, or **Justified** in the **Alignment** list.

Configure vertical spacing

Paragraphs have two types of vertical spacing:

- **Paragraph spacing** The space between paragraphs, defined by setting the space before and after each paragraph. This space is usually measured in points.
- **Line spacing** The space between the lines of the paragraph, defined by setting the height of the lines either in relation to the height of the text (Single, Double, or a specific number of lines) or by specifying a minimum or exact point measurement.

The default line spacing for documents created in Word 2016 is 1.08 lines. Changing the line spacing changes the appearance and readability of the text in the paragraph and, of course, also changes the amount of space it occupies on the page.

The line spacing of this paragraph is set to the default, 1.08 lines. A paragraph can contain one word, one sentence, or multiple sentences. You can change the look of a paragraph by changing its indentation, alignment, and line spacing, as well as the space before and after it. You can also put borders around it and shade its background. Collectively, the settings you use to vary the look of a paragraph are called *paragraph formatting*.

The line spacing of this paragraph is set to Double (2 lines). A paragraph can contain one word, one sentence, or multiple sentences. You can change the look of a paragraph by changing its indentation, alignment, and line spacing, as well as the space before and after it. You can also put borders around it and shade its background. Collectively, the settings you use to vary the look of a paragraph are called *paragraph formatting*.

The effect of changing line spacing

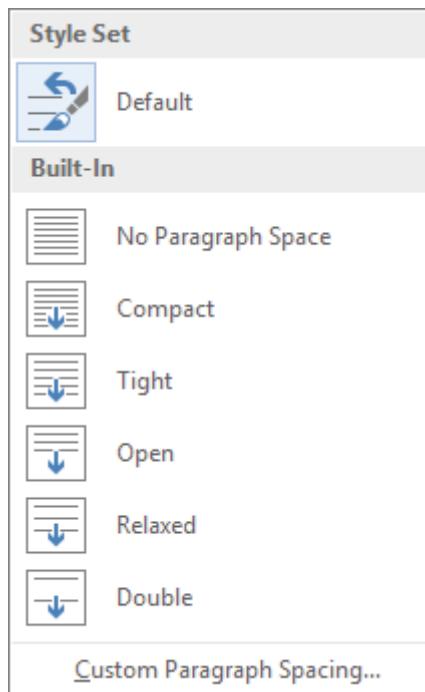
You can set the paragraph and line spacing for individual paragraphs and for paragraph styles. You can quickly adjust the spacing of most content in a document by selecting an option from the Paragraph Spacing menu on the Design tab. (Although the menu is named Paragraph Spacing, the menu options control both paragraph spacing and line spacing.) These options, which are named by effect rather than by specific measurements, work by modifying the spacing of the Normal paragraph style and any other styles that depend on the Normal style for their spacing. (In standard templates, most other styles are based on the Normal style.) The Paragraph Spacing options modify the Normal style in only the current document, and do not affect other documents.

The following table describes the effect of each Paragraph Spacing option on the paragraph and line spacing settings.

Paragraph spacing option	Before paragraph	After paragraph	Line spacing
Default	Spacing options are controlled by the style set		
No Paragraph Space	0 points	0 points	1 line
Compact	0 points	4 points	1 line
Tight	0 points	6 points	1.15 lines
Open	0 points	10 points	1.15 lines
Relaxed	0 points	6 points	1.5 lines
Double	0 points	8 points	2 lines

To quickly adjust the vertical spacing before, after, and within all paragraphs in a document

1. On the **Design** tab, in the **Document Formatting** group, click the **Paragraph Spacing** button to display the Paragraph Spacing menu.

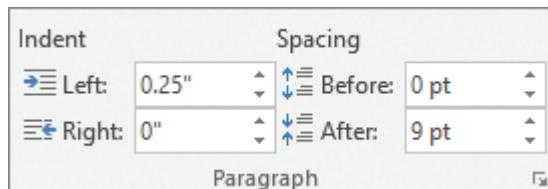


Each paragraph spacing option controls space around and within the paragraph

2. Click the option you want to apply to all of the paragraphs in the document.

To adjust the spacing between paragraphs

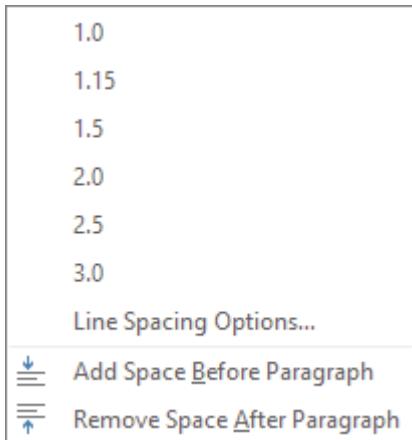
1. Select all the paragraphs you want to adjust.
2. On the **Layout** tab, in the **Paragraph** group, adjust the **Spacing Before** and **Spacing After** settings.



The settings in the Spacing boxes are measured in points

To adjust spacing between the lines of paragraphs

1. Position the cursor anywhere in the paragraph, or select all the paragraphs you want to adjust.
2. To make a quick adjustment to selected paragraphs, on the **Home** tab, in the **Paragraph** group, click **Line And Paragraph Spacing**, and then click any of the line spacing commands on the menu.



You can choose from preset internal line spacing options or adjust paragraph spacing



TIP You can also adjust the space before and after selected paragraphs from the Line And Paragraph Spacing menu. Clicking one of the last two options adds or removes a preset amount of space between the selected paragraphs.

Or

1. Position the cursor anywhere in the paragraph, or select all the paragraphs you want to adjust.
2. Open the **Paragraph** dialog box. On the **Indents and Spacing** tab, in the **Spacing** area, make the adjustments you want to the paragraph spacing, and then click **OK**.

Configure indents

In Word, you don't define the width of paragraphs and the length of pages by defining the area occupied by the text; instead, you define the size of the white space—the left, right, top, and bottom margins—around the text.



SEE ALSO For information about setting margins, see "Preview and adjust page layout" in Chapter 12, "Finalize and distribute documents," of *Microsoft Word 2016 Step by Step* by Joan Lambert (Microsoft Press, 2015). For information about sections, see "Control what appears on each page" in the same chapter.

Although the left and right margins are set for a whole document or for a section of a document, you can vary the position of the paragraphs between the margins by indenting the left or right edge of the paragraph.

A paragraph indent is the space from the page margin to the text. You can change the left indent by clicking buttons on the Home tab, or you can set the indents directly on the ruler. Three indent markers are always present on the ruler:

- **Left Indent** This defines the outermost left edge of each line of the paragraph.
- **Right Indent** This defines the outermost right edge of each line of the paragraph.
- **First Line Indent** This defines the starting point of the first line of the paragraph.

The ruler indicates the space between the left and right page margins in a lighter color than the space outside of the page margins.



Periodically you might want to experiment with structural or content modifications, or you might simply find that a change you've made didn't work as intended, and want to undo your changes. The Office apps provide three levels of change reversion:

- You can undo one change at a time (and redo that change if you want to).
- You can undo all the changes in the current app session.
- You can roll back to a previous version of the document.

The indent markers on the ruler

The default setting for the Left Indent and First Line Indent markers is 0.0", which aligns with the left page margin. The default setting for the Right Indent marker is the distance from the left margin to the right margin. For example, if the page size is set to 8.5" wide and the left and right margins are set to 1.0", the default Right Indent marker setting is 6.5".

You can arrange the Left Indent and First Line Indent markers to create a hanging indent or a first line indent. Hanging indents are most commonly used for bulleted and numbered lists, in which the bullet or number is indented less than the main text (essentially, it is *outdented*). First line indents are frequently used to distinguish the beginning of each subsequent paragraph in documents that consist of many consecutive paragraphs of text. Both types of indents are set by using the First Line Indent marker on the ruler.



TIP The First Line Indent marker is linked to the Left Indent marker. Moving the Left Indent marker also moves the First Line Indent marker, to maintain the first line indent distance. You can move the First Line Indent marker independently of the Left Indent marker to change the first line indent distance.

To display the ruler

1. On the View tab, in the **Show** group, select the **Ruler** check box.



TIP In this book, we show measurements in inches. If you want to change the measurement units Word uses, open the Word Options dialog box. On the Advanced page, in the Display area, click the units you want in the Show Measurements In Units Of list. Then click OK.

To indent or outdent the left edge of a paragraph

1. Position the cursor anywhere in the paragraph, or select all the paragraphs you want to adjust.
2. Do any of the following:
 - On the **Home** tab, in the **Paragraph** group, click the **Increase Indent** or **Decrease Indent** button to move the left edge of the paragraph in 0.25" increments.



TIP You cannot increase or decrease the indent beyond the margins by using the Increase Indent and Decrease Indent buttons. If you do need to extend an indent beyond the margins, you can do so by setting negative indentation measurements in the Paragraph dialog box.

- Open the **Paragraph** dialog box. On the **Indents and Spacing** tab, in the **Indentation** area, set the indent in the **Left** box, and then click **OK**.
- On the ruler, drag the **Left Indent** marker to the ruler measurement at which you want to position the left edge of the body of the paragraph.

To create a hanging indent or first line indent

1. Position the cursor anywhere in the paragraph, or select all the paragraphs you want to adjust.
2. Open the **Paragraph** dialog box. On the **Indents and Spacing** tab, in the **Indents** area, click **First line** or **Hanging** in the **Special** box.
3. In the **By** box, set the amount of the indent, and then click **OK**.

Or

1. Set the left indent of the paragraph body.
2. On the ruler, drag the **First Line Indent** marker to the ruler measurement at which you want to begin the first line of the paragraph.

To indent or outdent the right edge of a paragraph

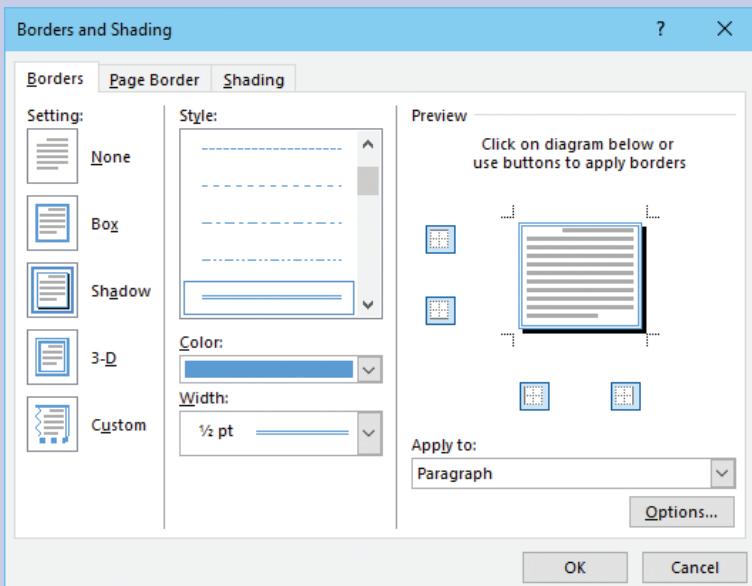
1. Position the cursor anywhere in the paragraph, or select all the paragraphs you want to adjust.
2. Do either of the following:
 - On the ruler, drag the **Right Indent** marker to the ruler measurement at which you want to set the maximum right edge of the paragraph.
 - Open the **Paragraph** dialog box. On the **Indents and Spacing** tab, in the **Indentation** area, set the right indent in the **Right** box, and then click **OK**.



TIP Unless the paragraph alignment is justified, the right edge of the paragraph will be ragged, but no line will extend beyond the right indent or outdent.

Configure paragraph borders and shading

To make a paragraph really stand out, you might want to put a border around it or shade its background. (For real drama, you can do both.) You can select a predefined border from the Borders menu, or design a custom border in the Borders And Shading dialog box.



You can customize many aspects of the border

After you select the style, color, width, and location of the border, you can click the Options button to specify its distance from the text.

Structure content manually

At times it's necessary to manually position text within a paragraph. You can do this by using two different hidden characters: line breaks and tabs. These characters are visible only when the option to show paragraph marks and formatting symbols is turned on.

The hidden characters have distinctive appearances:

- A line break character looks like a bent left arrow: ↪
- A tab character looks like a right-pointing arrow: →

You can use a line break, also known as a *soft return*, to wrap a line of a paragraph in a specific location without ending the paragraph. You might use this technique to display only specific text on a line, or to break a line before a word that would otherwise be hyphenated.



TIP Inserting a line break does not start a new paragraph, so when you apply paragraph formatting to a line of text that ends with a line break, the formatting is applied to the entire paragraph, not only to that line.



SEE ALSO For information about page and section breaks, see "Control what appears on each page" in Chapter 12, "Finalize and distribute documents," of *Microsoft Word 2016 Step by Step* by Joan Lambert (Microsoft Press, 2015).

A tab character defines the space between two document elements. For example, you can separate numbers from list items, or columns of text, by using tabs. You can then set tab stops that define the location and alignment of the tabbed text.

We coordinate many types of cruises, including the following:				
→ Traditional cruises	→ Formal atmosphere	→ \$1599.99	→ Worldwide	
→ Freestyle cruises	→ Casual atmosphere	→ \$1299.99	→ Worldwide	
→ Weekend cruises	→ Quick getaways	→ \$999.99	→ Domestic only	

You can align text in different ways by using tabs

You can align lines of text in different locations across the page by using tab stops. The easiest way to set tab stops is directly on the horizontal ruler. By default, Word sets left-aligned tab stops every half inch (1.27 centimeters). (The default tab stops aren't shown on the ruler.) To set a custom tab stop, start by clicking the Tab button (located at the intersection of the vertical and horizontal rulers) until the type of tab stop you want appears.



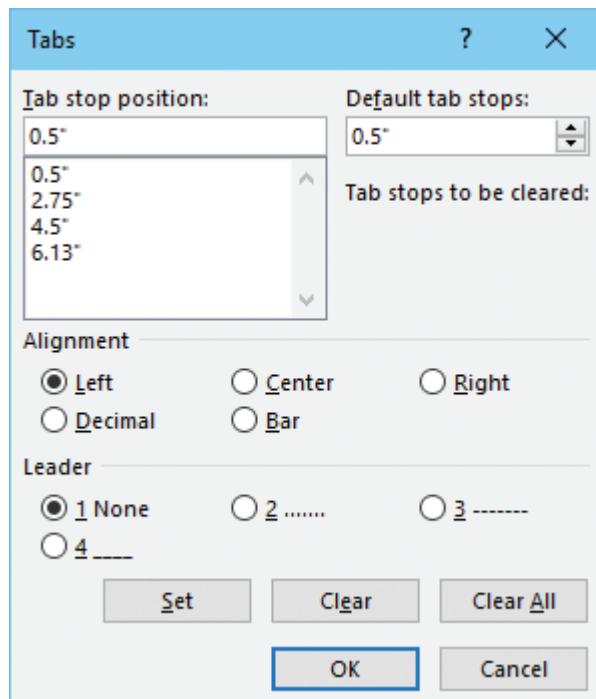
The tab settings

You have the following tab options:

3

- **Left Tab** Aligns the left end of the text with the tab stop
- **Center Tab** Aligns the center of the text with the tab stop
- **Right Tab** Aligns the right end of the text with the tab stop
- **Decimal Tab** Aligns the decimal point in the text (usually a numeric value) with the tab stop
- **Bar Tab** Draws a vertical line at the position of the tab stop

If you find it too difficult to position tab stops on the ruler, you can set, clear, align, and format tab stops from the Tabs dialog box.



You can specify the alignment and tab leader for each tab

You might also work from this dialog box if you want to use tab leaders—visible marks such as dots or dashes connecting the text before the tab with the text after it. For example, tab leaders are useful in a table of contents to carry the eye from the text to the page number.

When you insert tab characters, the text to the right of the tab character aligns on the tab stop according to its type. For example, if you set a center tab stop, pressing the Tab key moves the text so that its center is aligned with the tab stop.

To display or hide paragraph marks and other structural characters

1. Do either of the following:
 - On the **Home** tab, in the **Paragraph** group, click the **Show/Hide ¶** button.
 - Press **Ctrl+Shift+*** (asterisk).

To insert a line break

1. Position the cursor where you want to break the line.
2. Do either of the following:
 - On the **Layout** tab, in the **Page Setup** group, click **Breaks**, and then click **Text Wrapping**.
 - Press **Shift+Enter**.

To insert a tab character

1. Position the cursor where you want to add the tab character.
2. Press the **Tab** key.

To open the Tabs dialog box

1. Select any portion of one or more paragraphs that you want to manage tab stops for.
2. Open the **Paragraph** dialog box.
3. In the lower-left corner of the **Indents and Spacing** tab, click the **Tabs** button.

To align a tab and set a tab stop

1. Select any portion of one or more paragraphs that you want to set the tab stop for.
2. Click the **Tab** button at the left end of the ruler to cycle through the tab stop alignments, in this order:
 - Left
 - Center
 - Right
 - Decimal
 - Bar
3. When the **Tab** button shows the alignment you want, click the ruler at the point where you want to set the tab.



TIP When you manually align a tab and set a tab stop, Word removes any default tab stops to the left of the one you set.

Or

1. Open the **Tabs** dialog box.
2. In the **Tab stop position** box, enter the position for the new tab stop.
3. In the **Alignment** and **Leader** areas, set the options you want for this tab stop.
4. Click **Set** to set the tab, and then click **OK**.

To change the position of an existing custom tab stop

1. Do either of the following:
 - Drag the tab marker on the ruler.
 - Open the **Tabs** dialog box. In the **Tab stop position** list, select the tab stop you want to change. Click the **Clear** button to clear the existing tab stop. Enter the replacement tab stop position in the **Tab stop position** box, click **Set**, and then click **OK**.

To remove a custom tab stop

1. Do either of the following:
 - Drag the tab marker away from the ruler.
 - In the **Tabs** dialog box, select the custom tab stop in the **Tab stop position** list, click **Clear**, and then click **OK**.

Apply character formatting

The appearance of your document helps to convey not only the document's message but also information about the document's creator—you. A neatly organized document that contains consistently formatted content and appropriate graphic elements, and that doesn't contain spelling or grammatical errors, invokes greater confidence in your ability to provide any product or service.

Earlier in this chapter, you learned about methods of applying formatting to paragraphs. This topic covers methods of formatting the text of a document. Formatting that you apply to text is referred to as *character formatting*. In Word documents, you can apply three types of character formatting:

- Individual character formats including font, font size, bold, italic, underline, strikethrough, subscript, superscript, font color, and highlight color
- Artistic text effects that incorporate character outline and fill colors
- Preformatted styles associated with the document template, many of which not only affect the appearance of the text but also convey structural information (such as titles and headings)

When you enter text in a document, it is displayed in a specific font. By default, the font used for text in a new blank document is 11-point Calibri, but you can change the font of any element at any time. The available fonts vary from one computer to another, depending on the apps installed. Common fonts include Arial, Verdana, and Times New Roman.

You can vary the look of a font by changing the following attributes:

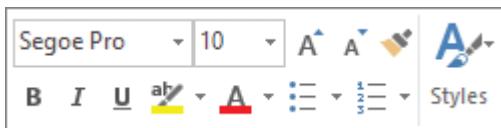
- **Size** Almost every font has a range of sizes you can select from. (Sometimes you can set additional sizes beyond those listed.) The font size is measured in points, from the top of the ascenders (letter parts that go up, as in *h*) to the bottom of the descenders (letter parts that drop down, as in *p*). A point is approximately 1/72 of an inch (about 0.04 centimeters).

- **Style** Almost every font has a range of font styles. The most common are regular (or plain), italic, bold, and bold italic.
- **Effects** Fonts can be enhanced by applying effects, such as underlining, small capital letters (small caps), or shadows.
- **Character spacing** You can alter the spacing between characters by pushing them apart or squeezing them together.

Although some attributes might cancel each other out, they are usually cumulative. For example, you might use a bold font style in various sizes and various shades of green to make words stand out in a newsletter.

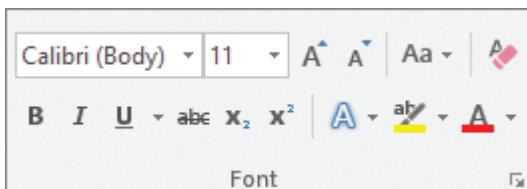
You apply character formatting from one of three locations:

- **Mini Toolbar** Several common formatting buttons are available on the Mini Toolbar that appears when you select text.



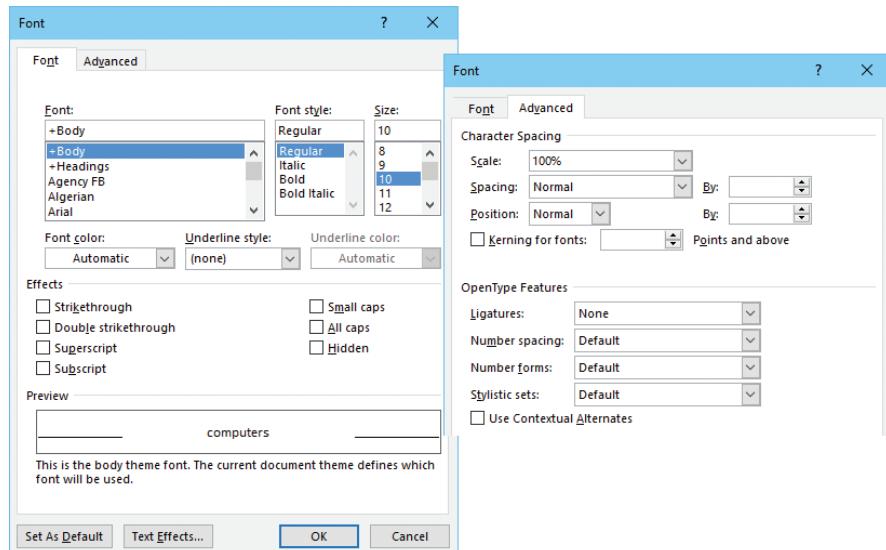
The Mini Toolbar appears temporarily when you select text, becomes transparent when you move the pointer away from the selected text, and then disappears entirely

- **Font group on the Home tab** This group includes buttons for changing the font and most of the font attributes you are likely to use.



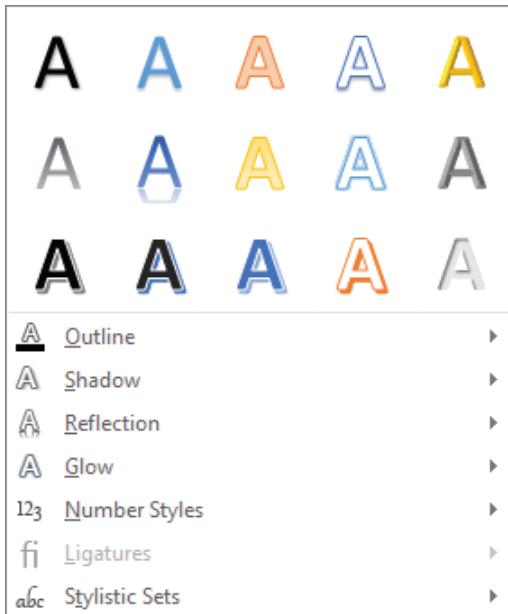
The most common font formatting commands are available on the Home tab

- **Font dialog box** Less-commonly applied attributes such as small caps and special underlining are available from the Font dialog box.



Font attributes that aren't available on the Home tab can be set here

In addition to applying character formatting to change the look of characters, you can apply predefined text effects (sometimes referred to as *WordArt*) to a selection to add more zing. The available effects match the current theme colors.



You can apply any predefined effect in the gallery or define a custom effect

These effects are somewhat dramatic, so you'll probably want to restrict their use to document titles and similar elements to which you want to draw particular attention.

To change the font of selected text

1. On the **Mini Toolbar** or in the **Font** group on the **Home** tab, in the **Font** list, click the font you want to apply.

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To change the font size of selected text

1. Do any of the following on the **Mini Toolbar** or in the **Font** group on the **Home** tab:
 - In the **Font Size** list, click the font size you want to apply.
 - In the **Font Size** box, enter the font size you want to apply (even a size that doesn't appear in the list). Then press the **Enter** key.
 - To increase the font size in set increments, click the **Increase Font Size** button, or press **Ctrl+>**.
 - To decrease the font size in set increments, click the **Decrease Font Size** button, or press **Ctrl+<**.

To format selected text as bold, italic, or underlined

1. Do any of the following:
 - On the **Mini Toolbar**, click the **Bold**, **Italic**, or **Underline** button.
 - On the **Home** tab, in the **Font** group, click the **Bold**, **Italic**, or **Underline** button.
 - Press **Ctrl+B** to format the text as bold.
 - Press **Ctrl+I** to format the text as italic.
 - Press **Ctrl+U** to underline the text.



TIP To quickly apply a different underline style to selected text, click the arrow next to the **Underline** button on the **Home** tab, and then in the list, click the underline style you want to apply.

To cross out selected text by drawing a line through it

1. On the **Home** tab, in the **Font** group, click the **Strikethrough** button.

To display superscript or subscript characters

1. Select the characters you want to reposition.
2. On the **Home** tab, in the **Font** group, do either of the following:
 - Click the **Subscript** button to shift the characters to the bottom of the line.
 - Click the **Superscript** button to shift the characters to the top of the line.

To apply artistic effects to selected text

1. On the **Home** tab, in the **Font** group, click the **Text Effects and Typography** button, and then do either of the following:
 - In the **Text Effects and Typography** gallery, click the preformatted effect combination that you want to apply.
 - On the **Text Effects and Typography** menu, click **Outline, Shadow, Reflection, Glow, Number Styles, Ligatures, or Stylistic Sets**. Then make selections on the submenus to apply and modify those effects.

To change the font color of selected text

1. On the **Home** tab, in the **Font** group, click the **Font Color** arrow to display the **Font Color** menu.
2. In the **Theme Colors** or **Standard Colors** palette, select a color swatch to apply that color to the selected text.



TIP To apply the Font Color button's current color, you can simply click the button (not its arrow). If you want to apply a color that is not shown in the Theme Colors or Standard Colors palette, click More Colors. In the Colors dialog box, click the color you want in the honeycomb on the Standard page, or click the color gradient or enter values for a color on the Custom page.

To change the case of selected text

1. Do either of the following:
 - On the **Home** tab, in the **Font** group, click the **Change Case** button, and then click **Sentence case**, **lowercase**, **UPPERCASE**, **Capitalize Each Word**, or **tOGGLE cASE**.
 - Press **Shift+F3** repeatedly to cycle through the standard case options (Sentence case, UPPERCASE, lowercase, and Capitalize Each Word).



IMPORTANT The case options vary based on the selected text. If the selection ends in a period, Word does not include the Capitalize Each Word option in the rotation. If the selection does not end in a period, Word does not include Sentence case in the rotation.

To highlight text

1. Select the text you want to change, and then do either of the following:
 - On the **Mini Toolbar** or in the **Font** group on the **Home** tab, click the **Text Highlight Color** button to apply the default highlight color.
 - On the **Mini Toolbar** or in the **Font** group on the **Home** tab, click the **Text Highlight Color** arrow, and then click a color swatch to apply the selected highlight color and change the default highlight color.

Or

1. Without first selecting text, do either of the following:
 - Click the **Text Highlight Color** button to select the default highlight color.
 - Click the **Text Highlight Color** arrow, and then click a color swatch to select that highlight color.
2. When the pointer changes to a highlighter, drag it across one or more sections of text to apply the highlight.
3. Click the **Text Highlight Color** button or press the **Esc** key to deactivate the highlighter.

To copy formatting to other text

1. Click anywhere in the text that has the formatting you want to copy.
2. On the **Home** tab, in the **Clipboard** group, do either of the following:
 - If you want to apply the formatting to only one target, click the **Format Painter** button once.
 - If you want to apply the formatting to multiple targets, double-click the **Format Painter** button.
3. When the pointer changes to a paintbrush, click or drag across the text you want to apply the copied formatting to.

4. If you activated the Format Painter for multiple targets, repeat step 3 until you finish applying the formatting. Then click the **Format Painter** button once, or press the **Esc** key, to deactivate the tool.

To repeat the previous formatting command

1. Select the text to which you want to apply the repeated formatting.
2. Do either of the following to repeat the previous formatting command:
 - On the **Quick Access Toolbar**, click the **Repeat** button.
 - Press **Ctrl+Y**.

To open the Font dialog box

1. Do either of the following:
 - On the **Home** tab, in the **Font** group, click the **Font** dialog box launcher.
 - Press **Ctrl+Shift+F**.

To remove character formatting

1. Select the text you want to clear the formatting from.
2. Do any of the following:
 - Press **Ctrl+Spacebar** to remove only manually applied formatting (and not styles).
 - On the **Home** tab, in the **Font** group, click the **Clear All Formatting** button to remove all styles and formatting other than highlighting from selected text.



IMPORTANT If you have selected an entire paragraph, clicking Clear All Formatting will clear character and paragraph formatting from the paragraph and reset it to the default paragraph style.

- On the **Home** tab, in the **Font** group, click the **Text Highlight Color** arrow and then, on the menu, click **No Color** to remove highlighting.

To change the character spacing

1. Select the text you want to change.
2. Open the **Font** dialog box, and then click the **Advanced** tab to display character spacing and typographic features.

3. In the Spacing list, click **Expanded** or **Condensed**.
4. In the adjacent **By** box, set the number of points you want to expand or condense the character spacing.
5. In the **Font** dialog box, click **OK**.

3

Character formatting and case considerations

The way you use character formatting in a document can influence its visual impact on your readers. Used judiciously, character formatting can make a plain document look attractive and professional, but excessive use can make it look amateurish and detract from the message. For example, using too many fonts in the same document is the mark of inexperience, so don't use more than two or three.

Bear in mind that lowercase letters tend to recede, so using all uppercase (capital) letters can be useful for titles and headings or for certain kinds of emphasis. However, large blocks of uppercase letters are tiring to the eye.

TIP Where do the terms *uppercase* and *lowercase* come from? Until the advent of computers, individual characters made of lead were assembled to form the words that would appear on a printed page. The characters were stored alphabetically in cases, with the capital letters in the upper case and the small letters in the lower case.

Create and modify lists

Lists are paragraphs that start with a character (usually a number or bullet) and are formatted with a hanging indent so that the characters stand out on the left end of each list item. Fortunately, Word takes care of the formatting of lists for you. You simply indicate the type of list you want to create. When the order of items is not important—for example, for a list of people or supplies—a bulleted list is the best choice. And when the order is important—for example, for the steps in a procedure—you will probably want to create a numbered list.

You can format an existing set of paragraphs as a list or create the list as you enter information into the document. After you create a list, you can modify, format, and customize the list as follows:

- You can move items around in a list, insert new items, or delete unwanted items. If the list is numbered, Word automatically updates the numbers.
- You can modify the indentation of the list. You can change both the overall indentation of the list and the relationship of the first line to the other lines.
- For a bulleted list, you can sort list items into ascending or descending order, change the bullet symbol, or define a custom bullet (even a picture bullet).
- For a numbered list, you can change the number style or define a custom style, and you can specify the starting number for a list.

To format a new bulleted or numbered list as you enter content

1. With the cursor at the position in the document where you want to start the list, do either of the following:
 - To start a new bulleted list, enter * (an asterisk) at the beginning of a paragraph, and then press the **Spacebar** or the **Tab** key before entering the list item text.
 - To start a new numbered list, enter 1. (the number 1 followed by a period) at the beginning of a paragraph, and then press the **Spacebar** or the **Tab** key before entering the list item text.

When you start a list in this fashion, Word automatically formats it as a bulleted or numbered list. When you press Enter to start a new item, Word continues the formatting to the new paragraph. Typing items and pressing Enter adds subsequent bulleted or numbered items. To end the list, press Enter twice; or click the Bullets arrow or Numbering arrow in the Paragraph group on the Home tab, and then in the gallery, click None.



TIP If you want to start a paragraph with an asterisk or number but don't want to format the paragraph as a bulleted or numbered list, click the AutoCorrect Options button that appears after Word changes the formatting, and then in the list, click the appropriate Undo option. You can also click the Undo button on the Quick Access Toolbar or press Ctrl+Z.

To convert paragraphs to bulleted or numbered list items

1. Select the paragraphs that you want to convert to list items.
2. On the **Home** tab, in the **Paragraph** group, do either of the following:
 - Click the **Bullets** button to convert the selection to a bulleted list.
 - Click the **Numbering** button to convert the selection to a numbered list.

To create a list that has multiple levels

1. Start creating a bulleted or numbered list.
2. When you want the next list item to be at a different level, do either of the following:
 - To create the next item one level lower (indented more), press the **Tab** key at the beginning of that paragraph, before you enter the lower-level list item text.
 - To create the next item one level higher (indented less), press **Shift+Tab** at the beginning of the paragraph, before you enter the higher-level list item text.

In the case of a bulleted list, Word changes the bullet character for each item level. In the case of a numbered list, Word changes the type of numbering used, based on a predefined numbering scheme.



TIP For a multilevel list, you can change the numbering pattern or bullets by clicking the Multilevel List button in the Paragraph group on the Home tab and then clicking the pattern you want, or you can define a custom pattern by clicking Define New Multilevel List.

To modify the indentation of a list

1. Select the list items whose indentation you want to change, and do any of the following:
 - On the **Home** tab, in the **Paragraph** group, click the **Increase Indent** button to move the list items to the right.
 - In the **Paragraph** group, click the **Decrease Indent** button to move the list items to the left.
 - Display the horizontal ruler, and drag the indent markers to the left or right.



TIP You can adjust the space between the bullets and their text by dragging only the Hanging Indent marker.



SEE ALSO For information about paragraph indentation, see "Apply paragraph formatting" earlier in this chapter.

To sort bulleted list items into ascending or descending order

1. Select the bulleted list items whose sort order you want to change.
2. On the **Home** tab, in the **Paragraph** group, click the **Sort** button to open the Sort Text dialog box.
3. In the **Sort by** area, click **Ascending** or **Descending**. Then click **OK**.

To change the bullet symbol

1. Select the bulleted list whose bullet symbol you want to change.
2. On the **Home** tab, in the **Paragraph** group, click the **Bullets** arrow.
3. In the **Bullets** gallery, click the new symbol you want to use to replace the bullet character that begins each item in the selected list.

To define a custom bullet

1. In the **Bullets** gallery, click **Define New Bullet**.
2. In the **Define New Bullet** dialog box, click the **Symbol**, **Picture**, or **Font** button, and make a selection from the wide range of options.
3. Click **OK** to apply the new bullet style to the list.

To change the number style

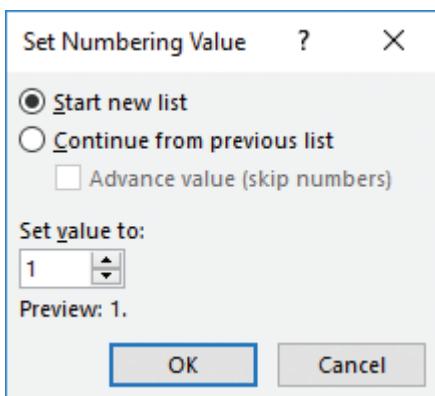
1. Select the numbered list whose number style you want to change.
2. On the **Home** tab, in the **Paragraph** group, click the **Numbering** arrow to display the Numbering gallery.
3. Make a new selection to change the style of the number that begins each item in the selected list.

To define a custom number style

1. In the Numbering gallery, click **Define New Number Format**.
2. In the **Define New Number Format** dialog box, do any of the following:
 - Change the selections in the **Number Style**, **Number Format**, or **Alignment** boxes.
 - Click the **Font** button, and make a selection from the wide range of options.
3. Click **OK** to apply the new numbering style to the list.

To start a list or part of a list at a predefined number

1. Place the cursor within an existing list, in the list paragraph whose number you want to set.
2. Display the **Numbering** gallery, and then click **Set Numbering Value** to open the Set Numbering Value dialog box.
3. Do either of the following to permit custom numbering:
 - Click **Start new list**.
 - Click **Continue from previous list**, and then select the **Advance value (skip numbers)** check box.
4. In the **Set value to** box, enter the number you want to assign to the list item. Then click **OK**.

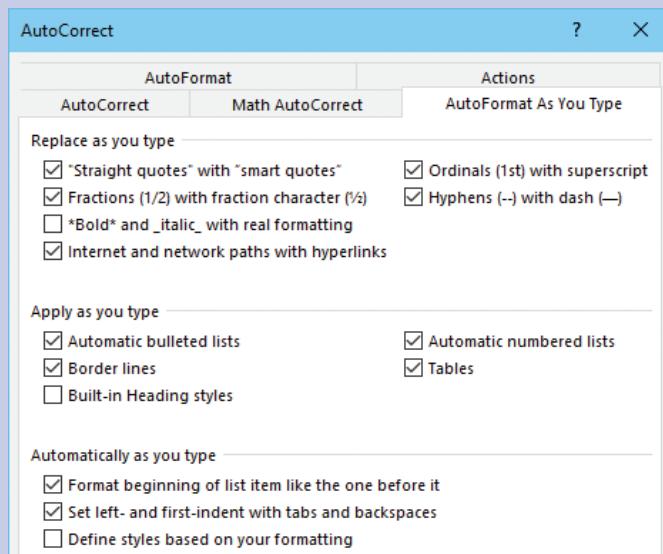


You can start or restart a numbered list at any number

Format text as you type

The Word list capabilities are only one example of the app's ability to intuit how you want to format an element based on what you type. You can learn more about these and other AutoFormatting options by exploring the Auto-Correct dialog box, which you can open from the Proofing page of the Word Options dialog box.

The AutoFormat As You Type page shows the options Word implements by default, including bulleted and numbered lists.



You can select and clear options to control automatic formatting behavior

One interesting option in this dialog box is Border Lines. When this check box is selected, typing three consecutive hyphens (-) or three consecutive underscores (_) and pressing Enter draws a single line across the page. Typing three consecutive equal signs (=) draws a double line, and typing three consecutive tildes (~) draws a zigzag line.

Apply built-in styles to text

You don't have to know much about character and paragraph formatting to be able to format your documents in ways that will make them easier to read and more professional looking. With a couple of mouse clicks, you can easily change the look of words, phrases, and paragraphs by using styles. More importantly, you can build a document outline that is reflected in the Navigation pane and can be used to create a table of contents.



SEE ALSO For information about tables of contents, see "Create and modify tables of contents" in Chapter 13, "Reference content and content sources," of *Microsoft Word 2016 Step by Step* by Joan Lambert (Microsoft Press, 2015).

Apply styles

Styles can include character formatting (such as font, size, and color), paragraph formatting (such as line spacing and outline level), or a combination of both. Styles are stored in the template that is attached to a document. By default, blank new documents are based on the Normal template. The Normal template includes a standard selection of styles that fit the basic needs of most documents. These styles include nine heading levels, various text styles including those for multiple levels of bulleted and numbered lists, index and table of contents entry styles, and many specialized styles such as those for hyperlinks, quotations, placeholders, captions, and other elements.

By default, most common predefined styles are available in the Styles gallery on the Home tab. You can add styles to the gallery or remove those that you don't often use.

The Styles gallery in a new, blank document based on the Normal template

AaBbCcDc	AaBbCcDd	AaBbCc	AaBbCcC	AaBbCcB	AaBbCcD
Normal	No Spac...	Heading 1	Heading 2	Title	Subtitle
AaBbCcDc	AaBbCcDc	AaBbCcDc	AaBbCcDc	AaBbCcDd	AaBbCcDd
Subtle Em...	Emphasis	Intense E...	Strong	Quote	Intense Q...
AABBCCDC	AABBCCDC	AaBbCcDc	AaBbCcDc		
Subtle Ref...	Intense R...	Book Title	List Para...		
⌘ A Create a Style ⌘ C Clear Formatting ⌘ A Apply Styles...					

The Styles gallery in a new, blank document based on the Normal template

Styles stored in a template are usually based on the Normal style and use only the default body and heading fonts associated with the document's theme, so they all go together well. For this reason, formatting document content by using styles produces a harmonious effect. After you apply named styles, you can easily change the look of an entire document by switching to a different style set that contains styles with the same names but different formatting.



SEE ALSO For information about document theme elements, see "Change the document theme," later in this chapter.

Style sets are available from the Document Formatting gallery on the Design tab.

The screenshot shows the 'This Document' style set in the Document Formatting gallery. It displays various style categories and their corresponding preview boxes. The categories include 'Title', 'Built-In', and several other style types like 'Heading 1' and 'Section Header'. Each preview box contains a small sample of text and a detailed description of the style's characteristics, such as font, color, and alignment.

Pointing to a style set in the gallery displays a live preview of the effects of applying that style set to the entire document

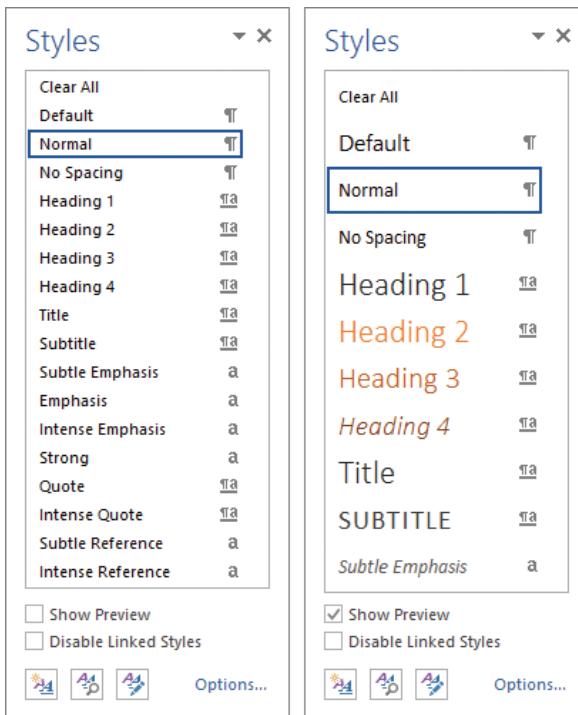


TIP Style sets provide a quick and easy way to change the look of an existing document.

You can also modify style definitions by changing the template on which the document is based. For more information about styles and templates, see "Create custom styles and templates" in Chapter 15, "Work in Word more efficiently," of *Microsoft Word 2016 Step by Step* by Joan Lambert (Microsoft Press, 2015).

To open the Styles pane

1. On the Home tab, click the Styles dialog box launcher.



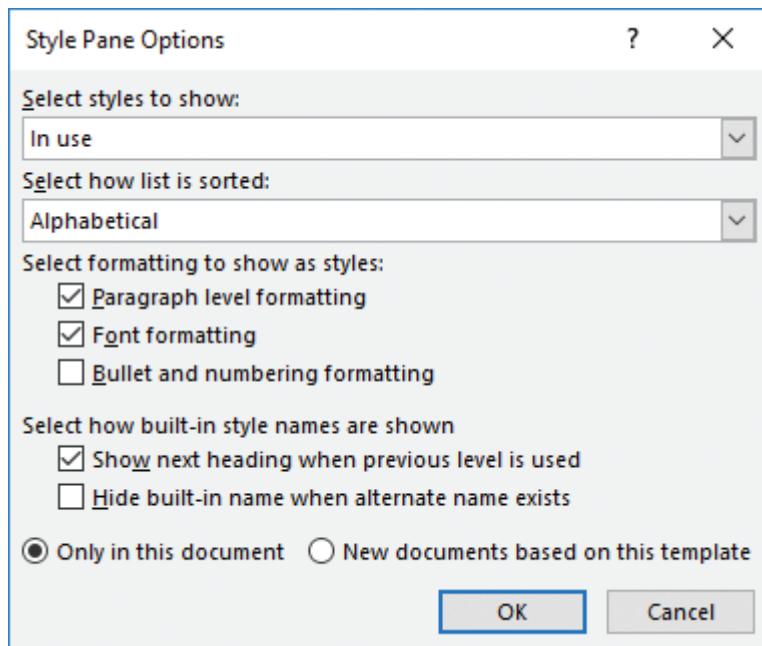
The Styles pane can display style names or previews of the styles



TIP If the Styles pane floats above the page, you can drag it by its title bar to the right or left edge of the app window to dock it.

To change which styles are displayed in the Styles pane

1. Open the Styles pane, and then click Options.



To make it easier to find specific styles, sort the list alphabetically

2. In the **Style Pane Options** dialog box, do any of the following, and then click **OK**:
 - In the **Select styles to show** list, click one of the following:
 - **Recommended** Displays styles that are tagged in the template as recommended for use
 - **In use** Displays styles that are applied to content in the current document
 - **In current document** Displays styles that are in the template that is attached to the current document
 - **All styles** Displays built-in styles, styles that are in the attached template, and styles that were brought into the document from other templates
 - In the **Select how list is sorted** list, click **Alphabetical**, **As Recommended**, **Font**, **Based on**, or **By type**
 - In the **Select formatting to show as styles** area, select each check box for which you want to display variations from named styles
 - In the **Select how built-in style names are shown** area, select the check box for each option you want to turn on

To display or hide style previews in the Styles pane

1. Open the **Styles** pane, and then select or clear the **Show Preview** check box.

To add a style to the Styles gallery

1. In the **Styles** pane, point to the style, click the arrow that appears, and then click **Add to Style Gallery**.

To remove a style from the Styles gallery

1. Do either of the following:
 - In the **Styles** pane, point to the style, click the arrow that appears, and then click **Remove from Style Gallery**.
 - In the **Styles** gallery, right-click the style, and then click **Remove from Style Gallery**.

To apply a built-in style

1. Select the text or paragraph to which you want to apply the style.



TIP If the style you want to apply is a paragraph style, you can position the cursor anywhere in the paragraph. If the style you want to apply is a character style, you must select the text.

2. In the **Styles** gallery on the **Home** tab, or in the **Styles** pane, click the style you want to apply.

To change the style set

1. On the **Design** tab, in the **Document Formatting** group, click the **More** button if necessary to display all the style sets.
2. Point to any style set to preview its effect on the document.
3. Click the style set you want to apply.

Manage outline levels

Styles can be used for multiple purposes: to affect the appearance of the content, to build a document outline, and to tag content as a certain type so that you can easily locate it.

Chapter 3: Modify the structure and appearance of text

The screenshot shows a Microsoft Word document structure. On the left, a navigation pane titled "Navigation" displays a tree view of document sections: General Administration, Facilities, Accounting, Shipping, Ordering Stationery and Supplies, and Processing Orders. Under Facilities, "Office" is selected. The main content area on the right is titled "FACILITIES". It includes sections for "OFFICE" and "WAREHOUSE". The "OFFICE" section describes the front office space, mentioning three stations with phones and computer terminals, a package preparation area, and retail bins for envelopes, tape, marking pens, etc. The "WAREHOUSE" section describes four areas: Receiving, Shipping, Packaging, and Inventory storage, detailing their respective functions and locations.

Heading styles define a document's outline

Each paragraph style has an associated Outline Level setting. Outline levels include Body Text and Level 1 through Level 9. (Most documents make use only of body text and the first three or four outline levels.)

The screenshot shows the "Paragraph" dialog box in Microsoft Word, specifically the "Indents and Spacing" tab. The "Outline level" dropdown menu is open, showing a list of levels from Level 1 to Level 9. "Level 1" is currently selected. Other options like "Body Text" and "Level 2" are also visible. To the right of the dropdown, there is a checkbox labeled "Collapsed by default".

Most documents use only two to four of the outline levels

Paragraphs that have the Level 1 through Level 9 outline levels become part of the hierarchical structure of the document. They appear as headings in the Navigation pane and act as handles for the content that appears below them in the hierarchy. You can collapse and expand the content below each heading, and move entire sections of content by dragging the headings in the Navigation pane.

To display the document outline in the Navigation pane

1. In the **Navigation** pane, click **Headings** to display the document structure.



TIP Only headings that are styled with the document heading styles appear in the Navigation pane.

To expand or collapse the outline in the Navigation pane

1. In the **Navigation** pane, do either of the following:
 - If there is a white triangle to the left of a heading, click it to expand that heading to show its subheadings.
 - If there is a downward-angled black triangle to the left of a heading, click it to collapse the subheadings under that heading.



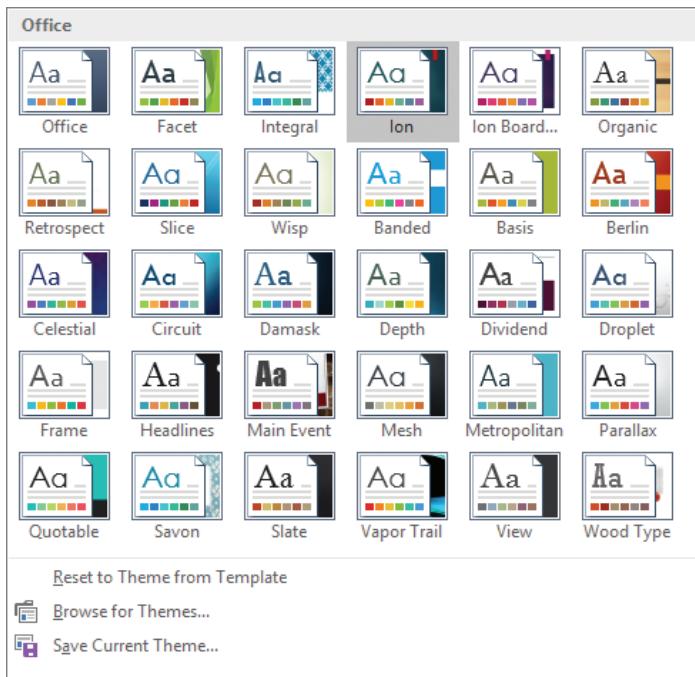
TIP If there is no triangle next to a heading, that heading does not have subheadings.

To expand or collapse sections in the document

1. In a document that contains styles, point to a heading to display a triangle to its left. Then do either of the following:
 - If the triangle is a downward-angled gray triangle, click the triangle to hide the content that follows the heading.
 - If the triangle is a white triangle, click the triangle to display the hidden document content.

Change the document theme

Every document you create is based on a template, and the look of the template is controlled by a theme. The theme is a combination of coordinated colors, fonts, and effects that visually convey a certain tone. To change the look of a document, you can apply a different theme from the Themes gallery.

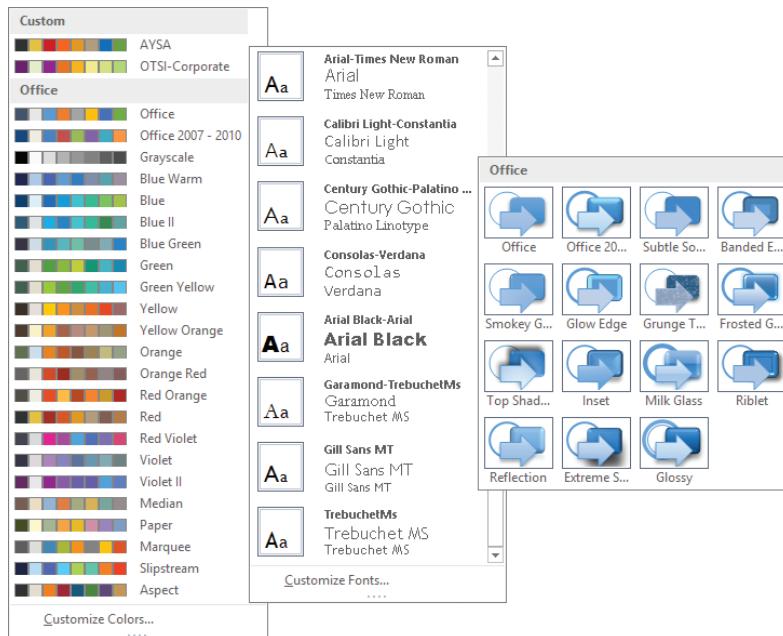


The default installation of Word 2016 offers 30 themes to choose from

Each theme has a built-in font set and color set, and an associated effect style.

- Each font set includes two fonts—the first is used for headings and the second for body text. In some font sets, the heading and body fonts are the same.
- Each color in a color set has a specific role in the formatting of styled elements. For example, the first color in each set is applied to the Title and Intense Reference styles, and different shades of the third color are applied to the Subtitle, Heading 1, and Heading 2 styles.

If you like the background elements of a theme but not the colors or fonts, you can mix and match theme elements.



Word 2016 offers thousands of different combinations for creating a custom theme that meets your exact needs



TIP In addition to colors and fonts, you can control the more subtle design elements, such as paragraph spacing and visual effects that are associated with a theme.

If you create a combination of theme elements that you would like to be able to use with other documents, you can save the combination as a new theme. By saving the theme in the default Document Themes folder, you make the theme available in the Themes gallery. However, you don't have to store custom themes in the Document Themes folder; you can store them anywhere on your hard disk, on removable media, or in a network location.



TIP The default Document Themes folder is stored within your user profile. On a default freestanding installation, the folder is located at C:\Users\<user name>\AppData\Roaming\Microsoft\Templates\Document Themes. In a corporate environment with managed computer configurations, the user profile folder might be located elsewhere.

By default, Word applies the Office theme to all new, blank documents. In Word 2016, the Office theme uses a primarily blue palette, the Calibri font for body text, and Calibri Light for headings. If you plan to frequently use a theme other than the Office theme, you can make that the default theme.



TIP If multiple people create corporate documents for your company, you can ensure that everyone's documents have a common look and feel by assembling a custom theme and making it available to everyone. Use theme elements that reflect your corporate colors, fonts, and visual style, and then save the theme to a central location or send the theme file by email and instruct your colleagues to save it to the default Document Themes folder.

To apply a built-in theme to a document

1. On the **Design** tab, in the **Document Formatting** group, click the **Themes** button, and then click the theme you want to apply.



TIP If you have manually applied formatting to document content, the theme does not override the manual formatting. To ensure that all document elements are controlled by the theme, click **Reset To The Default Style Set** on the **Document Formatting** menu.

To change theme elements in a document

1. On the **Design** tab, in the **Document Formatting** group, do any of the following:
 - Click the **Colors** button (the ScreenTip says *Theme Colors*), and then click the color set you want to apply.
 - Click the **Fonts** button (the ScreenTip says *Theme Fonts*), and then click the font set you want to apply.
 - Click the **Effects** button (the ScreenTip says *Theme Effects*), and then click the effect style you want to apply.

To save a custom theme

1. Apply a base theme, and then modify the theme colors, fonts, and effects as you want them.
2. On the **Design** tab, in the **Document Formatting** group, click the **Themes** button.
3. At the bottom of the **Themes** menu, click **Save Current Theme** to display the contents of the Document Themes folder in the **Save Current Theme** dialog box.
4. In the **File name** box, replace the suggested name, and then click **Save**.

To apply a custom theme

1. Display the **Themes** menu. If you have created a custom theme, the Themes menu now includes a Custom area that contains your theme.
2. Click the theme to apply it to the document.

To change the default theme

1. In the document, apply the theme you want to use as the default theme.
2. On the **Design** tab, in the **Document Formatting** group, click **Set as Default**.

To apply a theme from a nonstandard location

1. On the **Design** tab, in the **Document Formatting** group, click the **Themes** button.
2. At the bottom of the **Themes** menu, click **Browse for Themes**.
3. In the **Choose Theme or Themed Document** dialog box, browse to the theme you want to apply, and then click **Open**.

To find the location of your Document Themes folder

1. On the **Design** tab, in the **Document Formatting** group, click the **Themes** button.
2. At the bottom of the **Themes** menu, click **Save Current Theme**.
3. In the **Save Current Theme** dialog box, click the icon at the left end of the address bar to display the full path to the Document Themes folder.

To delete a custom theme

1. Do either of the following:
 - Open File Explorer, browse to the **Document Themes** folder, and delete the theme file.
 - In Word, display the **Themes** menu, right-click the custom theme, and then click **Delete**.

Note that the second method removes the theme choice from the gallery but does not remove the theme file from your Themes folder.

Skills review

In this chapter, you learned how to:

- Apply paragraph formatting
- Structure content manually
- Apply character formatting
- Create and modify lists
- Apply built-in styles to text
- Change the document theme



Practice tasks

The practice files for these tasks are located in the Office2016SBS\Ch03 folder. You can save the results of the tasks in the same folder.

Apply paragraph formatting

Open the FormatParagraphs document, display formatting marks, and then complete the following tasks:

1. Display the rulers and adjust the zoom level to display most or all of the paragraphs in the document.
2. Select the first two paragraphs (*Welcome!* and the next paragraph) and center them between the margins.
3. Select the second paragraph, and apply a first line indent.
4. Select the third paragraph and then apply the following formatting:
 - Format the paragraph so that the edges of the paragraph are flush against both the left and right margins.
 - Indent the paragraph by a half inch on the left and on the right.
5. Indent the *Be careful!* paragraph by 0.25 inches.
6. Simultaneously select the *Pillows*, *Blankets*, *Towels*, *Limousine winery tour*, and *In-home massage* paragraphs. Change the paragraph spacing to remove the space after the paragraphs.
7. At the top of the document, apply an outside border to the *Please take a few minutes* paragraph.
8. Save and close the document.

Structure content manually

Open the StructureContent document, display formatting marks, and then complete the following tasks:

1. Display the rulers and adjust the zoom level to display most or all of the paragraphs in the document.
2. In the second paragraph (*We would like...*), insert a line break immediately after the comma and space that follow the word *cottage*.
3. Select the *Pillows*, *Blankets*, *Towels*, and *Dish towels* paragraphs. Insert a left tab stop at the **2** inch mark and clear any tab stops prior to that location.
4. In the *Pillows* paragraph, replace the space before the word *There* with a tab marker. Repeat the process to insert tabs in each of the next three paragraphs. The part of each paragraph that follows the colon is now aligned at the 2-inch mark, producing more space than you need.
5. Select the four paragraphs containing tabs, and then do the following:
 - Change the left tab stop from the **2** inch mark to the **1.25** inch mark.
 - On the ruler, drag the **Hanging Indent** marker to the tab stop at the **1.25** inch mark (the **Left Indent** marker moves with it) to cause the second line of the paragraphs to start in the same location as the first line. Then press the **Home** key to release the selection so you can review the results.
6. At the bottom of the document, select the three paragraphs containing dollar amounts, and then do the following:
 - Set a **Decimal Tab** stop at the **3** inch mark.
 - Replace the space to the left of each dollar sign with a tab to align the prices on the decimal points.
7. Hide the formatting marks to better display the results of your work.
8. Save and close the document.

Apply character formatting

Open the FormatCharacters document, and then complete the following tasks:

1. In the second bullet point, underline the word *natural*. Then repeat the formatting command to underline the word *all*, in the fourth bullet point.
2. In the fourth bullet point, click anywhere in the word *across*. Apply a thick underline to the word in a way that also assigns the **Thick underline** format to the **Underline** button. Then apply the thick underline to the word *departments*.
3. Select the *Employee Orientation* heading, and apply bold formatting to the heading.
4. Copy the formatting, and then paint it onto the *Guidelines* subtitle, to make the subtitle a heading.
5. Select the *Guidelines* heading, and apply the following formatting:
 - Change the font to **Impact**.
 - Set the font size to **20** points.
 - Apply the **Small caps** font effect.
 - Expand the character spacing by **10** points.
6. Change the font color of the words *Employee Orientation* to **Green, Accent 6**.
7. Select the *Community Service Committee* heading, and apply the following formatting:
 - Outline the letters in the same color you applied to *Employee Orientation*.
 - Apply an **Offset Diagonal Bottom Left** outer shadow. Change the shadow color to **Green, Accent 6, Darker 50%**.
 - Fill the letters with the **Green, Accent 6** color, and then change the text outline to **Green, Accent 6, Darker 25%**.

You have now applied three text effects to the selected text by using three shades of the same green.

8. In the first bullet point, select the phrase *the concept of service* and apply a **Bright Green** highlight.
9. In the fifth bullet point, simultaneously select the words *brainstorming, planning,* and *leadership* and change the case of all the letters to uppercase.
10. Save and close the document.

Create and modify lists

Open the CreateLists document, display formatting marks and rulers, and then complete the following tasks:

1. Select the first four paragraphs below *The rules fall into four categories*. Format the selected paragraphs as a bulleted list. Then change the bullet character for the four list items to the one that is composed of four diamonds.
2. Select the two paragraphs below the *Definitions* heading. Format the selected paragraphs as a numbered list.
3. Select the first four paragraphs below the *General Rules* heading. Format the paragraphs as a second numbered list. Ensure that the new list starts with the number 1.
4. Format the next three paragraphs as a bulleted list. (Notice that Word uses the bullet symbol you specified earlier.) Indent the bulleted list so that it is a subset of the preceding numbered list item.
5. Format the remaining three paragraphs as a numbered list. Ensure that the list numbering continues from the previous numbered list.
6. Locate the *No large dogs* numbered list item. Create a new second-level numbered list item (a) from the text that begins with the word *Seeing*. Then create a second item (b) and enter **The Board reserves the right to make exceptions to this rule.**
7. Create a third list item (c). Promote the new list item to a first-level item, and enter **All pets must reside within their Owners' Apartments**. Notice that the *General Rules* list is now organized hierarchically.
8. Sort the three bulleted list items in ascending alphabetical order.
9. Save and close the document.

Apply built-in styles to text

Open the **ApplyStyles** document in Print Layout view, and then complete the following tasks:

1. Scroll through the document to gain an overview of its contents. Notice that the document begins with a centered title and subtitle, and there are several headings throughout.
2. Open the **Navigation** pane. Notice that the Headings page of the Navigation pane does not reflect the headings in the document, because the headings are formatted with local formatting instead of styles.
3. Open the **Styles** pane and dock it to the right edge of the app window.
4. Set the zoom level of the page to fit the page content between the Navigation pane and the Styles pane.
5. Apply the **Title** style to the document title, *All About Bamboo*.
6. Apply the **Subtitle** style to the *Information Sheet* paragraph.
7. Apply the **Heading 1** style to the first bold heading, *Moving to a New Home*. Notice that the heading appears in the Navigation pane.
8. Hide the content that follows the heading. Then redisplay it.
9. Apply the **Heading 1** style to *Staying Healthy*. Then repeat the formatting to apply the same style to *Keeping Bugs at Bay*.
10. Scroll the page so that both underlined headings are visible. Select the *Mites* and *Mealy Bugs* headings. Then simultaneously apply the **Heading 2** style to both selections.
11. Configure the **Styles** pane to display all styles, in alphabetical order.
12. In the **Navigation** pane, just above the headings, click the *Jump to the beginning* button to return to the document title.
13. In the first paragraph of the document, select the company name *Wide World Importers*, and apply the **Intense Reference** style.
14. In the second paragraph, near the end of the first sentence, select the word *clumping*, and apply the **Emphasis** style. Then, at the end of the sentence, apply the same style to the word *running*.

15. Close the **Navigation** pane and the **Styles** pane. Then configure the view setting to display both pages of the document in the window.
16. Apply the **Basic (Elegant)** style set to the document. Change the view to **Page Width** and notice the changes to the styled content.
17. Save and close the document.

Change the document theme

Open the ChangeTheme document, and then complete the following tasks:

1. Apply the **Facet** theme to the document.
2. Change the theme colors to the **Orange** color scheme.
3. Change the theme fonts to the **Georgia** theme set.
4. Save the modified theme in the default folder, as a custom theme named **My Theme**. Verify that the custom theme is available on the **Themes** menu.
5. Save and close the document.

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