



Microsoft Word 2016

Advanced

Course objectives:

- Use styles with confidence
- Work in outline view
- Insert a table of contents, table of figures and table of tables
- Generate cross references within your document
- Consolidate files into one document

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Section Breaks and Page Numbering

In Word you can set your page numbers to run consecutively across all pages or, if you have used section breaks in the document, to restart numbering when you reach a new section.

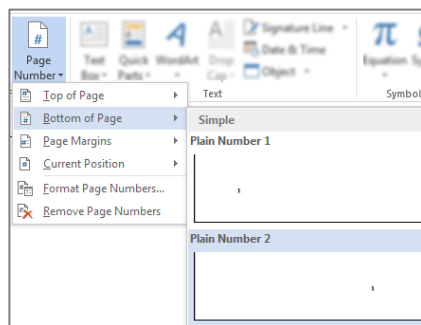
Exercise 1.

Page numbering

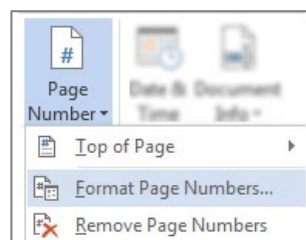
Open the document 'Thesis_Chapter_3.docx'

Insert page numbers into the document

1. Go to **Insert** tab
2. Click **Page Number**
3. Select **Bottom of Page**
4. Select **Plain Number 2**

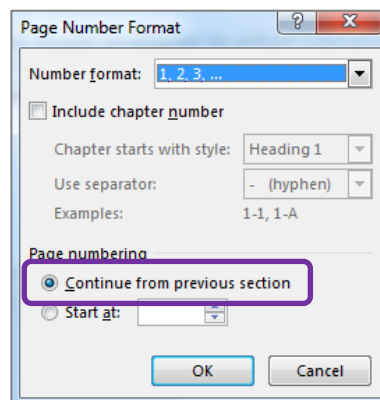


5. Click on **Page Number** button
6. Click **Format Page Numbers...**

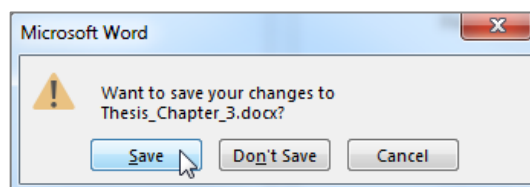


7. Select "**Continue from Previous Section**" if necessary

Note: This may only be required if the document will be consolidated with other documents.



8. Save and Close **Thesis_Chapter_3.docx**



Notes

Exercise 2.

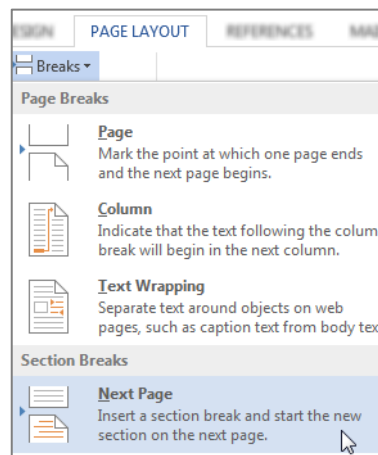
Adding section breaks

Sections are an important part of any long document. Creating sections within a document allows users to use different page layouts within the document, nominate the page numbering to be applied to each section and can provide for independent areas within one single document.

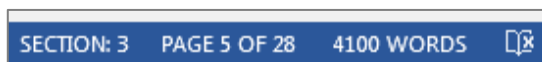
Open the document 'Ex1_Unformatted_thesis.docx'

Insert a section break

1. In the document, click underneath the **Acknowledgements** heading
2. Go to **Page Layout** tab
3. Click **Breaks**
4. Select **Section Breaks: Next Page**
5. Repeat at the end of Chapter 1 & Chapter 2



The status bar will indicate the section the insertion point is currently in.



Exercise 3.

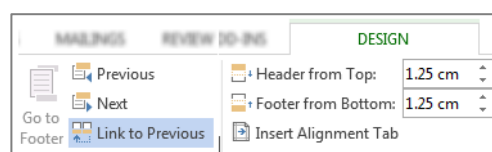
Page numbering with sections

With section inserted in a document, it is possible to reformat the page numbers between sections. For example you can have Roman numerals for an introductory section and Arabic numerals for the main part of the document.

Format page numbers by section

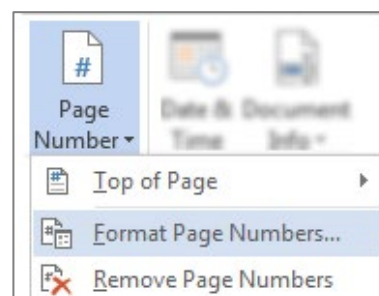
1. Double click page number to activate footer
2. Go to **Section 2**
3. Click **Link to Previous** button

This will ensure section 2 is independent of the previous section.



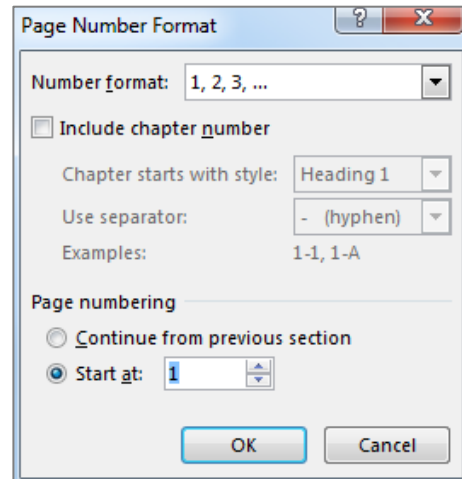
Whilst still in section 2

4. Click on **Page Number** button
5. Click **Format Page Numbers...**

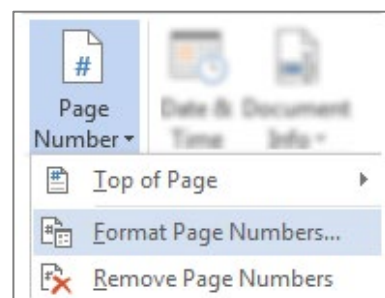


Notes

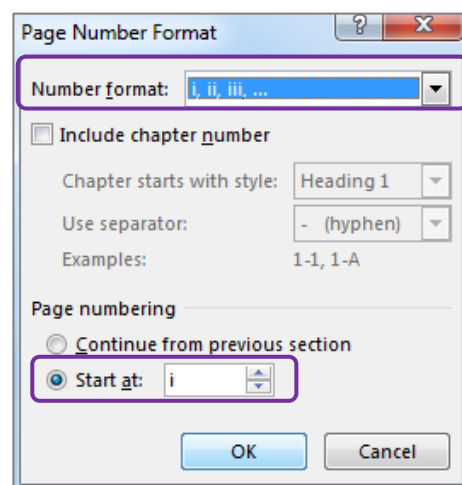
6. Select **Start at: 1**
7. Click on **OK**



8. Go to **Section 1**
9. Click on **Page Number**
10. Select **Format Page Numbers...**



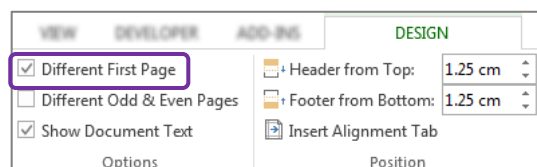
11. Click '**Number format**' arrow
12. Select **Roman Numerals**
13. Set **Start at: i**
14. Click **OK**



Remove numbering from title page

1. Go to Page 1 in Section 1
2. Check **Different First Page**

The page will still be counted but won't display a number.



Notes

Styles

What is a Word style?

A style is a combination of document settings can be stored together under a style name and can be applied to a document with a single click. Styles are used to apply text and paragraph formatting quickly and easily.

Word Quick Styles

Styles displayed in the Quick Style Gallery are determined by the Style Set in use in a document. In Microsoft Word 2013, you can choose a set of document text styles, or pre-designed Style Sets (such as **Minimalist**) that are designed to work together to create an attractive and professional-looking document. For example, one set of Word 2013 Quick Styles may include styles for several heading levels, body text, a quotation, and a title. All of the style colours and formats in a single style set are designed to be used together to create an attractive and compelling document.

There are a range of style types which can affect text in different ways.

character styles only apply character formats

paragraph styles apply character and paragraph formatting

linked styles apply character or paragraph formatting depending on selected text

list Styles apply formatting to text on multi levels

table styles apply formatting to table cells

Exercise 4.

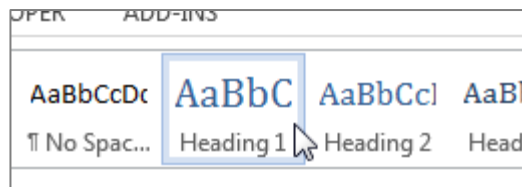
Apply quick styles

Using the document 'Ex1_Unformatted_thesis.docx'

Apply Heading 1 to first line

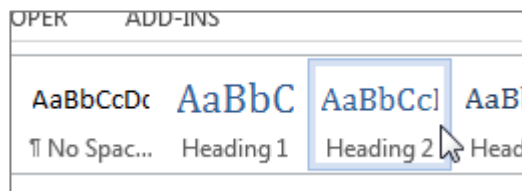
1. Select the text you want to change;
e.g. 'Microsoft Word'
2. Click the **Heading 1** quick style pane to apply the style

Hover the mouse over a quick styles and to see a Live Preview of the style



Apply Heading 2 to subheadings

3. Select the text you want to change;
e.g. 'Frequently Asked Questions'
4. Click the **Heading 2** quick style pane



When using styles, you format the document by modifying the style definitions rather than directly formatting the document text. Formatting using styles is reliable, consistent and saves time.

Notes

Exercise 5.

Change the style set

Change the style set

1. Click on the **Design** tab
2. Hover over a **style set**

Live preview will display a sample in document

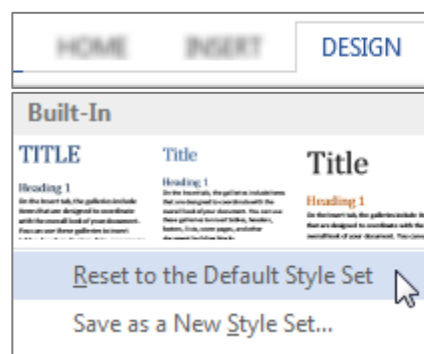
3. Click a **style set** to apply the change

All applied styles will update to display new settings.



Revert to original style set

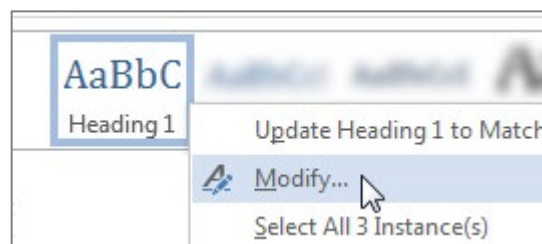
1. Click the **More** button  the **Document formatting** group on the **Design** tab
2. Select **Reset to the Default Style Set**



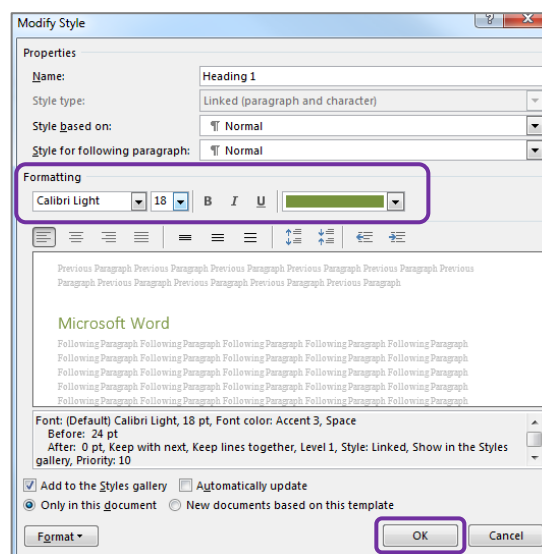
Exercise 6.

Modify heading style

1. Go to the **Home** Tab
2. Right click on **Heading 1** quick style
3. Select **Modify**

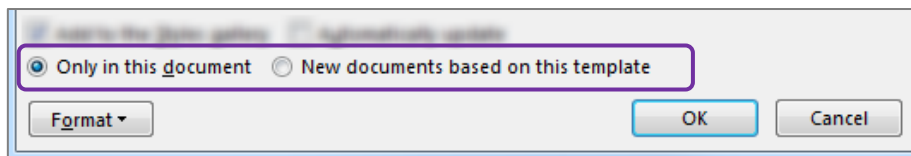


4. Make changes to style
e.g. change font and colour
5. Click **OK**



Notes

Modified styles are available only in the current document by default. If you want the style in new documents: it is better to save your modified file as a template rather than make the Styles available via the **New documents based on this template** button. Otherwise, you run the risk of polluting your Normal template such that when you open a new Word document there are lots of styles you no longer require.



Exercise 7.

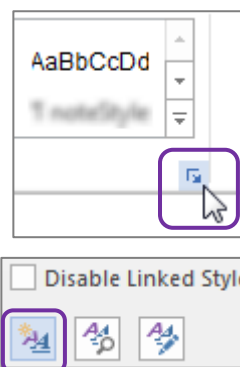
Create a new style

There may be times when the built in styles are not suitable for modification. In this case it may be necessary to create a new document style.

It is generally recommended to use the built-in Heading styles: Heading 1, Heading 2 etc for major and minor topic points and MODIFY these styles to suit your needs. Many of Microsoft Word's automatic features, such as Table of Contents and Automatic Numbering, are designed to use these styles.

1. Click the **Styles** group **dialog box launcher** on the **Home** tab

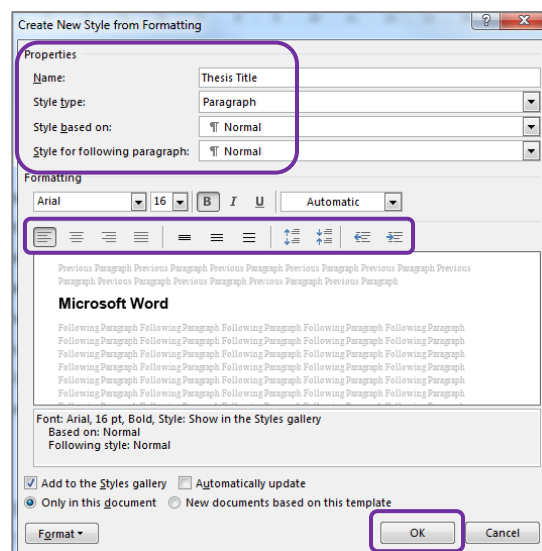
The Styles Window will open



2. Click the **New Style** button

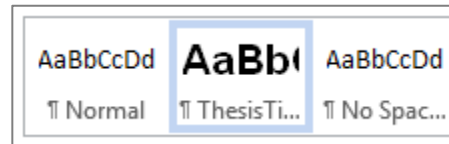
Located in the bottom left hand corner of the Styles window

3. Enter the following details for the style:
 - Name: **"Thesis Title"**
 - Style type: **Paragraph**
 - Based on: **Normal**
 - Following Para: **Normal**
4. Define the style settings;
 - Font: **Arial, Bold**
 - Size: **16**
5. Click **OK**



Notes

The new **Thesis Titles** style should appear in the style gallery and will be applied to your selected text.



Exercise 8.

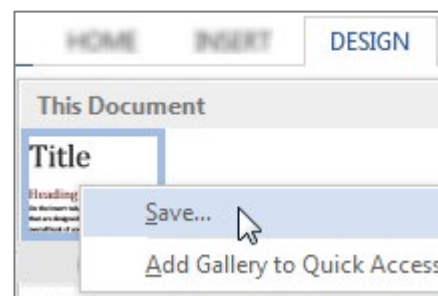
Save a custom style set

1. Go to the **Design** tab
2. Click the **More** button



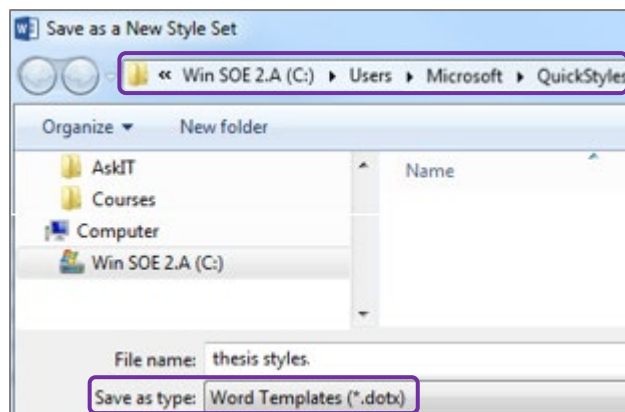
The style set in use is displayed in the **"This Document"** section

3. Right Click on preview box
4. Click on **Save...**

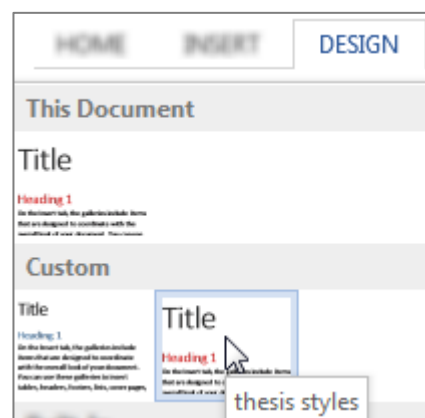


New Style Sets are generally saved to a default location and will also be saved as templates **.dotx**.

5. Enter the name **"thesis styles"** for the new style set
6. Click on **Save** button



The new style set is available from the gallery on the Design tab under the **Custom** section. This style set will also be available for use in other documents on this computer.



Notes

Notes

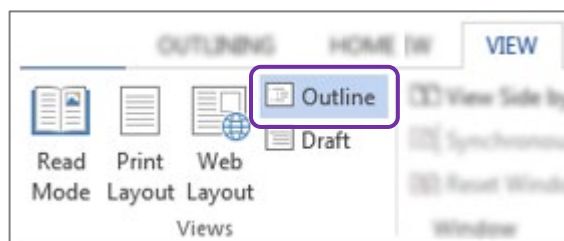
Outline View

Document views available in Word 2013 include: Read Mode, Print Layout, Web Layout, **Outline** and Draft view. Outline view helps you manage a document's structure and headings without getting lost in the text. In Outline view, you use **Outline Tools** to move and edit headings, change heading levels, and move text around. You can also control how much detail you see.

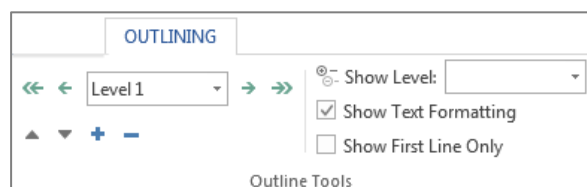
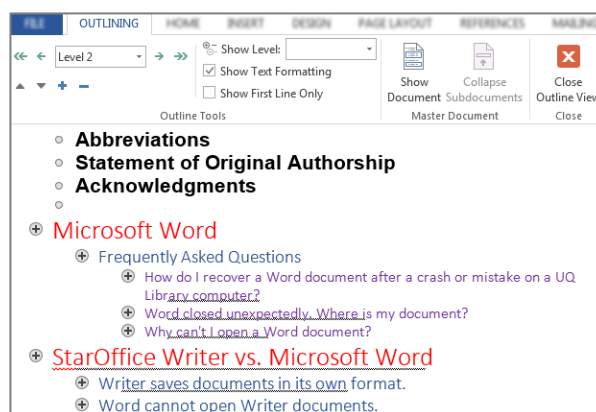
Exercise 9.

View a document outline

1. Click **Outline** button on the **View** Tab

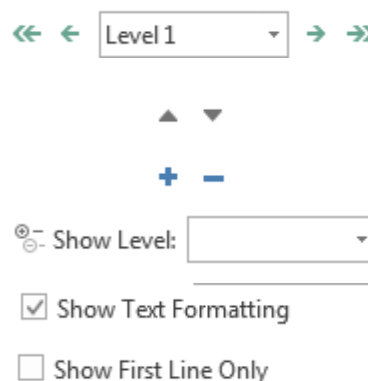


The **OUTLINING** tab is displayed and **Outline tools** are available in the Ribbon. The document is displayed in outline view.



Outline tools:

- Apply heading styles using the dropdown or by promoting (right arrow) or demoting (left arrow) selected text to required levels.
- Move selected text up or down
- Expand or collapse selected text
- Display specific heading levels throughout whole document
- Show/Hide text formatting in whole document
- Show/Hide first line of paragraphs in whole document

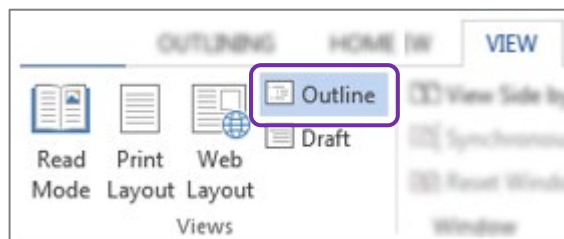


Notes

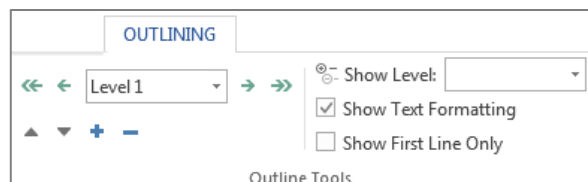
Exercise 10.

Create a Document Outline

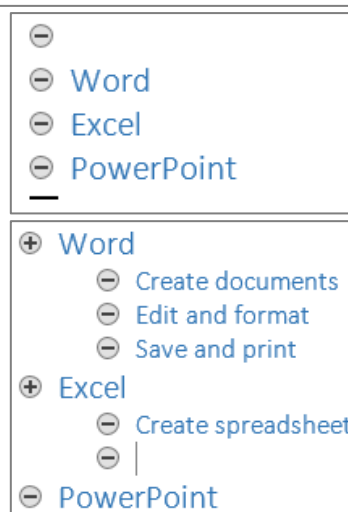
2. Open a new document
3. Click **Outline** on the View tab



The **OUTLINING** tab is displayed and **Outline tools** are available in the Ribbon. The document is displayed in outline view.



4. Enter text headings to build an outline




5. Press demote button → or Tab key to demote heading level
6. Enter sub headings

Press SHIFT + Tab to promote heading levels

Exercise 11.

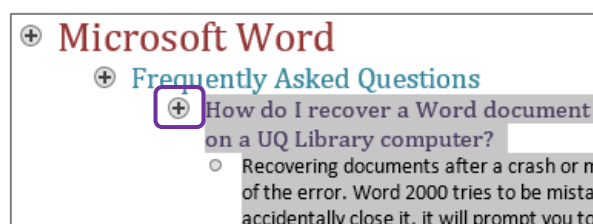
Manipulating an outline

To change the amount of information displayed in specific sections on screen, you can expand or collapse text at each heading.

The  marker alongside each heading allows you to select whole sectors of text including sub headings


To collapse a whole sector

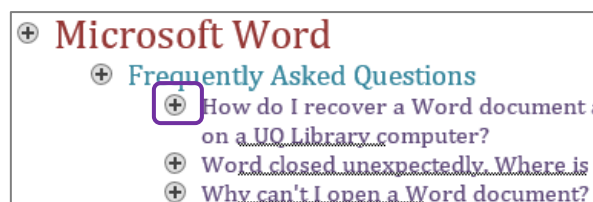
1. Double click the  marker



To expand a whole sector



1. Double click  marker with a greyed underline

Sectors with a  have no content and cannot expand or collapse

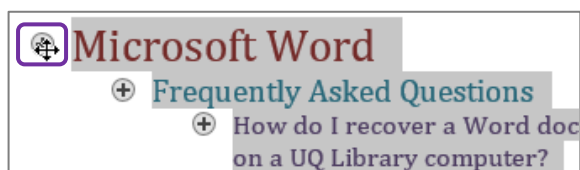


Notes



To collapse one level at a time

1. Click the  marker alongside **Microsoft Word**
2. Click the **Collapse** button  on the ribbon

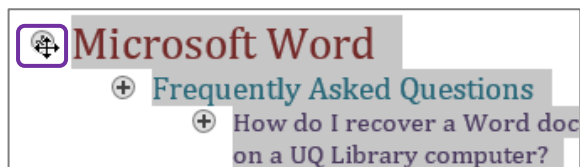
This will collapse the sector one level at a time



To expand one level at a time

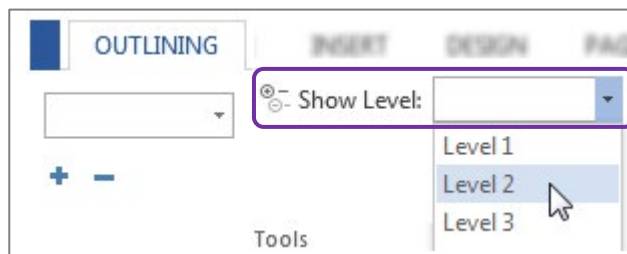
1. Click the  marker alongside **Microsoft Word**
2. Click the **Expand** button  on the ribbon

This will expand the sector one level at a time

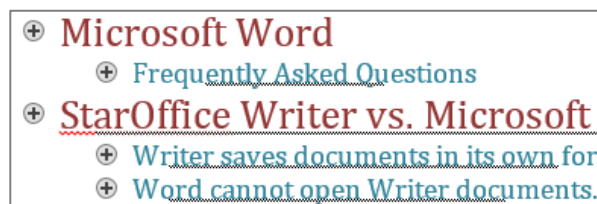


You can affect the *whole* document by choosing which level of heading to display using the Show Level button.

1. Click arrow beside **Show level:**
2. Select **Level 2**



The whole document will collapse to display only headings 1 and 2



Notes

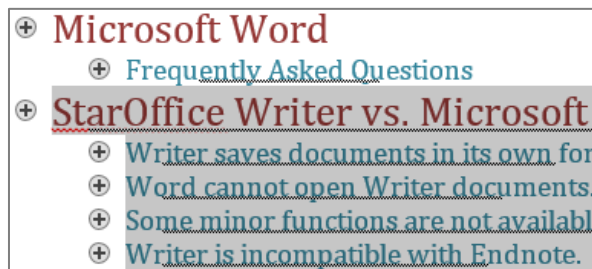
Exercise 12.

Moving text in Outline view

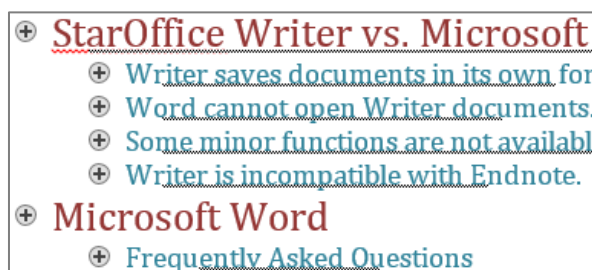
Sections of text can also be repositioned quickly and easily using Outline View.

Move text using the Ribbon

1. Click the  marker alongside **StarOffice Writer**



2. Click on  **move up arrow** twice
The selection will move above "Microsoft Word".



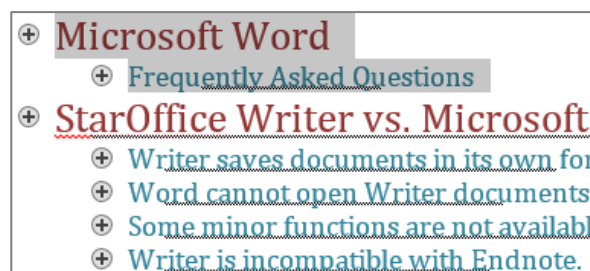
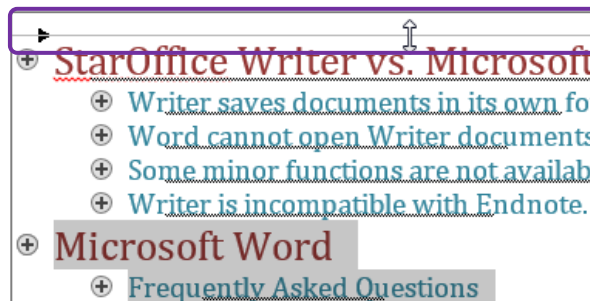
Move a section of text using the mouse

1. Click the  marker alongside **StarOffice Writer**
2. Click and drag to a new position

The mouse will change to a double headed arrow and a single grey line will appear indicating the new location

3. Release the mouse

The heading and all text below will move to the new location





Notes

Exercise 13.

Manipulate Print Layout view

In Print Layout View after heading styles are applied, a small triangle appears when you move your cursor over the heading. This can be used to modify the text on display in your document.

Collapse or expand individual headings in your document

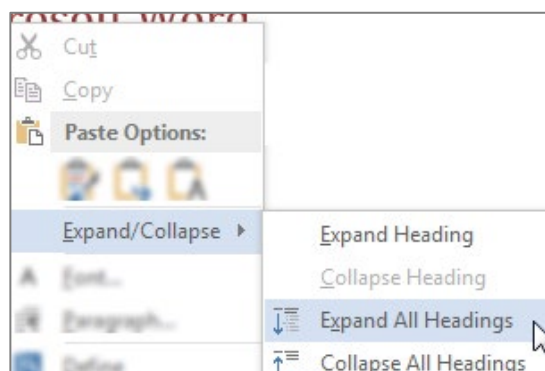
1. Change to **Print Layout View**
2. Hover over a heading style
3. Click the  triangle to collapse text.
4. Click the  triangle to expand text



Collapse or expand all the headings in your document

1. Right-click a **heading**
2. Hover over **Expand/Collapse**
3. Click **Expand All Headings** or **Collapse All Headings**.

Collapsed content does not print

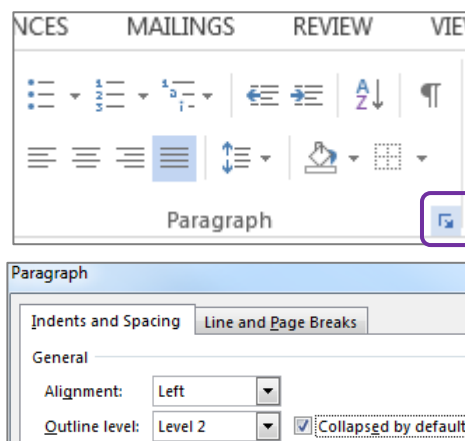


Exercise 14.

Collapse headings by default

When you close and reopen a document, the headings will be expanded by default. You can change settings to have the document open with the headings collapsed.

1. Place your cursor in the heading
2. Click the **dialog box launcher** in the **Paragraph** group
3. Click the checkbox next to **Collapsed by default**
4. Click on **OK**



This process will only apply to the individual heading. To apply to all the same heading styles in a document make this change by modifying the style in the paragraph properties. When headings are displayed on screen collapsed, they will also print out collapsed regardless of how the collapse was applied, either via style setting or directly

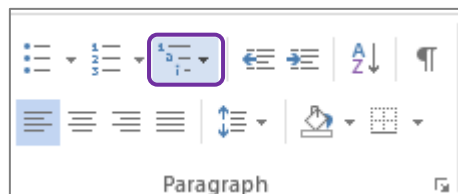
Notes

Automatic Heading Numbering

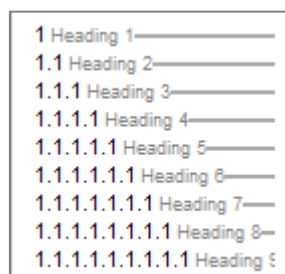
Multilevel numbering is the process of applying a numbering system to your headings. Having a numbering system, such as 1, 1.1, 1.2 etc, is an important part of any long and/or complex document. This navigational aid can be applied directly from the ribbon. The best approach is to link the numbering to the heading styles. Ideally, you should use built-in headings sequentially or automatic numbering will be incorrect.

Exercise 15. *Apply multi-level numbering to headings*

1. Click on text with the heading 1 style, e.g. **'Microsoft Word'**
2. Click on the **Multilevel list** button in the **Paragraphs** group on the **Home** tab
3. Select the list style which has numbering linked to heading styles.



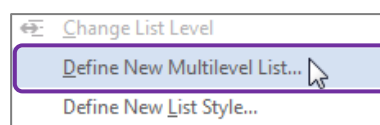
This will apply numbering throughout the document to text that have heading styles applied. Any new text styled as a heading will be numbered automatically any other style will **not** be numbered. Styles based on a heading style will have the numbering scheme applied



Exercise 16. *Customise numbering*

If the multilevel list used for numbering is not suitable for your needs you can redefine the list style. The redefined style is based on the style in use.

1. Click on the **multilevel list** button
2. Select **'Define new Multilevel List...'**



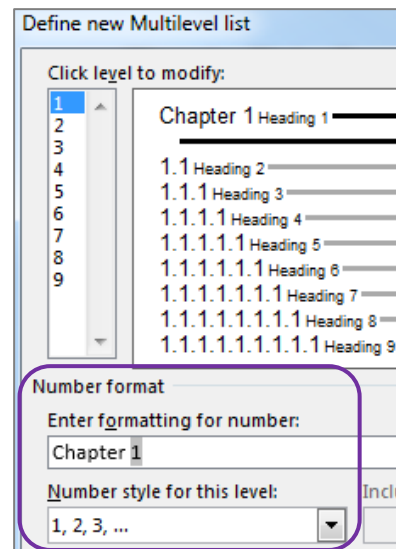
Notes

3. Type **'Chapter'** before the count in the **Enter formatting for number:** box

Be careful NOT to remove the shaded number field. If you do; reset by selecting the **'Number style for this level'** as **1, 2, 3, ...**

4. Click **OK**

Your numbering scheme will update throughout your document.



Notes

Table of Contents

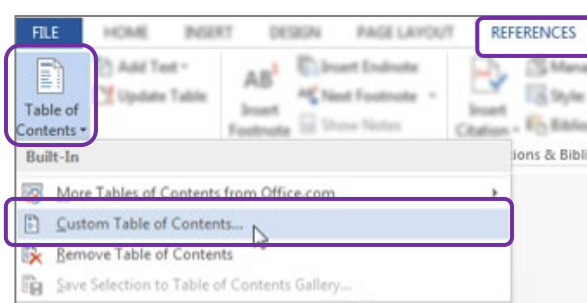
A table of contents is an automatically generated list of styled headings within your document and their associated page numbers. It is used for reference and navigation purposes. The simplest way to create a table of contents is by applying heading styles throughout your document - for example: Heading 1, Heading 2, etc. When creating a table of contents Microsoft Word searches the document for these headings and inserts a table of contents into the document.

Exercise 17.

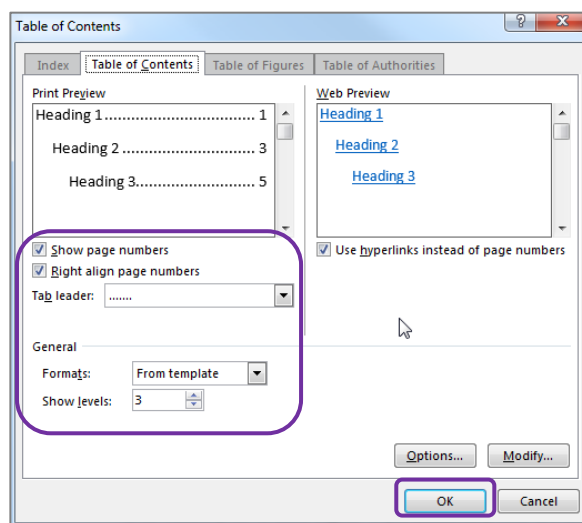
Generate table of contents

Insert a Table of Contents

1. Change to **Print Layout View**
2. Position cursor below the heading **'Table of Contents'**
3. Go to the **References** tab
4. Click on **Table of Contents** button
5. Select **Custom Table of Contents...**



1. Customise settings as required
 - Tab Leader
 - Formats and
 - Show Levels
2. Click **OK**



A table of contents will be inserted based on all the recognised heading styles applied in the document.

Formatting and spacing will be based on the default settings of the **Table of Contents** styles.

Chapter 1	Microsoft Word.....	1
1.1	Frequently Asked Questions	1
1.1.1	How do I recover a Word document after a crash or mistake on a UQ Library computer?	1
1.1.2	Word closed unexpectedly. Where is my document?	2
1.1.3	Why can't I open a Word document?	4
Chapter 2	StarOffice Writer vs. Microsoft Word	5
2.1	Writer saves documents in its own format	5
2.2	Word cannot open Writer documents	6
2.3	Some minor functions are not available in Writer	6
2.4	Writer is not quite as user-friendly as Word	6

Notes

Exercise 18. Navigating using the table of contents

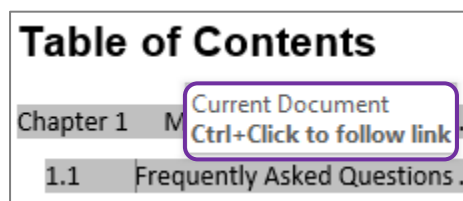
The table of contents is inserted as a field code and can be used for navigation.

1. Hold **CTRL** on the keyboard and **Click** on the table of contents entry you want to go to.

2. Press **Ctrl + Home** to return to the first page

Or

- Press **Alt + ←** (left keyboard arrow) to travel back to the table of contents

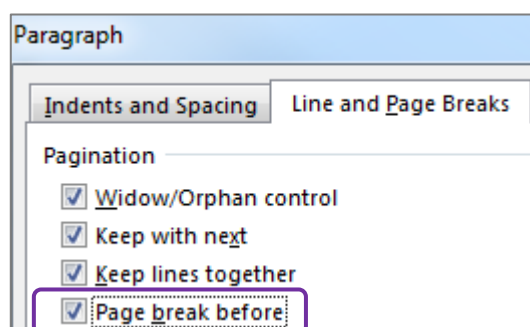


Exercise 19. Updating table of contents

A table of contents is a snapshot of the text and styles in your document at any point in time. If you edit your document you may need to update the table of contents to reflect these changes and rectify page numbering.

Modify Heading 1 style to page break before each new chapter:

1. Right Click **Heading 1 > Modify**
2. Click **Format > Paragraph**
3. Select **Lines and Page Break** tab
4. Check **Page break before**
5. Click **OK**

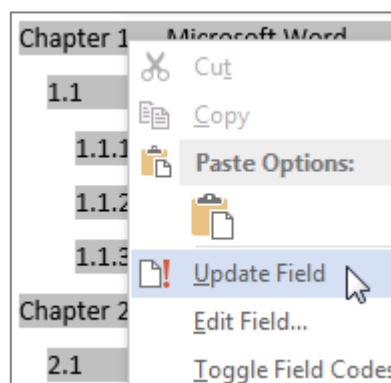


Manually update the table of contents

1. Right click on the table of contents
2. Click **Update Field**

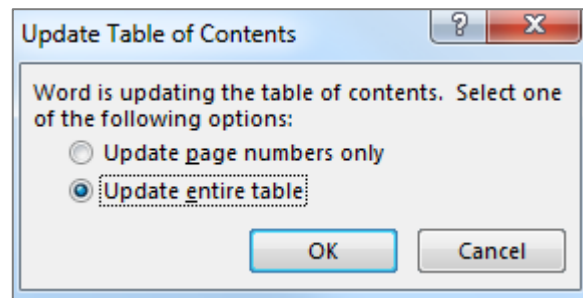
OR

- Click on the **Table of Contents**
- Press function key **F9**



Notes

3. Select **Update entire table**
4. Click **OK**



Exercise 20.

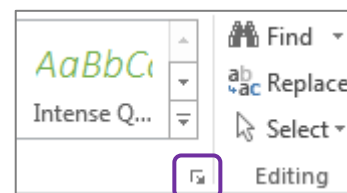
Formatting table of contents

To make formatting changes to a table of contents modify the Table of Contents styles and **NOT** the table. For example to modify Heading 1 entries, in the table of contents, modify the style TOC 1, to modify Heading 2 entries you modify the style TOC 2 and so on.

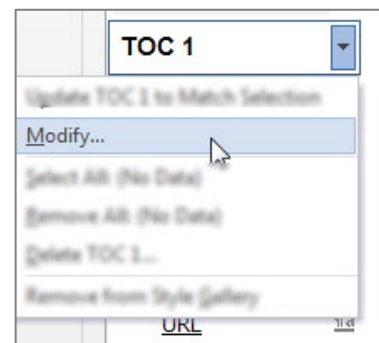
Format a table of contents

1. Click the **Styles** group **Dialogue Box Launcher**

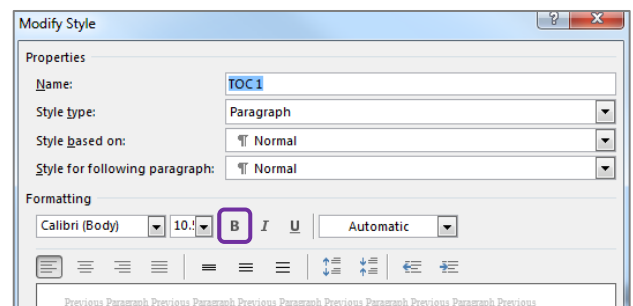
The Styles window will open.



2. Scroll to and right click on **TOC 1**
3. Select **Modify**

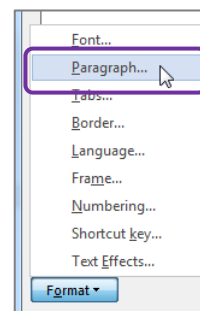


4. Click the **B** for Bold

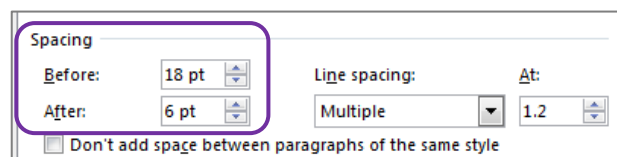


Notes

5. Click on **Format > Paragraph**



6. Enter **18pt** spacing before
7. Apply **6pt** spacing after paragraph style
8. Click **OK**
9. Click **OK** again

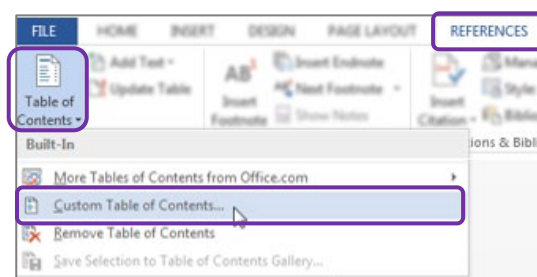


Exercise 21. Generate a customised table of contents

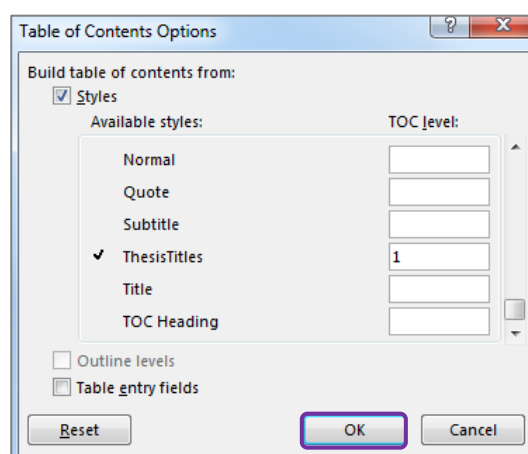
When Microsoft Word creates a table of contents it does so by looking for a predefined set of heading styles. If you create your own styles to use within a document, for example – **Thesis Titles** style, these styles may not be included in the table of contents. It is possible to customise the table of contents to include any newly created styles.

Insert a customised table of contents

1. Clicking on the table of contents
2. Go to the **References** tab
3. Click on **Table of Contents** button
4. Select **Custom Table of Contents...**



5. Click the **Options** button
6. Indicate '**Thesis Titles**' to be included at level 1
7. Click **OK**



Notes

You will be prompted to replace existing Table of Contents

8. Click **OK**

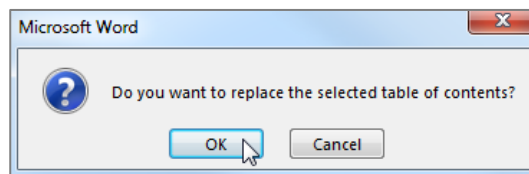


Table of Contents	
Thesis Title Page	1
Abstract (with keywords)	1
Table of Contents	1
Table of Tables	1
Table of Figures	1
Abbreviations	2
Statement of Original Authorship	2
Acknowledgments	2
Chapter 1 Microsoft Word	3
1.1 Frequently Asked Questions	3
1.1.1 How do I recover a Word document after a crash or mistake on a UQ Library computer?	3

A Table of Contents is inserted with the requested styles included. The style included will be formatted using the style level you entered. i.e. Level 1 = TOC 1

Captions and Tables of Figures

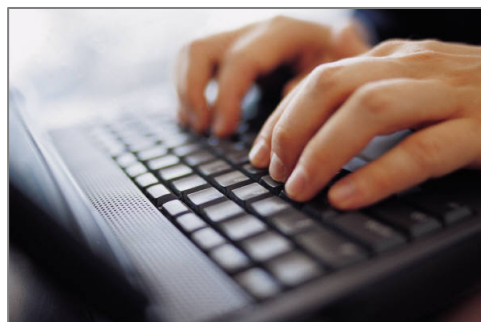
In order to identify objects in a document for further referencing they must have an attached caption. A caption is a descriptive label and the description for an image, table or equation. Crucially, caption uses the **Caption** style. It is possible to create new caption labels for other data types as well; for example - charts.

Exercise 22.

Insert captions

1. Click on first image in document

Handles will appear in each corner when an object is selected.

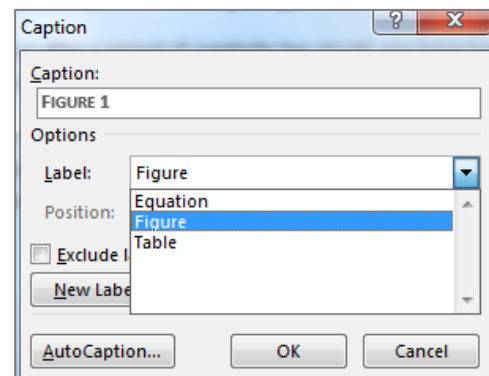


2. Go to **References** tab
3. Click on **Insert Caption**

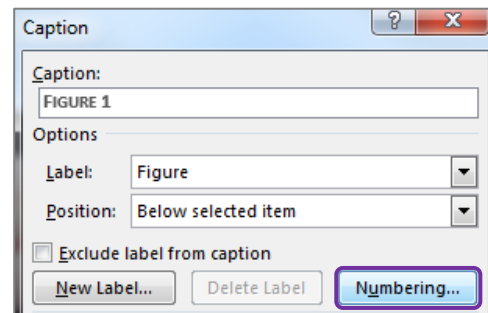


Notes

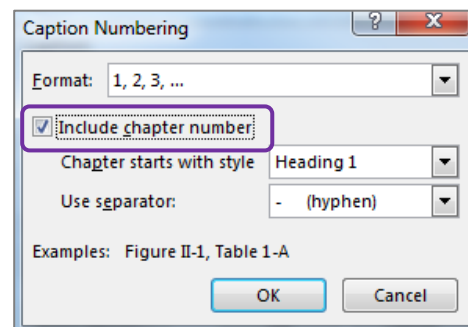
4. Select **Figure** from the **Label** dropdown



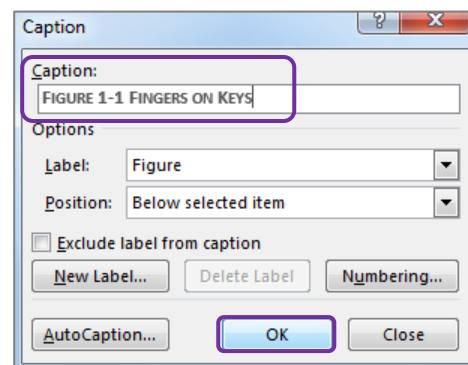
5. Click on the **Numbering** button



6. Check 'Include Chapter Number'
7. Click **OK**



8. Click in the caption box next to the caption label 'Figure 1-1'
9. Type '**Fingers on Keys**'
10. Click **OK**



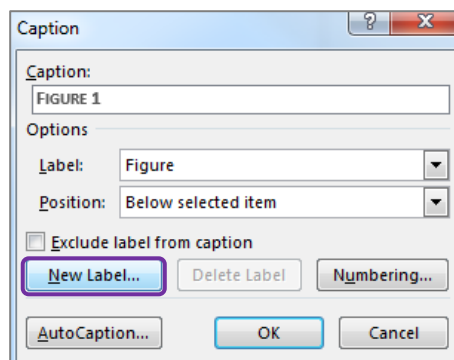
Repeat for other objects in document

Create new caption label:

Notes

You may need a new label if your object does not fit the default labels.

1. Select **Chart**
2. On the **References** tab choose the **Insert Caption** button
3. Choose **New Label**



4. Enter the new label name '**Chart**'
5. Click **OK**

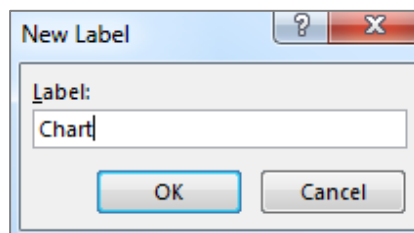
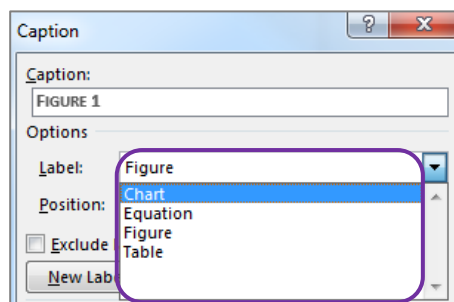


Chart will now be the selected label in the labels list.

6. Click **OK**



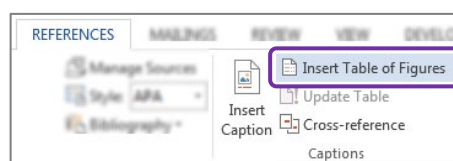
Exercise 23.

Create a table of figures

A table of figures is similar to a table of contents. The difference is that a table of figures will show **Caption** styled text and related page numbers for a particular caption label: **Figure**, **Table** or **Equation** etc. It is therefore possible to create separate tables for any other captioned items in the document based on their label.

Insert a table of figures

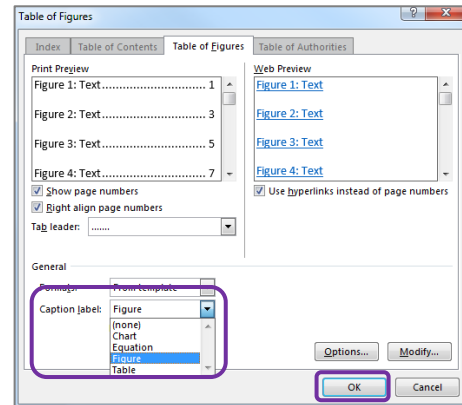
1. Position cursor below the heading '**Table of Figures**'
2. Go to the **References** tab
3. Click **Insert Table of Figures** button



Notes

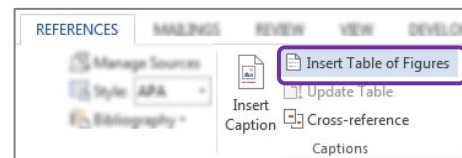
4. Check **Caption label:** indicates **Figure**
5. Click **OK**

All figures with a recognised caption for the label 'Figure' will be displayed.



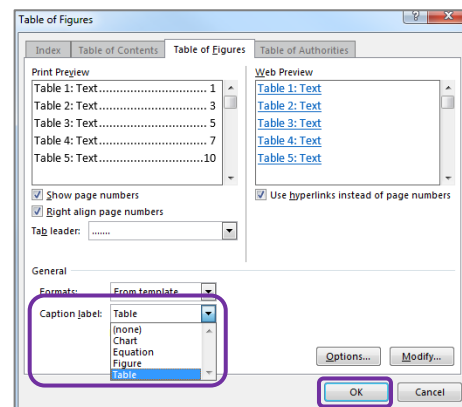
Insert a table of tables

1. Position cursor below the heading '**Table of Tables**'
2. Go to the **References** tab
3. Click **Insert Table of Figures** button



4. Check **Caption label:** indicates **Table**
5. Click **OK**

All tables with a recognised caption for the label 'Table' will be displayed.



The **Table of Figures** and **Table of Tables** will display all captioned objects.

Table of Tables	
Table 2-1 Suite Applications	7
Table of Figures	
Figure 1-1 Fingers on Keys	3
Figure 1-2 Laptops can be lit from either side	5

Notes

Cross-references

A cross reference is an identifying path to any numbered or labelled item or portion of the document. In Microsoft Word 2013 it is possible to create a cross reference using the cross reference feature available on the References tab. Cross references can only be used within one document and cannot reference separate external files.

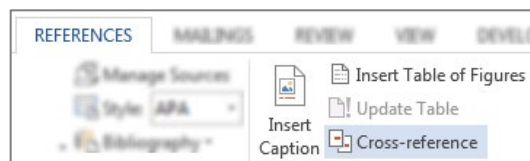
Exercise 24.

Insert a cross-reference

1. Go to paragraph - **2.2 Word cannot open writer documents**
2. Select and delete **Saving documents**
3. Go to **References** tab
4. Click **Cross-reference** button

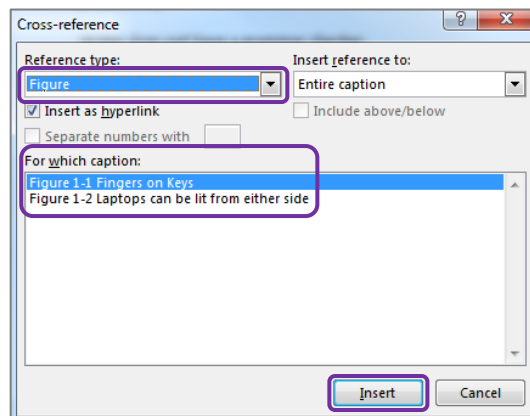
2.2 Word cannot open Writer documents.

While Writer will quite happily open reasonably complicated Word (ie. *.doc) automatically open *.sww files. If you attempt to do so the file will look like a characters on the screen. To edit a StarOffice document in Word, you must save the document as a Microsoft Word document (see [Saving documents](#) for detailed instructions).



5. Select settings for cross-reference
 - Reference type: **Figure**
 - For which caption: **Figure 1-1**
 - Insert reference to: **Entire caption**
6. Click **Insert**

The dialog box doesn't close to allow for additional information on the cross reference.

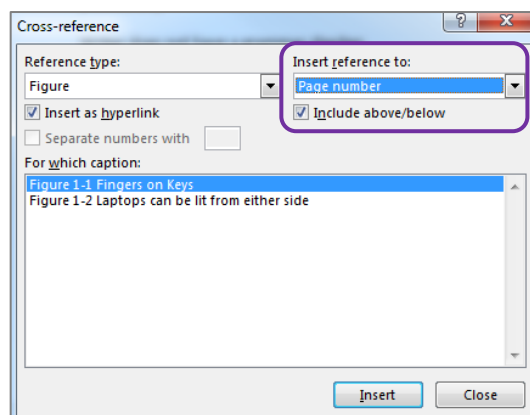


To add page number to cross reference

7. Select settings for cross reference page number
 - Reference type: **Figure**
 - For which caption: **Figure 1-1**
 - Insert reference to: **Page number**
 - Check **Include above/below**

This will add "on page" to your cross reference

8. Click **Insert**
9. Click **Close**



2.2 Word cannot open Writer documents.

While Writer will quite happily open reasonably complicated Word (ie. *.doc) automatically open *.sww files. If you attempt to do so the file will look like a characters on the screen. To edit a StarOffice document in Word, you must save the document as a Microsoft Word document (see [Figure 1-1 Fingers on Keys on page 3](#) for detailed instructions).

Notes

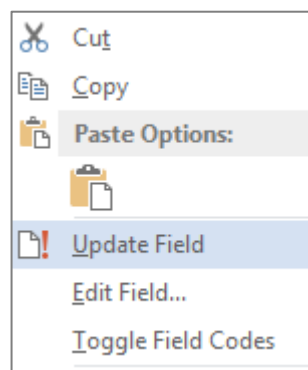
Exercise 25. **Update all document field codes**

Although cross-referencing and captions provide automation in the document, you have to address amendments and modifications that take place as you work. For example if you manually move a captioned image to a new location the caption label may then show an incorrect label number. To ensure your references are displayed accurately you can update them as you work by choosing to update the field codes.

1. Select whole document; **Ctrl + A**
2. Right-click on selection
3. Click **Update Field**

OR

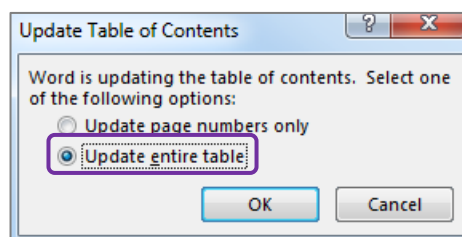
- Press **F9**



4. Select '**Update entire table**' for table of contents, table of figures & table of tables

Check the clipart caption, cross reference and table of figures have updated

5. Repeat **F9** if necessary



Important note: it is important to perform this type of formatting while track changes are not in use. Track changes will note each automatic change as an update to be confirmed and delay automatic numbers from working properly until confirmed.

Notes

Consolidation

Exercise 26.

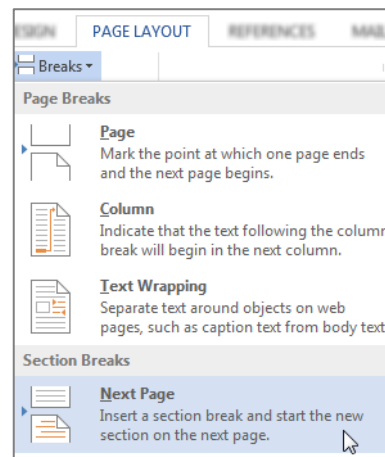
Combining documents

To combine a number of documents into one long document you can insert the contents of a file into a section of another document.

Insert a section break:

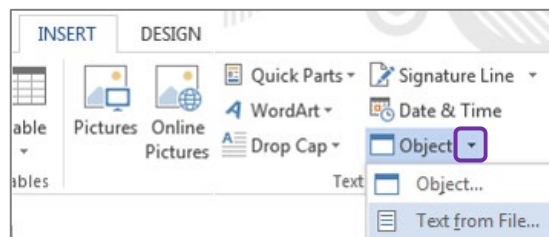
This is only required if the section break has not been inserted.

1. Move to end of the document
2. Go to the **Page Layout** tab
3. Click **Breaks**
4. Select **Section Breaks: Next Page**

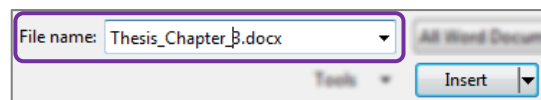


To insert a file

1. Go to **Insert** tab
2. Click **Object** arrow
3. Select **Text from File...**

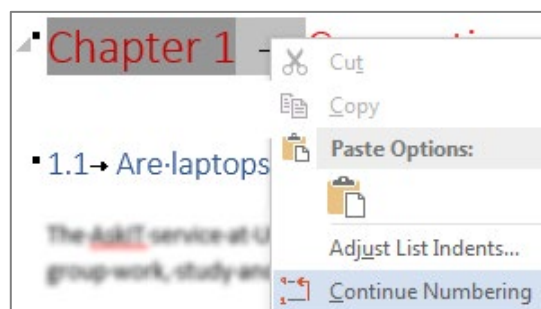


4. Browse to the file:
Thesis_Chapter_3.docx
5. Click on **Insert**



Heading numbering may not be consecutive when consolidating files. To resolve this:

1. Right click on the chapter heading numbering
2. Select **Continue Numbering**



Notes

APPENDIX

Templates



A template is a document type that creates a new copy of itself every time it is opened. Think of it as a pad of paper. You write on the top sheet, tear it off and there is a new clean sheet of paper underneath. This is why the icon for a template looks like a pad of paper. In Microsoft Office Word 2013, a template can be a .dotx file, or it can be a .dotm file (a .dotm file type enables macros).

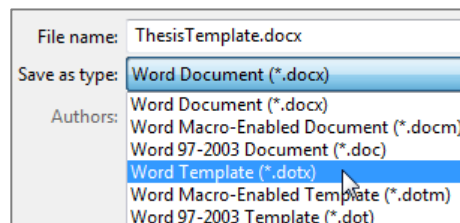
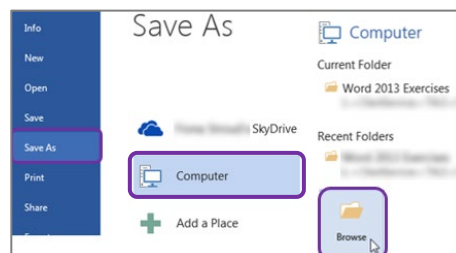
Exercise 27.

Save a document as a template

1. Go to the **File** tab
2. Click **Save As...**
3. Click **Browse** button
4. In **Save as type**: select **Word Template (*.dotx)**
5. Select a **location** to save the file
6. Enter a **filename**
7. Click **Save**

Check the **title bar** for .dotx file format

8. **Close** the template



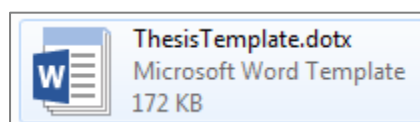
ThesisTemplate.dotx - Word

Exercise 28.

Open a document based on the template

1. Go to **My Computer**
2. Locate the template
3. **Double-click** the template

A copy of the template will open as a document.

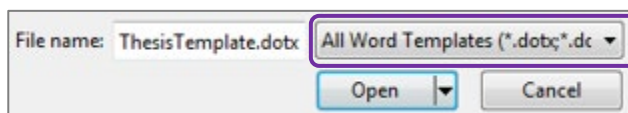


Exercise 29.

Reopen and edit the template file

1. Click **Open** on the **File** tab
2. Click the **Browse** button
3. Select **"All Word Templates"**
4. Select **"Thesis Template.dotx"**
5. Click **Open**

The template document opens, note the filename. Any changes you make and save will alter the template.



Notes