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| Using Style Sets Style sets are a quick way of formatting a document to ensure consistency throughout multiple documents. Often several styles can be created for different document types where different heading styles are needed. Applying a design to a heading  * Type some text * Format the text as required eg Trebuchet MS 18 and the correct colour * Right click over the heading type required eg Heading 1 * Select Update Heading 1 to match selection * Next time you type a heading 1 then just click Heading 1 on the Home tab and the style will be applied * Repeat for any styles you regularly use such as bullets, other headings or paragraph text which is stored under Normal  Saving Style Set  * Unless you save a style set it is only available for the document you are working in. * Click Design Tab > Click the bottom arrow as the end of the line of different designs * Click Save a New Style Set * Give a suitable name and click Close | Using the Navigation Pane  * Click View Tab > Show Group > Check Navigation Pane * A panel will appear on the left-hand side of the screen listing all the Heading applied via the styles in the document * Click on the different headings to quickly move to that location in the document  Editing a Document using the Navigation Pane  * Right click over a heading for various options, one very useful feature is the Select Heading and Content option for copying and pasting a large amount of information or the Collapse All option to show only certain headings.  Collapsing Headings in the Document  * Click on the small arrow in front of a heading to collapse (hide) all the information under that heading * Click again to show all the information * Right click in front of the arrow and select an appropriate option to show or hide the content of the document. |
| Quick PartsStoring a Quick Part Quick parts are a speedy way of storing reusable content such as tables, images, disclaimers or text.   * Click on the text, image or table you want to store * Click Insert > Text Group > Quick Parts > Save Selection to Quick Part Gallery * In the dialog box, give a suitable name and description if required   Click OK Reusing content  * Click in the document where you want to add the stored information * Click Insert Tab > Quick Parts * All stored items will be displayed * Click on the required Quick Part and it will now be in the document  Delete Quick Parts  * To remove a quick part from the Gallery * Click Insert Tab > Quick Parts * Click Building Blocks Organiser * Scroll down the list until you see Quick Parts in the Gallery Column * Look for the name you want to delete * Click Delete at the bottom of the dialog box  Saving the Quick Parts for future use  * When you close Word ensure you click Save when the dialog box appears to keep any Quick Parts/Styles for use in other documents. | TablesInserting rows and columns  * Click on the small symbol alongside the row or column where you wish to place the new column and row  Text to Table If after typing text, it would be preferable to store the information in table format instead then this can be easily achieved   * Select the text * Click the Insert Tab > Table > Convert Text to Table * Confirm the options in the dialog box that appears * Click OK  Table to Text To remove the table formatting and just have information displayed as text   * Select the table * Click the Layout Tab in Table Tools > Click Convert to Text * Select how you want the text separated * Click OK  Making columns/rows the same width  * Select all the rows or columns that need to be the same height or width * Click the Layout Tab in Table Tools > Click either Distribute Rows or Columns * Word will automatically resize the selection  Repeating the table header on all pages  * Click the row(s) that have information that you want to appear on every page the table expands onto * Click the Layout Tab in Table Tools > Click either Distribute Rows or Columns |
| Track ChangesSwitching On  * Click Review Tab > Tracking Group > Track Changes  Password Protecting Track Changes A password can now be applied to prevent other users switching off Track Changes or Accepting and Rejecting changes   * Click Review Tab > Tracking Group > Lock Tracking * Enter a password  Removing Track Changes It is not possible to remove any mark up from a document unless you accept or reject any changes. Temporarily Hiding the Markup  * You can choose to view the original document by selecting Original in the Tracking Group but all mark-up will remain just hidden from view.  Permanently accepting changes  * Click at the start of the document * Click Review Tab > Changes > Next * The first change will be displayed * Click Accept or Reject accordingly * Continue through the document | Choosing the Markup to show  * Click Review Tab > Tracking > Show Markup * Select or deselect as required  Advanced Options  * Click the dialogue box launcher in the corner of the Tracking Group * In the dialogue box that opens click Advanced Options * Many changes can be made to how the mark up is displayed  Adding Comments Right click at a suitable point in the document   * Click New Comment * Reviewing Comments * Click Review Tab > Comments > Show Comments   Or   * Click Next to work through all Comments in order  Deleting Comments  * Click on the Comment * Click Review Tab > Comments > Delete |