Hands-on Guide
Advanced Formatting

To apply Quick Style to text:

1. Place the pointer in the text that you intend to format.

> Microsoft Word brings out your best writing.
>
> Going from a blank page to a polished document is easier than ever with innovative ways to research information and improve your skills.
>
> Research without distraction by accessing credible sources right within your Word document. Explore material related to your topic and add what you want—and its properly formatted citation—in one click, with *Researcher*.

2. Click the Home tab. Select the style you want to apply to the text. *(You can point to a style to see how the text would look with that style.)*
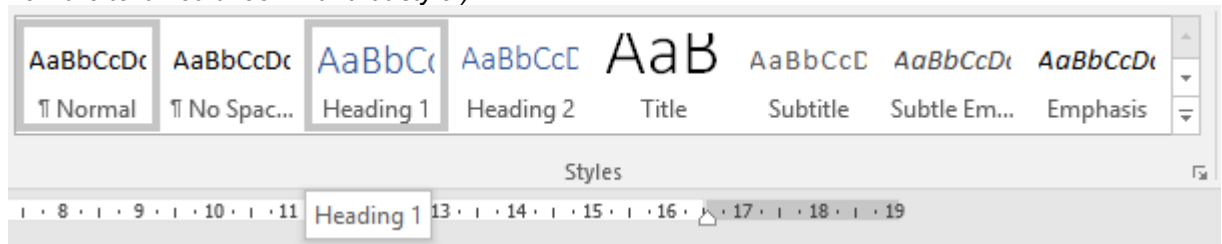
To apply a theme:

1. Select **Design** > **Themes**.
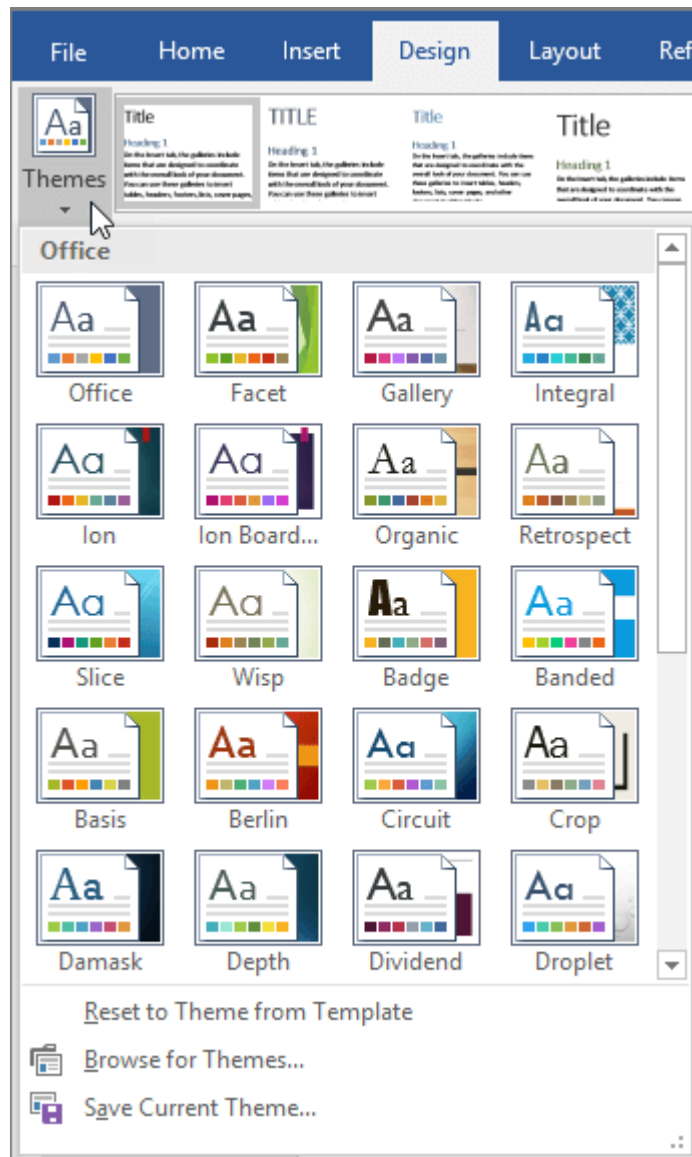
2. Select the theme you want to apply to your document. *(You can point to a theme to see how it would look in your document.)*

To define a new bullet:

1. Select the text or bulleted list you want to change.

2. On the **Home** tab, in the **Paragraph** group, click the arrow next to **Bulleted List** , and then click **Define New Bullet**.

3. Click **Symbol** and then choose the symbol you want to use. *(You can also use pictures as bullets. Click **Picture** instead of Symbol, then browse for the picture from a file or Bing Image Search.)*

Cake Flavors

- ♥ Black Forest
- ♥ Cappuccino Crème
- ♥ Chocolate Indulgence
- ♥ Tiramisu Meltdown
- ♥ Coffee Crunch

To define a new number format:

1. Select the text or numbered list you want to change.

Cake Flavors

1. Black Forest
2. Cappuccino Crème
3. Chocolate Indulgence
4. Tiramisu Meltdown
5. Coffee Crunch

2. On the **Home** tab, in the **Paragraph** group, click the arrow next to **Numbered List**, and then click **Define New Number Format**.
3. To change the style, click the down arrow next to **Number style** and choose numbers, letters, or another chronological format.
4. To append the numbering with a dash, or another value, enter it in the **Number format** field.

Cake Flavors

1* Black Forest
2* Cappuccino Crème
3* Chocolate Indulgence
4* Tiramisu Meltdown
5* Coffee Crunch

To split text into columns:

1. Select the text you want to format.

> *Microsoft Word brings out your best writing.*
>
> Going from a blank page to a polished document is easier than ever with innovative ways to research information and improve your skills.
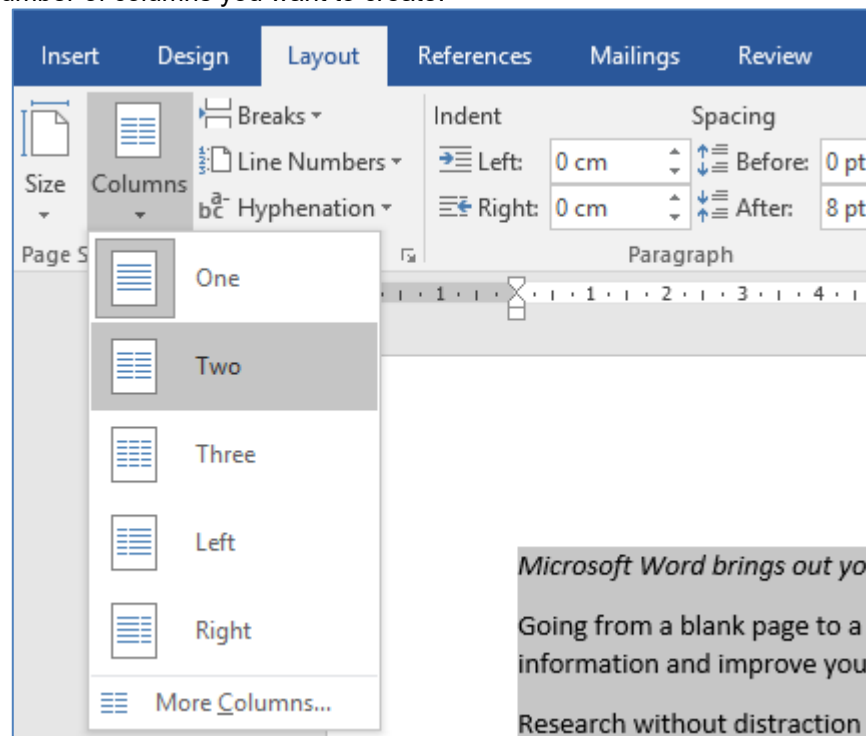>
> Research without distraction by accessing credible sources right within your Word document. Explore material related to your topic and add what you want—and its properly formatted citation—in one click, with *Researcher*.
>
> Get help making the finishing touches with *Editor*, an advanced proofing tool that not only checks for spelling and grammar, but makes style suggestions to help you improve your writing.
>
> *Microsoft Word allows you to work the way you want.*
>
> Customize your document your way with robust formatting tools that enable you to create effective documents, easier. Word gives you the capabilities to design your document to meet your specific needs.

2. On the **Layout** tab, click the **Columns** command. A drop-down menu will appear.
3. Select the number of columns you want to create.

Sample Output:

Microsoft Word brings out your best writing.

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Research without distraction by accessing credible sources right within your Word document. Explore material related to your *Microsoft Word allows you to work the way you want.*

Customize your document your way with robust formatting tools that enable you to create

topic and add what you want—and its properly formatted citation—in one click, with *Researcher*.

Get help making the finishing touches with *Editor*, an advanced proofing tool that not only checks for spelling and grammar, but makes style suggestions to help you improve your writing.

effective documents, easier. Word gives you the capabilities to design your document to meet your specific needs.
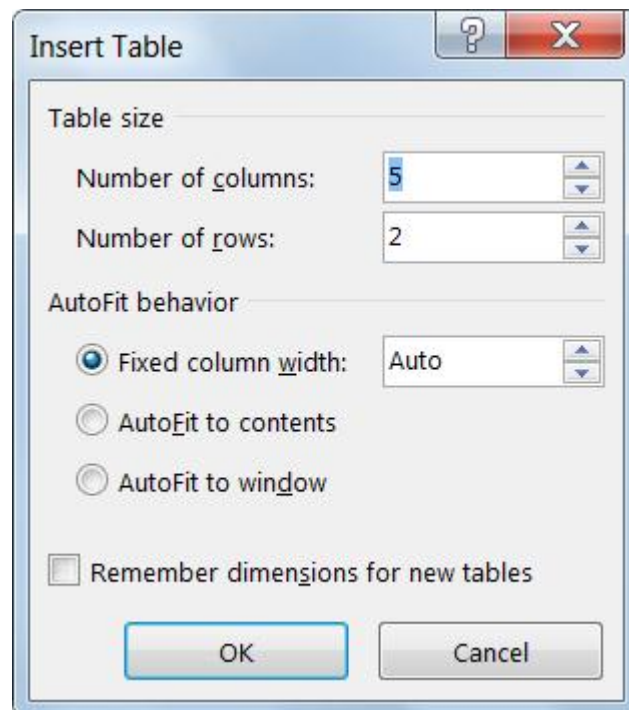
To quickly insert a table:

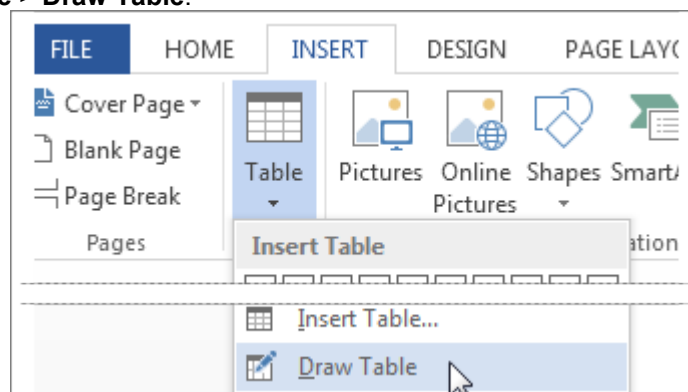1. Click **Insert** > **Table** and move the cursor over the grid until you highlight the number of columns and rows you want.
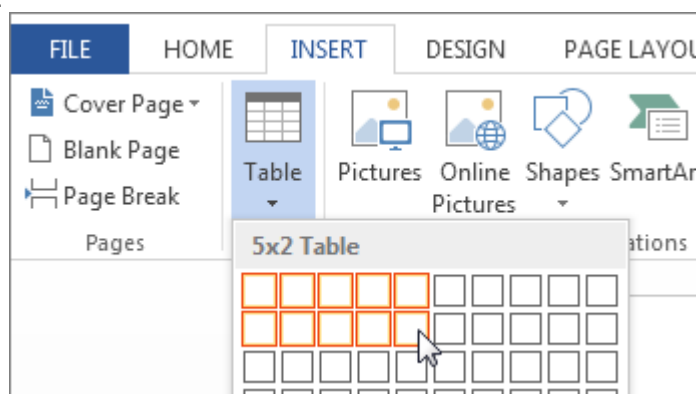
To create a custom table:

1. Click **Insert** > **Table** > **Insert Table**.
2. Set the number of columns and rows.
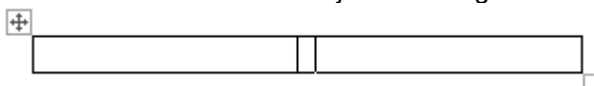
To design your own table by drawing:

1. Click **Insert** > **Table** > **Draw Table**.

2. Draw a rectangle to make the table's borders. Then draw lines for columns and rows inside the rectangle.
   *To erase a line, click **Eraser**, and then click the line that you want to erase.*

To add a cell to the table:

1. Click in a cell that is located just to the right of or above where you want to insert a cell.

2. Under **Table Tools**, click the **Layout** tab.
3. Click the arrow at the bottom, right-hand corner of the **Rows & Columns** section.
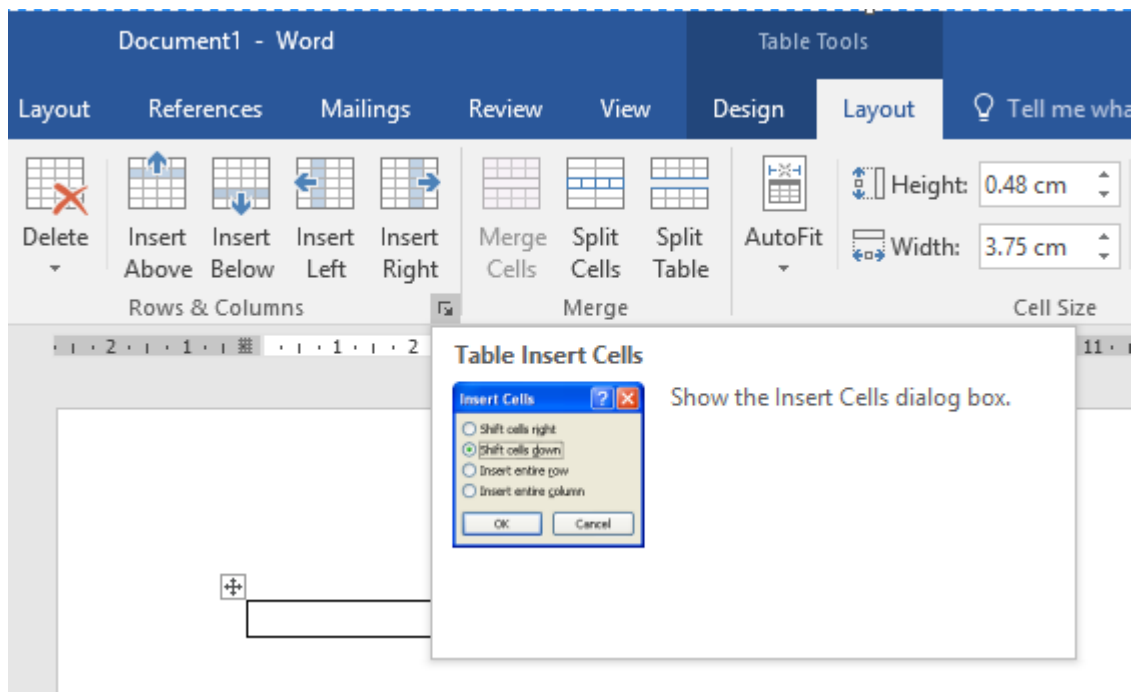
4. Click any of the options: **Shift cells right**, **Shift cells down**, **Insert entire row**, **Insert entire column**. *Insert entire row* places the row just above the cell that you clicked in while *Insert entire column* places the column to right of the cell.
   Output:
   Shift cells right:
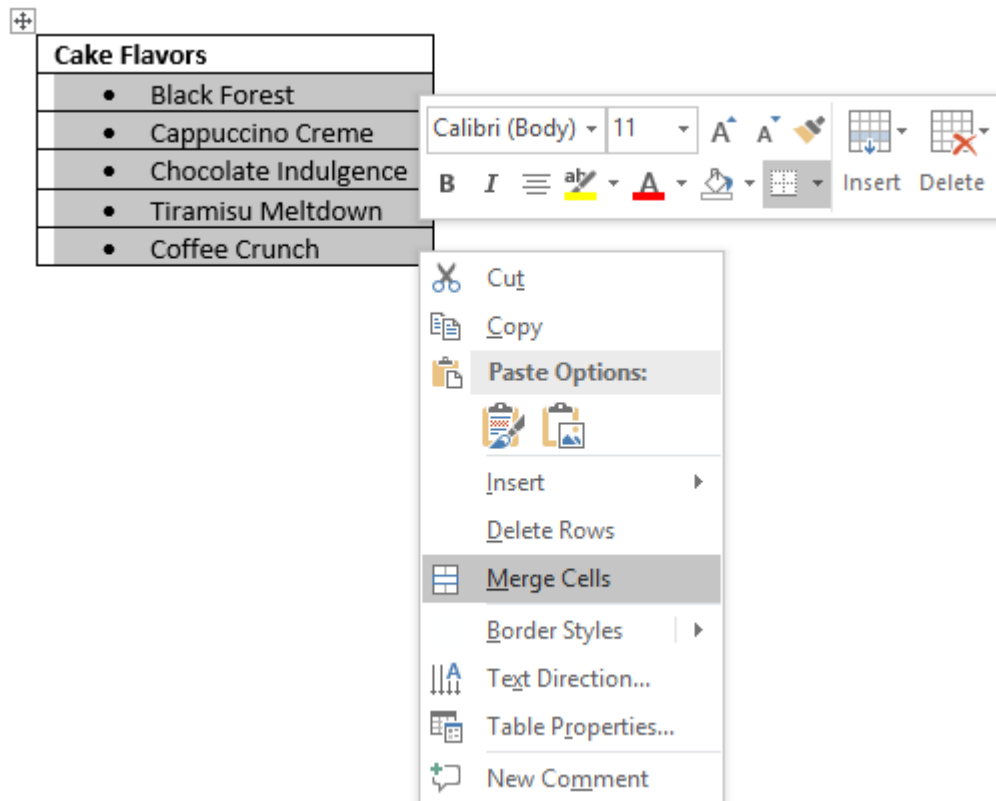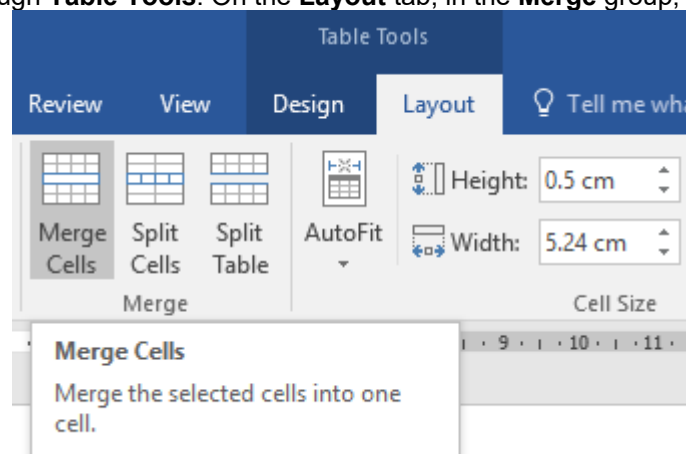

   Shift cells down:

To merge table cells:

1. Select the cells that you want to merge.

2. Right-click and choose **Merge Cells**.

Another way is through **Table Tools**. On the **Layout** tab, in the **Merge** group, click **Merge Cells**.
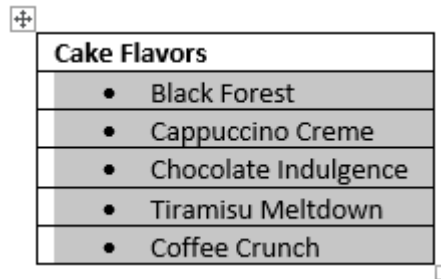
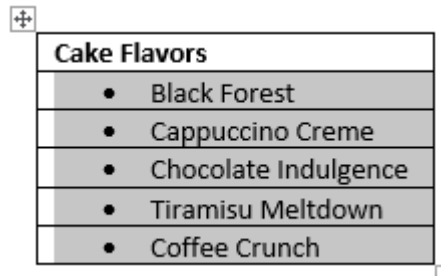

Output:

To split table cells:

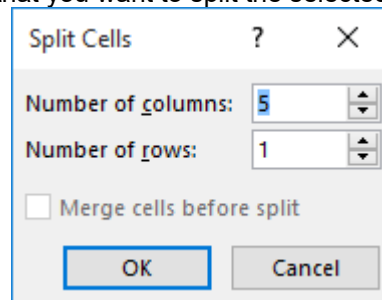1. Select the cells that you want to split.

Cake Flavors
- Black Forest
- Cappuccino Creme
- Chocolate Indulgence
- Tiramisu Meltdown
- Coffee Crunch

2. Right-click and choose **Split Cells**.
    Output:

Cake Flavors
- Black Forest
- Cappuccino Creme
- Chocolate Indulgence
- Tiramisu Meltdown
- Coffee Crunch

Another way is through **Table Tools**. On the **Layout** tab, in the **Merge** group, click **Split Cells**. Enter the number of columns or rows that you want to split the selected cells into.
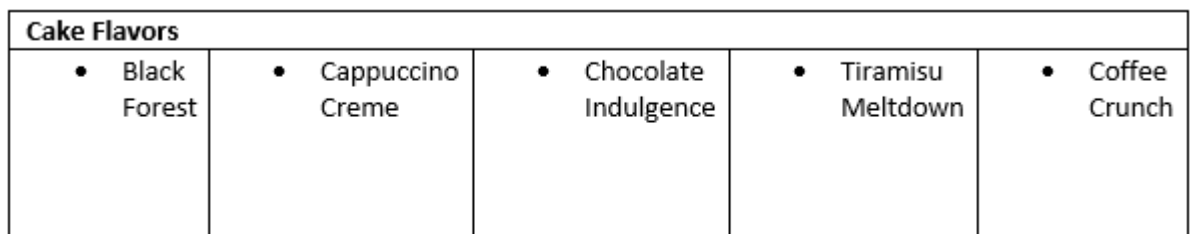
Split Cells	?	✕
Number of columns:	5	
Number of rows:	1	
☐ Merge cells before split		
OK	Cancel	

Output:

Cake Flavors				
• Black Forest	• Cappuccino Creme	• Chocolate Indulgence	• Tiramisu Meltdown	• Coffee Crunch

To add a chart:

1. Click **Insert** > **Chart**.

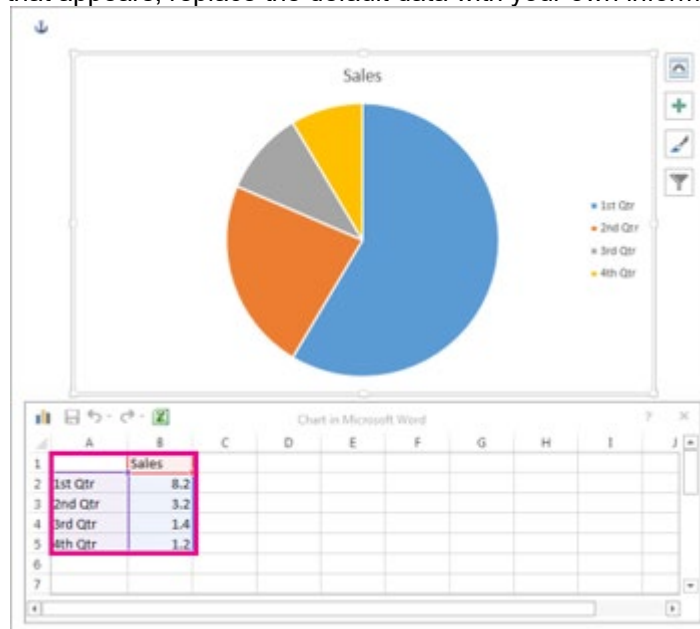| File	Home	Insert	Design	Layout	References	Mailings	Review
Cover Page ▾		Table	Pictures	Online Pictures	Shapes SmartArt Chart Screenshot	Store My Add-ins	
Blank Page							
Page Break							
Pages	Tables			Illustrations		Add-i	
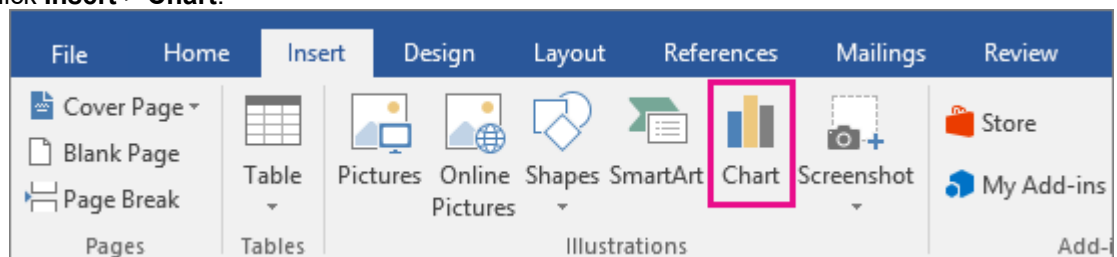
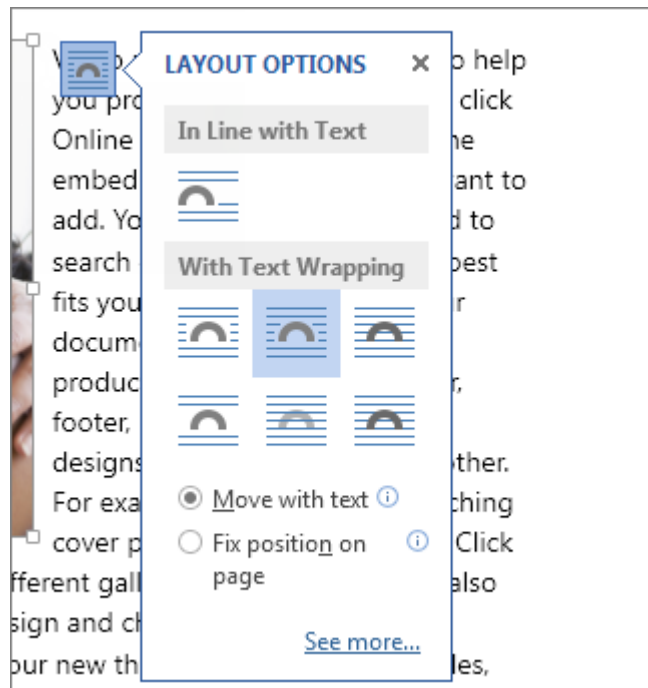2. Click the chart type and then double-click the chart you want.
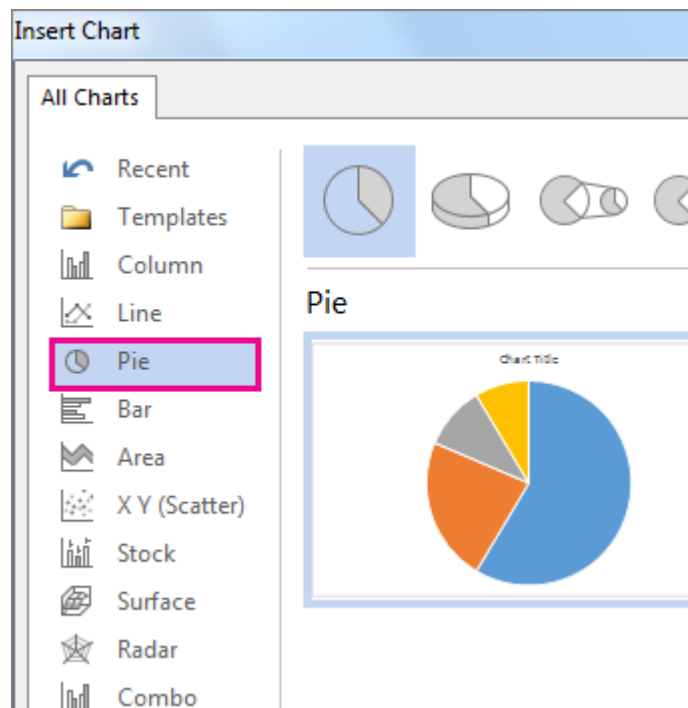
3. In the spreadsheet that appears, replace the default data with your own information.

4. Close the spreadsheet. *To arrange the chart and text in your document, use the **Layout Options** button* ⬚ .

To wrap text around pictures or shapes:

1. Click a picture or object to select it.
2. Click the Layout Options icon.

LAYOUT OPTIONS ✕

In Line with Text

With Text Wrapping

⊙ Move with text ⓘ

○ Fix position on ⓘ
page

See more...

3. Choose the layout option you want.