

2016 NC Baptist Secretaries Conference

Advanced Word

Easy tricks for formatting list numbers and bullets in Word

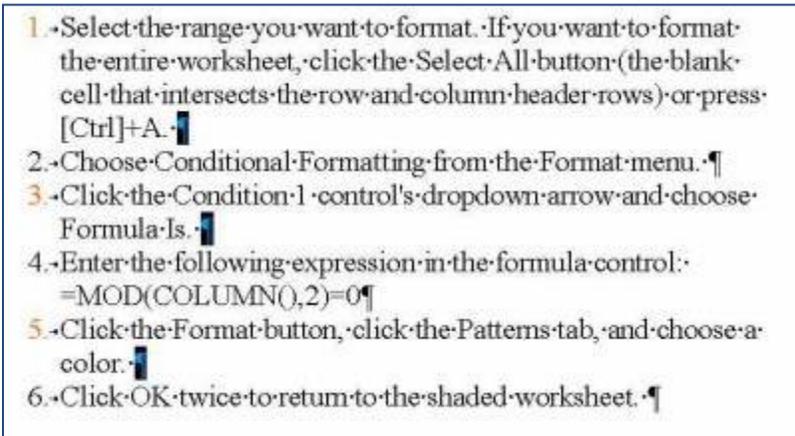
A quick click is all it takes to create a numbered or bulleted list in a Word document. Select the text and click a button — it couldn't be simpler. What isn't so simple is applying a format to just the numbers or bullets in the resulting list, unless you know how to select the numbers or bullets.

Selecting just the numbers or bullets isn't difficult, it just isn't intuitive. Normally, you drag to highlight text. You can't drag across the numbers or bullets in a list. Instead, simply click any number or bullet in the list to highlight all of the numbers or bullets in the list.

Once you do, you can apply a font format as you normally would. (Word will extend the format to new items.)

The previous technique formats all of the numbers or bullets in a list. However, you might want to format one or even several, but not all of them. Selecting individual numbers or bullets is next to impossible. The trick to this formatting task is to format each item's end-of-paragraph marker. Word will apply any formatting that you apply to the end-of-paragraph marker to that item's number or bullet, but not to the text.

First, you should display the markers by clicking the **Show/Hide** button on the **Home** Ribbon. (The icon looks like a backward P.) Once you can see the markers, they're easy to select. Just select the marker at the end of the item you want to format. After selecting the marker(s), apply font formats as you normally would.



It's worth noting that formats applied to the entire list take precedence over formats applied via the end-of-paragraph marker.

Save Time With Templates

Find out how to locate and use templates for your Word documents, as well as how to create your own templates and apply protections as needed.

Understanding templates

Templates are files that capture customizations you've made to a Word document and can be reused over and over. Word has many built-in templates. If you don't find what you need, you can create your own (or modifying a pre-built template). When you use Word frequently for the same types of documents -- let's say you produce a weekly report or you want others to use the same format when they send reports to you -- you should use a template.

You can change templates in any way you want; each area is flexible and adaptable to your needs. For example, if you use a report template with a fixed calendar year, you can modify the template each January and just update the calendar year. The rest of the template remains the same.

You can create your own templates or obtain them from others sources, such as Microsoft Office Online. When using a preformatted template, you might need to modify items such as font and heading styles, background or color schemes, and placeholder locations, among others. However, most templates are designed to be used as is -- all you have to do is drop in new information and save the file.

Using existing templates

When you first open Word, a blank document appears. You probably didn't realize it, but a blank document is considered a template even though it doesn't have anything in it. In addition to the default blank document, Word also keeps track of any other templates you've used recently, making them available in the Blank and recent templates list.

To view this list, click on the **File** menu, and then click **New**. The New Document window opens. The window displays available templates. To start a new document from scratch, double-click the **Blank** document template. To use a different template you used recently, double-click a different template option. The template opens, and you can begin using it immediately by typing information.

Using Installed Templates

Word comes with a variety of pre-built templates; you can use them to create new documents or create new templates of your own. To use an installed template, select **Sample Templates** in the **Templates** list. Browse the selection of templates, and then double-click the template of your choice.

Downloading and Installing Microsoft Office Online Templates

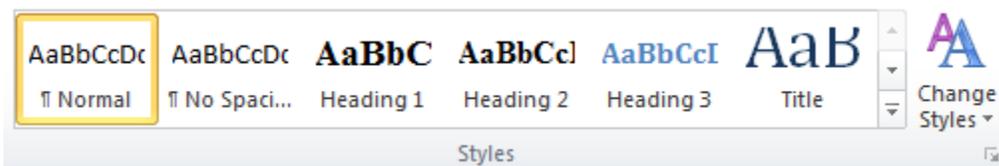
Microsoft Office Online offers a wide variety of templates for personal and business use. The categories are displayed in the **New Document** window. To use one of these templates, select the category and then the template of your choice, then click **Download**. Word connects you to the Microsoft Office Online Web site. You need a working Internet connection to download Microsoft Office Online templates. The template downloads and opens in Word. Make any changes and customizations you want, and then save it on your system. If you're using the template one time only to create a document, save the file as a Word (.docx) file. If you want to re-use the template in the future, save the file to your Microsoft/Templates folder as a Template file (.dotx) so Word always views it as a trusted template.

Create And Manage Styles

A **Style** is a named set of formatting specifications that you can apply to text with a single command. Using styles saves formatting time and ensures consistency in a publication. If the formatting of a style changes, Word will automatically update all of the text in the document that has that style applied to it.

Look at Built-in Styles

1. Create a new document or open an existing document.
2. Note the **Styles** section on the Ribbon. The default **Normal** style will display as the first style.

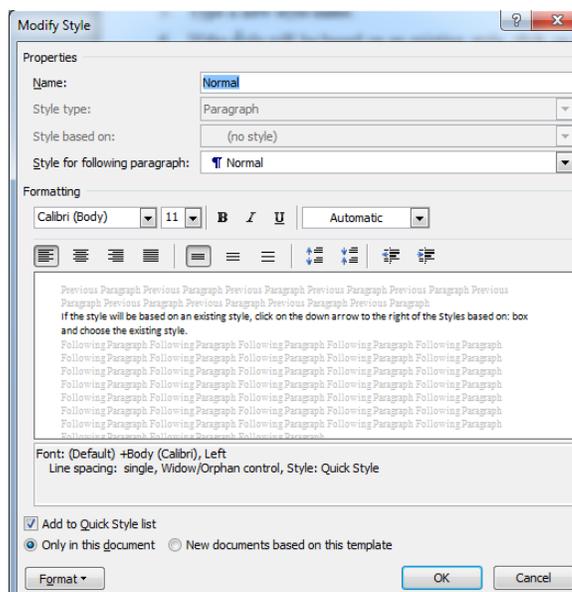


3. Select existing text in a document.
4. Click on other built-in styles to see how they apply to the text.
5. Click on the **New Style** button below the Normal style button at the top of the Task Pane.

Create Styles

If you don't like the formatting of the built-in styles, you can create your own style.

1. Create a new document or open an existing document.
2. Click on the down arrow below the **Change Styles** button on the right edge of the **Styles** group on the Ribbon.
3. Right-click on an existing style that is close to what you need.
4. Click on **Modify**.
5. Type a new style name.
6. Click on the **Format** button in the lower-left corner of the dialog box and change the desired font and size, indents and lists, line spacing, character spacing, tabs, bullets, numbering, outline numbering, and/or horizontal rules.
7. Click in the box beside of **New documents based on this template** in the lower-left corner of the dialog box (if necessary.) This will add this style to the Normal.dot file, which is the default document that opens every time you create a blank document.
8. Click **OK**.



Use Styles To Format Text

Once you have entered the text into a document, you can change the way it looks by applying a style. Because styles normally have more than one formatting attribute, it is quicker to apply a style than to apply multiple formatting options to selected text.

1. Select the text to which the style will be applied.
2. Click on the desired style listed on the Ribbon. The selected text will now be formatted like the style.

Manage Styles

You can modify, rename, and delete styles using the **Styles** Ribbon. Any changes made to a style will automatically modify all of the text in the document to which that style is applied.

1. Click on any text that has been formatted with the style that needs to be changed.
2. Click on the down arrow below the **Change Styles** button on the right edge of the **Styles** group on the Ribbon.
3. Place the mouse pointer on the style name listed in the Task Pane. A down arrow will display to the right of the style name.
4. Click on the down arrow.
5. Click on **Modify**. The **Change Style** dialog box will display.
6. Make the necessary changes.
7. Click **OK**.
8. Click on the x in the upper-right corner of the **Styles** task pane to close it.

Shortcuts for Inserting Accents and Symbols

You can use shortcuts to insert accented characters and common symbols into your Word documents. For example, you can type *deja vu* or get fancy and type *déjà vu* or *café* or *résumé*.

Diacritical symbols appear over certain letters in foreign languages and in foreign words borrowed into English. To create a diacritical symbol when you're typing in Word, you press a special Control-key combination. The one you press somewhat represents the diacritical symbol you need, such as Ctrl+' to produce a ' diacritical. The Ctrl-key combination is followed by the character that needs the new "hat."

For example, to put an é into your document, press Ctrl+' and then the letter *E*. Uppercase *E* gives you *É*, and lowercase *e* gives you *é*. That makes sense because the ' (apostrophe) is essentially the character you're adding to the vowel.

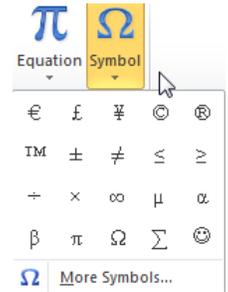
Prefix Key	Characters Rendered
Ctrl+'	á é í ó ú ý
Ctrl+`	à è ì ò ù
Ctrl+,	ç
Ctrl+@	â
Ctrl+~	ã õ ñ

For the Ctrl+@ and Ctrl+~ key combinations, you also need to press the Shift key, which is required anyway to get the @, :, ^, or ~ symbols on your keyboard. Therefore, Ctrl+~ is really Ctrl+Shift+`.

Insert Symbols

In addition to using the keyboard to create *Diacritical* symbols, there are many symbols available in different fonts. These symbols can be accessed through the **Symbols** icon on the **Insert** menu.

By clicking on **More Symbols**, you can access different fonts and see the symbols that are available. Notice at the bottom of the dialog box there is a **Shortcut Key** button. Each symbol has a keyboard shortcut you can use so you don't have to open the dialog box. (You just have to remember the keyboard shortcut.)



There is also a **Special Characters** tab on this dialog box. Notice that each character has its own keyboard shortcut as well.

Create Index Entries

When you select text and mark it as an index entry, Word adds a special **XE (Index Entry)** field that includes the marked main entry and any cross-reference information that you choose to include.

After you mark all the index entries, you choose an index design and build the finished index. Word collects the index entries, sorts them alphabetically, references their page numbers, finds and removes duplicate entries from the same page, and displays the index in the document.

Mark index entries and create an index

To create an index, you mark the entries, select a design, and then build the index. To mark index entries, do one of the following:

- Mark words or phrases
- Mark entries for text that spans a range of pages

Mark words or phrases

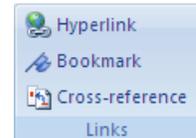
1. To use existing text as an index entry, select the text. To enter your own text as an index entry, click where you want to insert the index entry.
2. On the **References** tab, in the **Index** group, click **Mark Entry**.
3. To create the main index entry that uses your own text, type or edit the text in the **Main entry** box.
4. If you want, you can customize the entry by creating a subentry, a third-level entry, or a cross-reference to another entry:
 - To create a subentry, type the text in the **Subentry** box.
 - To include a third-level entry, type the subentry text followed by a colon (:), and then type the text of the third-level entry.
 - To create a cross-reference to another entry, click **Cross-reference** under **Options**, and then type the text for the other entry in the box.



5. To format the page numbers that will appear in the index, select the **Bold** check box or the **Italic** check box below **Page number format**.
To format the text for the index, select the text in the **Main entry** or **Subentry** box, right-click, and then click **Font**. Select the formatting options that you want to use.
6. To mark the index entry, click **Mark**. To mark all occurrences of this text in the document, click **Mark All**.
7. To mark additional index entries, select the text, click in the **Mark Index Entry** dialog box, and then repeat step 3 through step 6.

Mark words or phrases for text that spans a range of pages

1. Select the range of text that you want the index entry to refer to.
2. On the **Insert** tab, in the **Links** group, click **Bookmark**.
3. In the **Bookmark name** box, type a name, and then click **Add**.
 - In the document, click at the end of the text that you marked with a bookmark.
4. On the **References** tab, in the **Index** group, click **Mark Entry**.
5. In the **Main entry** box, type the index entry for the marked text.
6. To format the page numbers that will appear in the index, select the **Bold** check box or the **Italic** check box below **Page number format**.
 - To format the text for the index, select the text in the **Main entry** or **Subentry** box, right-click, and then click **Font**. Select the formatting options that you want to use.
7. Under **Options**, click **Page range**.
8. In the **Bookmark** box, type or select the bookmark name that you typed in step 3, and then click **Mark**.



Create the index

After you mark the entries, you are ready to select an index design and insert the index into your document.

1. Click where you want to add the index.
2. On the **References** tab, in the **Index** group, click **Insert Index**.
3. Do one of the following:
 - Click a design in the **Formats** box to use one of the available index designs.
 - Design a custom index layout:
 - In the **Formats** box, click **From template**, and then click **Modify**.
 - In the **Style** dialog box, click the index style that you want to change, and then click **Modify**.
 - Under **Formatting**, select the options that you want.
 - To add the style changes to your template, click **All documents based on the template**.
 - Click **OK** twice.
4. Select any other index options that you want.



Note:

To update the index, click the index, and then press F9. Or click **Update Index** in the **Index** group on the **References** tab.



- If you find an error in the index, locate the index entry that you want to change, make the change, and then update the index.
- If you create an index in a master document, expand the subdocuments before you insert or update the index.

Edit or format an index entry and update the index

1. If you don't see the XE fields, click **Show/Hide**  in the **Paragraph** group on the **Home** tab.
2. Find the XE field for the entry that you want to change, for example, { XE "Callisto"}.
3. To edit or format an index entry, change the text inside the quotation marks.
4. To update the index, click the index, and then press F9. Or click **Update Index** in the **Index** group on the **References** tab.



Note:

- If you find an error in the index, locate the index entry that you want to change, make the change, and then update the index.
- To quickly find the next XE field, press CTRL+F, click **Special**, and then click **Field**. If you don't see the **Special** button, click **More**.

Delete an index entry and update the index

1. Select the entire index entry field, including the braces ({}), and then press DELETE.

Create a table of contents or update a table of contents

You create a table of contents by applying heading styles — for example, Heading 1, Heading 2, and Heading 3 — to the text that you want to include in the table of contents. Microsoft Word searches for those headings and then inserts the table of contents into your document.

When you create a table of contents this way, you can automatically update it if you make changes in your document.

Microsoft Word provides a gallery of automatic table of contents styles. Mark the table of contents entries, and then click the table of contents style that you want from the gallery of options.

You can also create a custom table of contents with the options you choose and any custom styles that you've applied by using the **Table of Contents** dialog box.

Create a table of contents automatically

The easiest way to create a table of contents is to use the built-in heading styles. You can also create a table of contents that is based on the custom styles that you have applied. Or you can assign the table of contents levels to individual text entries.

Mark entries by using built-in heading styles

1. Select the text that you want to appear in the table of contents.
2. On the **Home** tab, in the **Styles** group, click the style that you want.



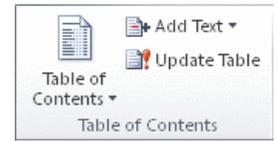
Note:

- If you don't see the style that you want, click the arrow to expand the Quick Style gallery.
- If the style that you want does not appear in the Quick Style gallery, press CTRL+SHIFT+S to open the **Apply Styles** task pane. Under **Style Name**, click the style that you want.

Create a table of contents from the gallery

After you mark the entries for your table of contents, you are ready to build it.

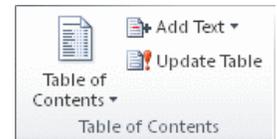
1. Click where you want to insert the table of contents, usually at the beginning of a document.
2. On the **References** tab, in the **Table of Contents** group, click **Table of Contents**, and then click the table of contents style that you want.



Update the table of contents

If you added or removed headings or other table of contents entries in your document, you can quickly update the table of contents.

1. On the **References** tab, in the **Table of Contents** group, click **Update Table**.
2. Click **Update page numbers only** or **Update entire table**.



Delete a table of contents

1. On the **References** tab, in the **Table of Contents** group, click **Table of Contents**.
2. Click **Remove Table of Contents**.

