

# Word 2010 Advanced

## Using Styles

A style is a named group of formats that can be applied and updated in one step to selected text and tables.

Use styles to:

- Apply consistent formatting to text.
- Select all text with the same style.
- Change the formatting of all text with the same style.
- Create a Table of Contents based on text (usually headings) that have been assigned a style.
- Quickly format tables and bulleted/numbered lists.

You can use pre-existing styles or create your own.

## Character, Paragraph, Linked Styles

**Character style:** Use to consistently apply text formatting to text.

**Paragraph style:** Use to consistently apply both text and paragraph formatting to paragraphs.

**Linked style:** Can be used as either a character or paragraph style.

## Applying Character and Paragraph Styles

1. Select the text or paragraph that requires a style. To apply a linked style to just text within a paragraph, select that text. To apply a linked style to a paragraph, don't select any text, or select the entire paragraph.
2. Choose HOME then a Quick Style from the STYLES group. Hover over a style to see a preview.

[Click]  to scroll through the Quick Style gallery, or  to display all Quick Styles available.

## Creating a Style

1. Select the formatted text or paragraph on which the new style is to be based.
2. In the HOME, STYLES group, [Click]  then SAVE SELECTION AS A NEW QUICK STYLE.
3. Type the name for the new style. The default style type is Linked. To create a Paragraph or Character-only style, [Click] MODIFY, then select PARAGRAPH or CHARACTER for STYLE TYPE. [Click] OK twice.

## Displaying the Styles Pane

Choose HOME and [Click]  in the STYLES group, or press <Ctrl>+Shift+Alt+S.

Character styles have an  symbol, paragraph styles have a  symbol, and linked styles have a  symbol. Paragraph styles also display with  in the Quick Style gallery.

## Disabling Linked Styles

Check DISABLE LINKED STYLES in the STYLES pane.

## Changing Styles

1. Select or create a paragraph with the desired formatting.
2. [Right Click] on the name of the style you wish to change, either in the Quick Style gallery or the STYLES pane.
3. Choose UPDATE TO MATCH SELECTION.

Or

1. [Right Click] on the style.
2. Choose MODIFY. Make the necessary changes, then [Click] OK.

## Deleting a Style

1. In the STYLES pane, [Right Click] next to the style you wish to delete.
2. [Click] DELETE (Style Name). [Click] YES to confirm. If the delete option is not available, the style may be linked to another style, or editing has been restricted.

## Selecting All Text with the Same Style

1. In the Quick Style gallery or STYLES pane, [Right Click] on the style and then [Click] on SELECT ALL (XK INSTANTCODE).

All text assigned to the style will be selected. You can perform most standard text functions, such as delete, cut, and copy.

## Showing Formatting as Styles to "Clean Up" a Document

Formatting that has been applied without using styles can be listed as a style to help change all instances of this type of formatting, i.e. **Mpt, bold to Heading 1**.

1. In the STYLES pane, [Click] OPTIONS.
2. Under SELECT FORMATTING TO SHOW AS STYLES, uncheck the types of formatting you would like to show as styles in the STYLES pane.
3. [Click] OK.
4. Styles with formatting exceptions display without a symbol in the STYLES pane. Apply or modify like any other style.

## Importing Styles from Another Document

1. [Click]  in the STYLES group to display the STYLES pane.
2. [Click]  to open the MANAGE STYLES dialog box.
3. [Click] IMPORT/EXPORT.
- Two lists are displayed. One list contains the styles in the current document. The other list displays the styles in the Normal template (Normal.dotm).
4. Close the list for the Normal template by [Clicking] CLOSE FILE below that list. The button changes to OPEN FILE.
5. [Click] the OPEN FILE button below the empty list. If the document is not a template, choose ALL FILES in the list of type drop-down list.
6. Locate and select the file that contains the styles you wish to import. [Click] OPEN.
7. Select the styles listed from one document, and [Click]  to export or import the styles to the other document. If a style already exists with the same name, you will be prompted to replace it or cancel.
8. When finished, [Click] CLOSE.

## Using Numbered Lists with Styles

Styles can have a numbering format applied. If so, each occurrence of the style will be numbered sequentially automatically. This will display the numbering with the headings in a table of contents or another type of reference table.

### To add numbering to an existing style:

1. In the Quick Style gallery or STYLES pane, [Right Click] the style to change then select MODIFY.
  2. [Click] FORMAT, and choose NUMBERING from the list.
  3. Select a style of numbering. For more options, [Click] DEFINE NEW NUMBER FORMAT.
  4. [Click] OK, then OK again to close both dialog boxes.
- To apply the newly created style, select it from the Quick Style gallery or the STYLES pane.

## Adding Styles to the Default List

1. In the Quick Style gallery or STYLES pane, [Right Click] the style then select MODIFY.
2. Select NEW DOCUMENTS BASED ON THIS TEMPLATE. [Click] OK.

## Applying Table Styles

1. Select the table to be formatted.
2. Choose TABLE TOOLS, DESIGN and [Click] on a style from the TABLE STYLES group.

## Restricting Formatting

To encourage consistent document creation, formatting can be restricted to only applying styles.

1. Choose REVIEW, then RESTRICT EDITING .
  2. Check LIMIT FORMATTING TO A SELECTION OF STYLES.
  3. [Click] SETTINGS to choose the styles and other permissions such as allowing/restricting theme changes.
  4. [Click] OK. If prompted, choose what to do about text that currently uses formatting that is not allowed.
  5. [Click] YES, START ENFORCING PROTECTION.
  6. Enter an optional password (twice), then [Click] OK.
- To remove restrictions, [Click] STOP PROTECTION in the RESTRICT FORMATTING AND EDITING task pane. (To show the task pane, choose REVIEW, then RESTRICT EDITING.)

## Creating a Table of Contents

1. Ensure that paragraph styles or headings have been applied throughout your document.
2. [Click] where the Table of Contents is to be inserted.
3. Choose REFERENCES, then TABLE OF CONTENTS .
4. If the styles Heading 1, 2, and 3 have been used, select one of the AUTOMATIC tables.

Or, for more options, select INSERT TABLE OF CONTENTS. To change the number of levels that display, adjust SHOW LEVELS. To base the table of contents on paragraph styles that you have created, [Click] OPTIONS and designate a level to each paragraph style, then [Click] OK twice.

## Updating a Table of Contents

Update the Table of Contents when page numbering or heading text changes.

1. Choose REFERENCES, then  Update Table.
- Or, [Click] within the Table of Contents and press <F9>.
2. Choose UPDATE PAGE NUMBERS ONLY (faster) or UPDATE ENTIRE TABLE if heading text has changed.
3. [Click] OK.

## Preparing an Index

An index can be created by marking entries manually, or by creating a word list file that Word can use to mark the entries automatically.

### To mark an index entry:

1. Select the text to be used for the index entry. Or, if you are typing your own index text, just [Click] where the entry is to be inserted.
2. Choose REFERENCES, then  MARK ENTRY or press <Alt>+Shift+X.
3. In the MAIN ENTRY box, type the word to display in the index. If desired, add an index SUBENTRY.
4. [Click] MARK. Or, to mark all occurrences of the text at once [Click] MARK ALL. [Click] in the document to move the position of the cursor. When finished, [Click] CLOSE.

### To mark index entries using a word list:

1. Create a list of words to be indexed, one entry per line and case sensitive. Save as a Microsoft Word file.
2. Choose REFERENCES, then  Insert Index.
3. [Click] AUTOMARK.
4. Select the file containing the list. [Click] OPEN.

## Generating an Index

1. Place the cursor where the index is to be inserted, and choose REFERENCES, then  Insert Index.
2. Adjust index appearance as desired, then [Click] OK. If an index already exists, specify whether to replace it (RE) or to add another index to the document (NO).

## Updating an Index

- [Click] on the index, then press <F9> or choose REFERENCES, then  Update Index.

# Microsoft Word 2010 Lessons Study Guide Answers

**Puja Mehta**



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