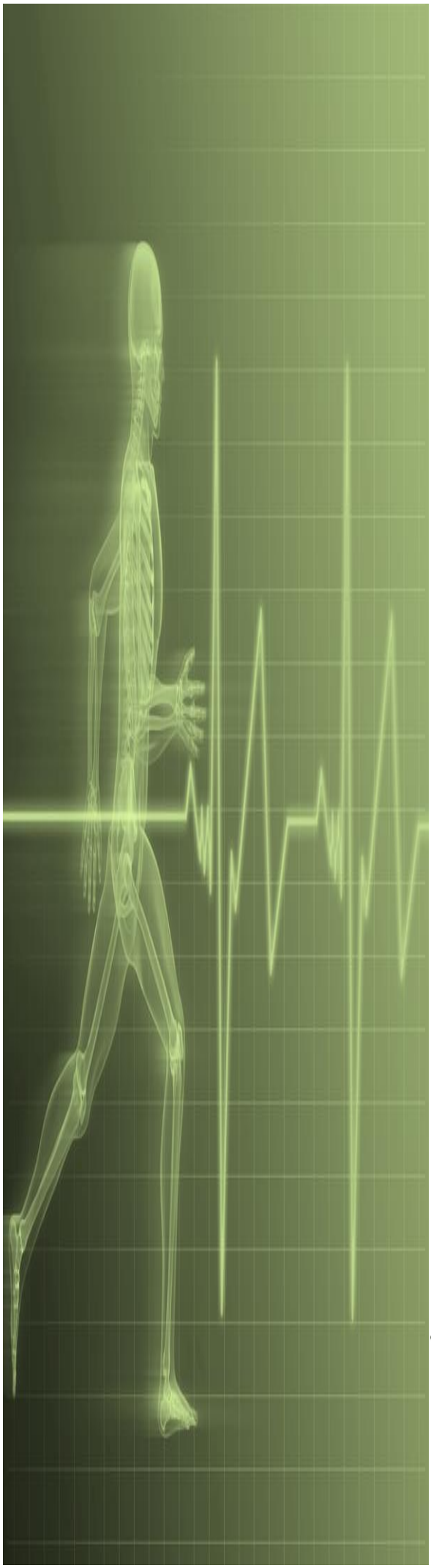

St George's University of London

Word Produce Quick Reports

IT Training

St. George's, University of London

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Files can be found:

N:\IT Training\DissertationReportsThesis

Folder.

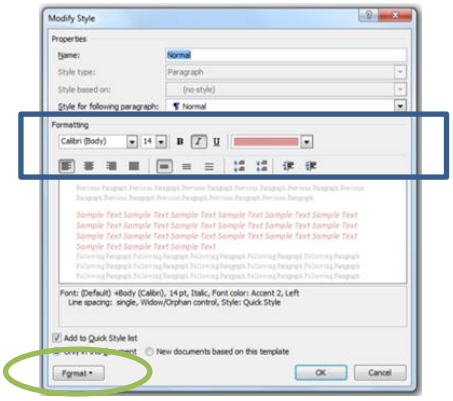
Everyone has accesss to the N: drive when they log on to SGUL computers.

TO CHANGE THE STYLE OF THE DEFAULT FONT AND LINE SPACING

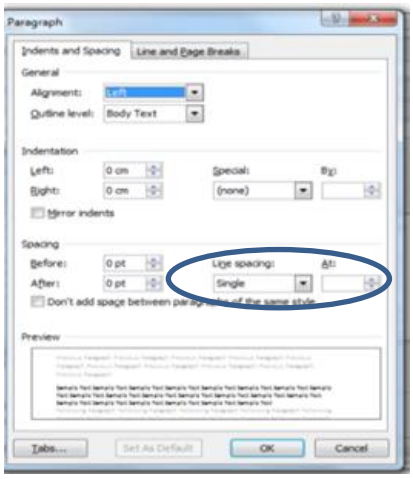
Word bases new documents on Normal.dotx, but these settings may not meet your requirements. To make changes to the font size and line spacing. Follow these steps:

1. Click the **Home** tab.
2. Right-click **Normal** in the Styles Quick gallery and choose **Modify**.

3. In the **Formatting** section, change the font settings

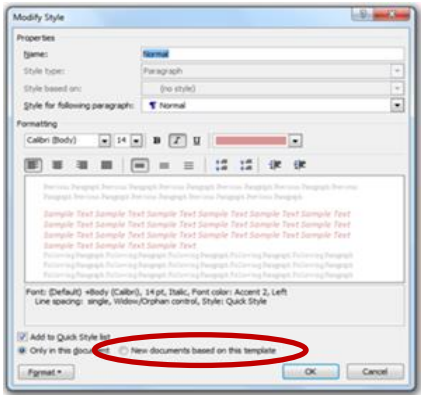


4. Click on **Format**, choose **Paragraph** from the list.



5. In the **Spacing** section, change the **Line spacing** or **At** settings.
6. Click **OK**.

7. If you only want the changes you make to affect the current document, check “**Only in this document is selected”.** Alternatively, to update the style in the template so that all the document is based on, select “**New Documents Based On This Template”** option.



8. Click **OK**.

SETTING CUSTOM MARGINS

Although Microsoft Word offers you several choices for setting the margins of your document in the Margins gallery, you can also specify your own custom settings. For example, if you want to bind your document you will need to set a larger left margin than the right margin to allow space for the binding. This additional margin

Try This Yourself:

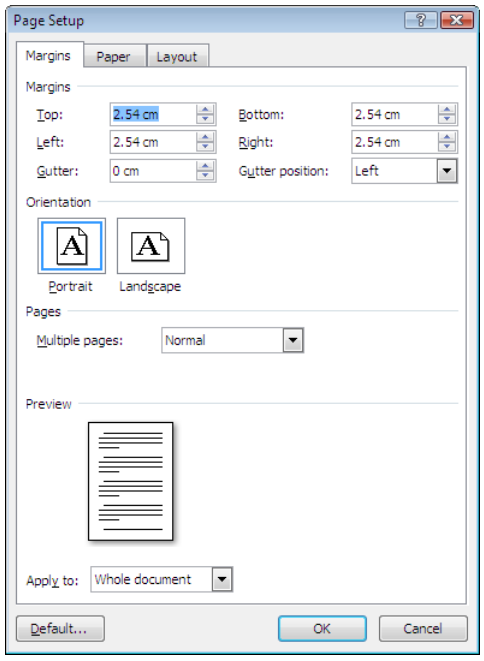
Same File

Continue using the previous file with this exercise, or open the file W715 Page Layout_1.docx...

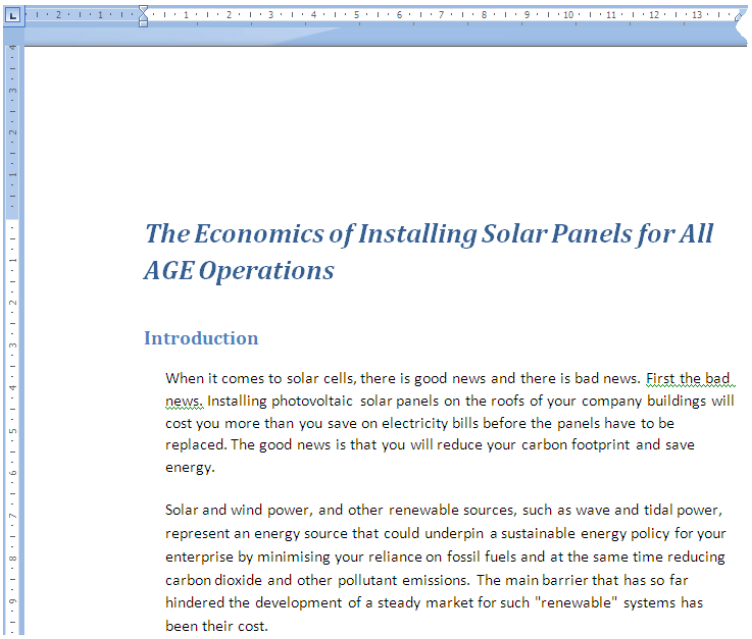
1. Ensure that the ***Page Layout*** tab is open, then click on ***Margins*** in the ***Page Setup*** group to open the Margins gallery
2. Select **Custom Margins** to open the ***Margins*** tab of the ***Page Setup*** dialog box
3. Ensure that the value in ***Top*** is selected, then type **4**
4. Press Del to move to ***Bottom*** and type **4**
5. Press Tab to move to ***Left*** and type **3.5**
6. Press Tab to move to ***Right*** and type **3.5**
7. Click on **[OK]**

   The margins around the page will have enlarged...
8. Re-open the Margins gallery – notice that your

2



7



For Your Reference…

To ***set custom margins***:

1. Click on the ***Page Layout*** tab
2. Click on ***Margins*** in the ***Page Setup*** group, then select **Custom Margins**
3. Change the settings as desired
4. Click on **[OK]**

Handy to Know…

- Most printers require a minimum width for margin settings because they cannot print all the way to the edge of the border. This minimum margin setting will depend on your printer, printer driver and paper size. Look for 'Borderless' in your printer settings.

CHANGING PAGE ORIENTATION

Word gives you two ways to orient a page: portrait and landscape. In ***portrait*** orientation your text runs down a page that is longer than it is wide. In ***landscape*** orientation the page is turned sideways and your text runs down a page that is wider than it is long. Portrait mode is ideal for most written documents, like letters and

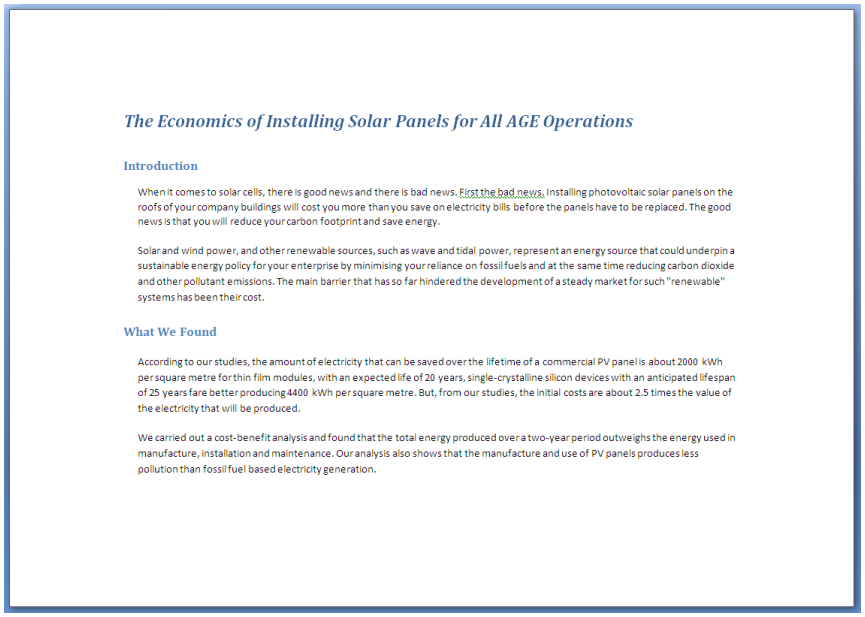
Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W715 Page Layout_2.docx...

1. Ensure that the ***Page Layout*** tab is open, then click on ***Orientation*** Tab in the ***Page Setup*** group to open a drop-down menu
2. Select ***Landscape***

   The page orientation will change to landscape. Now, let's return the document to the default portrait orientation...
3. Click on ***Page Orientation*** in the ***Page Setup*** group, then select ***Portrait***



2

For Your Reference…

To ***change page orientation***:

1. Click on the ***Page Layout*** tab
2. Click on ***Orientation*** in the ***Page Setup*** group
3. Select either ***Landscape*** or ***Portrait***

Handy to Know…

- If you have trouble remembering the difference between ***portrait*** and ***landscape*** orientation, just think of an art gallery. Imagine the way a portrait is hung and then think of the way in which a landscape painting is presented.

CHANGING PAPER SIZING

Creating a document entails more than just typing the text. At some stage you will need to give some consideration as to how you are going to print your document and determine the size of the paper that you are going to use. The Page Size gallery lets you set up your document for a variety of paper sizes.

Try This Yourself:

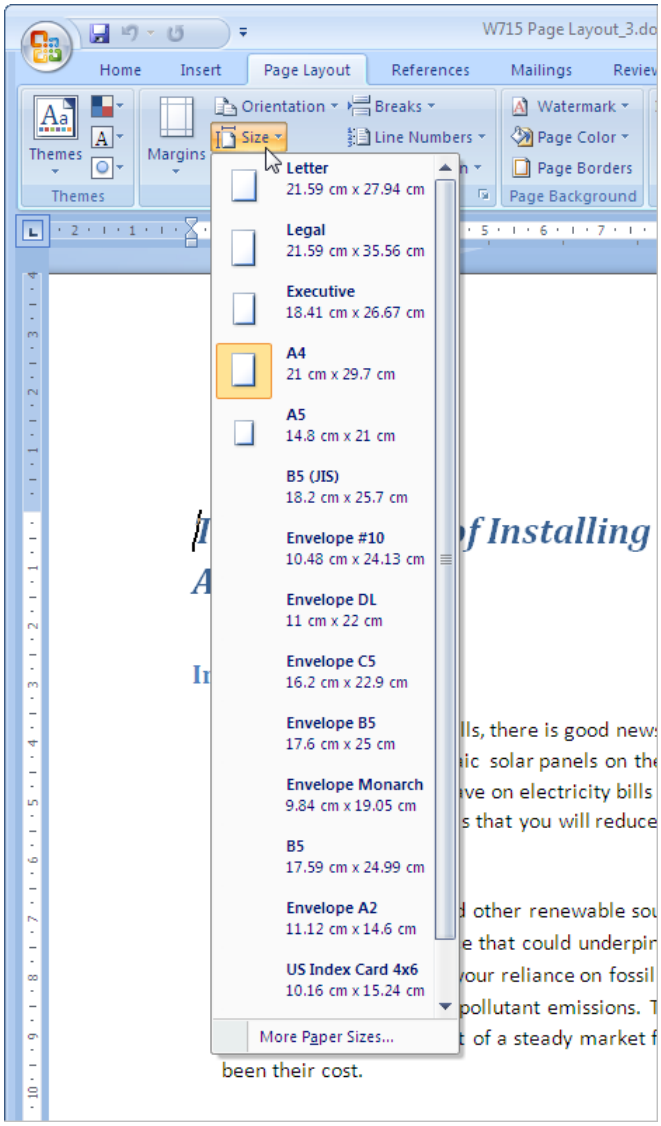
Same File

Continue using the previous file with this exercise, or open the file W715 Page Layout_3.docx...

1 Ensure that the ***Page Layout*** tab is open, then click on ***Size*** in the ***Page Setup*** group to open the Page Size gallery

The page dimensions are listed for each page size, plus a thumbnail representing some of the more common page sizes, is included in the gallery...

2 Select ***Executive*** to change the page size to ***18.41 cm x 26.67 cm***



For Your Reference…

To ***change page size***:

1. Click on the ***Page Layout*** tab
2. Click on ***Size*** in the ***Page Setup*** group
3. Select the desired size

Handy to Know…

- The default page size for some installations of Word is ***Letter*** – a US paper size. You can change the default page size by opening the ***Paper*** tab of the ***Page Setup*** dialog box (click on the ***dialog box launcher*** for the ***Page Setup*** group), selecting the desired

INSERTING PAGE NUMBERS

Page numbers are important so that your readers know where they are – this is crucial for larger documents. Word lets you insert page numbers that update sequentially to the top, bottom or margins of a document. You simply choose the location, select the desired page numbering design from the gallery and Word will

Try This Yourself:

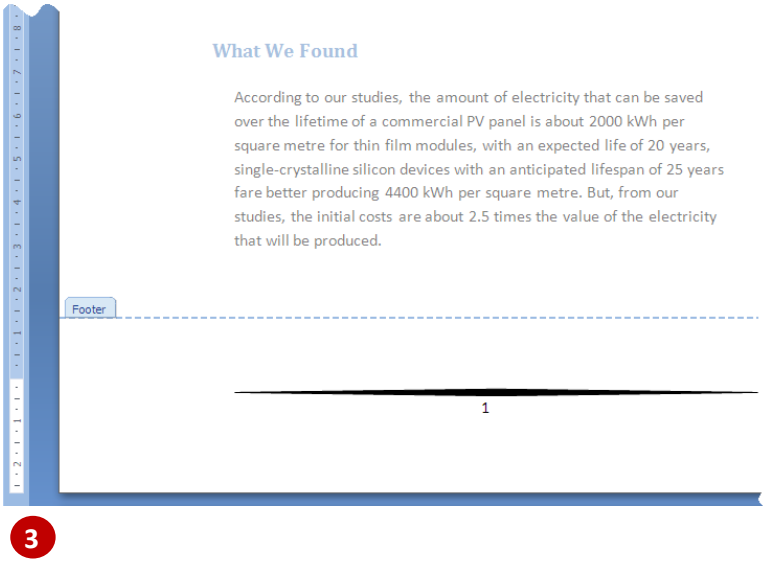
Same File

Continue using the previous file with this exercise, or open the file W715 Page Layout_7.docx...

1. Click on the ***Insert*** tab on the ribbon
2. Click on ***Page Number*** in the ***Header & Footer*** group, point to **Bottom of Page** to open the gallery, then scroll down to see the large number of options that are available
3. Select ***Thick Line*** (this option is about half way down the gallery)

   A page number with a tapered line above it will be added to the Footer. In our case, the number 1 has appeared because page 1 was visible in the document window...
4. Click on ***Close Header and Footer*** to close the footer region of the page
5. Scroll through the remainder of the document to see the page numbers at the bottom of pages ***2*** and ***3***

The page numbers appear



For Your Reference…

To ***insert page numbers***:

1. Click on the ***Insert*** tab
2. Click on ***Page Number*** and point to the location for the page number
3. Select the desired page number format
4. Close the footer/header

Handy to Know…

- If you want to insert page numbers into a large document, consider using one of the ***Page X of Y*** page number formats that are available in the gallery. For example, ***Bold Numbers 1***.

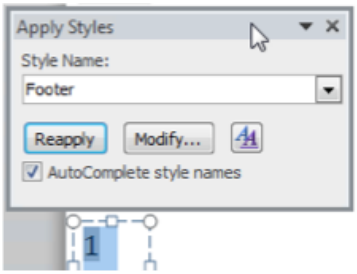
ADDING PAGE NUMBERS TO THE LANDSCAPE PAGE(S)

How to alter the placement of the page numbers on your landscape pages.

1. Delete the page numbers from the footer of the landscape section.

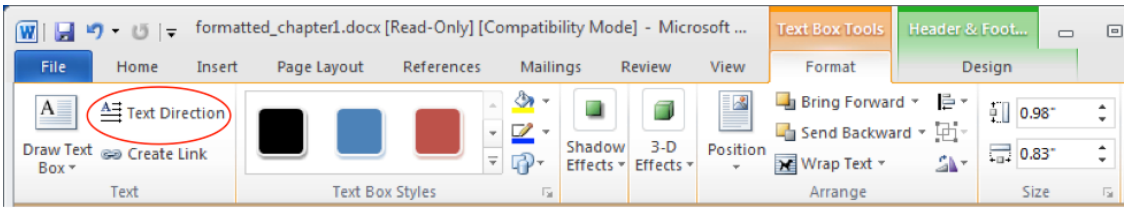
2. On the Insert tab, in the **Header & Footer Group**, click on the arrow next to the **Page Number** icon, choose ***Page Margin***, and then in the *Plain Number* section, choose ***Large, left***

3. A large number will now appear in the left margin, and should be correctly centered.



4. Highlight the number, go to the Home Ribbon, and apply the Footer style so it matches all of your other footer.
   - Go to the **Styles Group**, click on the More icon () and then *Apply Styles*.
   - Type in "Footer" in the *Style Name:* box, and then click *Apply*.

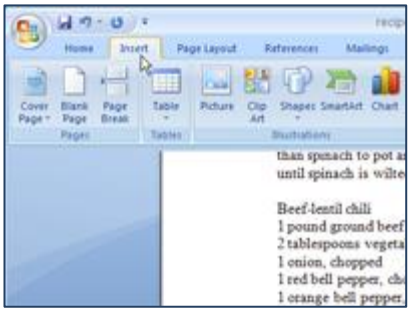
5. In the **Drawing** Tools Format Ribbon, in the **Text Group**, click on **Text Direction** icon until the number is rotated in the right orientation.



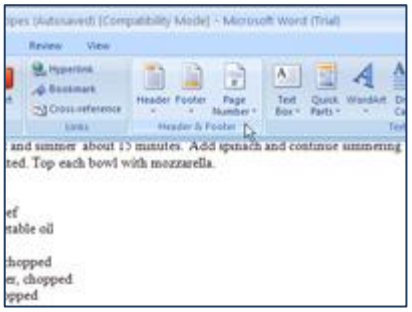
6. Choose **Rotate all text 90°** and you should be set.

How to Make Odd and Even Headers or Footers

In Word documents, you can make odd and even headers or footers by following the same simple steps (just substitute *footer* for *header* if editing a footer).



1. Click the Insert tab



2. In the Header & Footer group, click Header, then Edit Header.

The Header & Footer Tools Design tab is displayed on the screen.

3. Select the Different Odd & Even Pages check box in the Options group.

This tells Word that you want two sets of headers: one for odd pages and one for even pages. Notice how the tag identifying the header changes. This tag tells you which header you're editing.

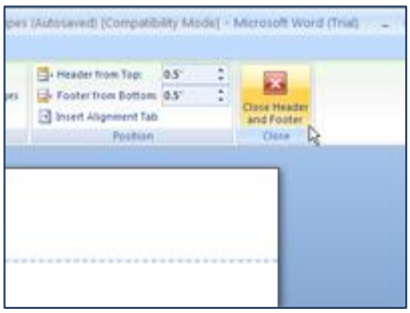
4. Create the header for the odd pages. *For example page 1*

.

5. Click the **Next** Section button.

Word displays the even page's header, allowing you to create or edit its contents.

To go from the even header to the odd header, click the Previous Section button.



6. Click the Close Header and Footer button.

To remove the odd/even header option, deselect the Odd & Even Pages option in the Options group. Doing so deletes the even headers and footers, leaving only the odd headers and footers

FORMATTING PAGE NUMBERS

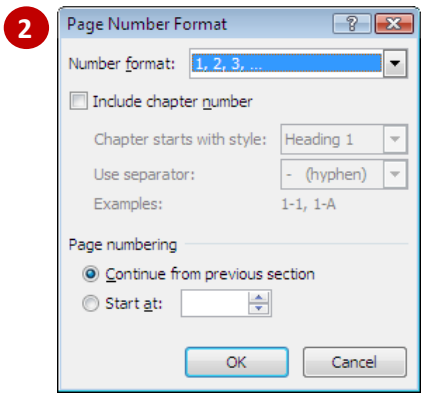
When you add page numbers to your document, they are added by default as Arabic numerals (1, 2, 3). You can choose to format the page numbers using a different numbering system such as Roman numerals (i, ii, iii) and alphabetical characters (a, b, c). You can also precede the page number with chapter or section numbers if you are

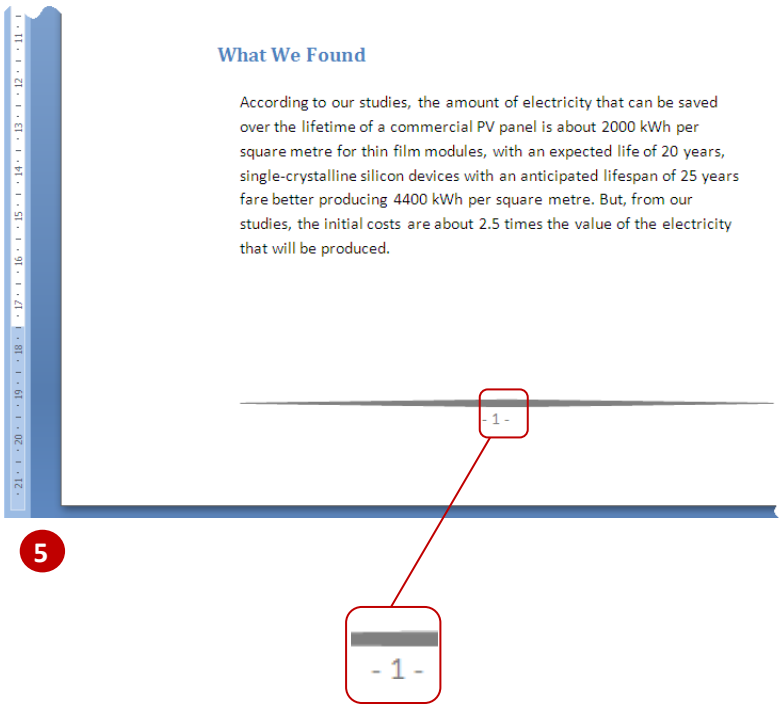
Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W715 Page Layout_8.docx...

1. Ensure that the ***Insert*** tab is open
2. Click on ***Page Number*** in the ***Header & Footer*** group and select **Format Page Numbers** to open the ***Page Number Format*** dialog box
3. Click on the drop arrow for ***Number format*** and select ***-1-, -2-, -3-,...***
4. Click on **[OK]** to change the page number format
5. Scroll down to the bottom of the page to see the change





For Your Reference…

To ***format page numbers***:

1. Click on the ***Insert*** tab
2. Click on ***Page Number*** and select **Format Page Numbers**
3. Alter the desired settings
4. Click on **[OK]**

Handy to Know…

- You can also change the font and size of the page numbers if necessary. To do this, double-click on the page number to open the header or footer, select the page number, hover over it, and change the settings as desired using the tools on the

REMOVING PAGE NUMBERS

If you have inserted page numbers into your document and then decide that they are not necessary – perhaps your document is a fairly short one and you feel that your readers will not get lost reading it – it is a very simple procedure to remove them. Three clicks and they're gone.

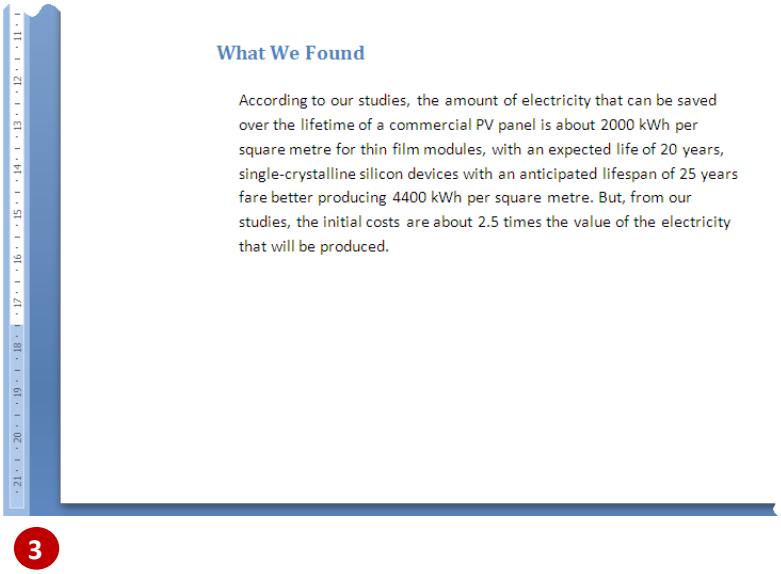
Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W715 Page Layout_9.docx...

1. Ensure that the ***Insert*** tab is open
2. Click on ***Insert Page Number*** in the ***Header & Footer*** group and select **Remove Page Numbers** to remove the page numbers
3. Scroll through the document to ensure that all page numbers have been removed

been removed



Tip: If you created your document with several sections, with odd and even pages or with a different first page, you may need to remove the page numbers from each section or from each different header/footer.

For Your Reference…

To ***remove page numbers***:

1. Click on the ***Insert*** tab
2. Click on ***Page Number*** and select **Remove Page Numbers**

Handy to Know…

- The **Remove Page Numbers** command will not remove page numbers that were inserted in a document using the ***Current Position*** option in the Page Number gallery. To delete these page numbers, you must select them and press .

UNDERSTANDING SECTIONS

Section breaks enable you to segregate parts of a document, thereby applying different formatting and layouts to different ***sections***. For instance, having two sections in a document enables one section to have portrait orientation and the other to have landscape orientation. There are four types of section breaks: ***Next Page***

What is a Section?

First of all, it is important to understand that some formatting and layout options available in Microsoft Word are applied automatically to an entire document, irrespective of whether it consists of one page or one hundred pages. Examples of document-wide formatting and layout options include headers and footers, margins, page orientation and vertical text alignment.

However, consider a situation where you want to change the orientation of a single page to landscape, enabling you to neatly insert a table with thirty columns. Or perhaps you are writing a book? In that case, you will want different headers and/or footers for each chapter.

The way to achieve this is to ***section*** off each part of the document that requires alternative formatting or layout. By inserting ***section breaks***, you create sections and effectively isolate each part of the document and protect it from formatting applied to other sections.

1

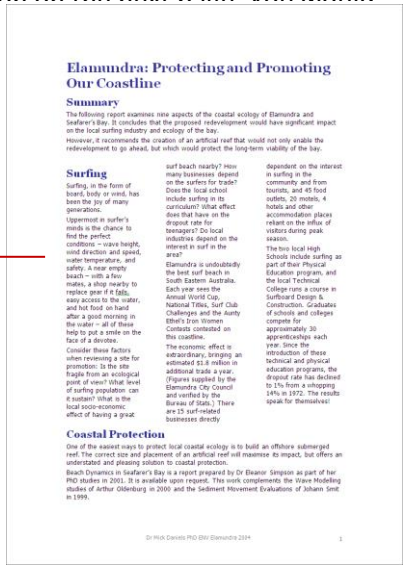
Section Break Types

Next Page

As the name implies, a ***Next Page*** section break will start the section on the next page. You would

2 **Continuous**

A ***Continuous*** section break enables you to isolate text within a page and can be used, for instance, to create newspaper-style columns. By default, text on a page is in one column, which spans from the left to right margin. By inserting two continuous section breaks (one at the beginning of the text you want to isolate and the other at the end) you can apply a multi-column



Elamundra: Protecting and Promoting Our Coastline

Summary

The following report examines nine aspects of the coastal ecology of Elamundra and Seafarer's Bay. It concludes that the proposed redevelopment would have significant impact on the local surfing industry and ecology of the bay.

However, it recommends the creation of an artificial reef that would not only enable the redevelopment to go ahead, but which would protect the long-term viability of the bay.

Surfing

Surfing, in the form of board, body or wind, has been the joy of many generations.

Uppermost in surfer's minds is the chance to find the perfect conditions – wave height, wind direction and speed, water temperature, and safety. A near empty beach – with a few mates, a shop nearby to replace gear if it fails, easy access to the water, and hot food on hand after a good morning in the water – all of these help to put a smile on the face of a devotee.

Consider these factors when reviewing a site for promotion: Is the site fragile from an ecological point of view? What level of surfing population can it sustain? What is the local socio-economic effect of having a great surf beach nearby? How many businesses depend on the surfers for trade? Does the local school include surfing in its curriculum? What effect does that have on the dropout rate for teenagers? Do local industries depend on the interest in surf in the area?

Elamundra is undoubtedly the best surf beach in South Eastern Australia. Each year sees the Annual World Cup, National Titles, Surf Club Challenges and the Aunty Ethel's Iron Women Contests contested on this coastline.

The economic effect is extraordinary, bringing an estimated $1.8 million in additional trade a year. (Figures supplied by the Elamundra City Council and verified by the Bureau of Stats.) There are 25 surf-related businesses directly dependent on the interest in surfing in the community and from tourists, and 45 food outlets, 20 motels, 4 hotels and other accommodation places reliant on the influx of visitors during peak season.

The two local High Schools include surfing as part of their Physical Education program, and the local Technical College runs a course in Surfboard Design & Construction. Graduates of schools and colleges compete for approximately 30 apprenticeships each year. Since the introduction of these technical and physical education programs, the dropout rate has declined to 1% from a whopping 14% in 1972. The results speak for themselves!

Coastal Protection

One of the easiest ways to protect local coastal ecology is to build an offshore submerged reef. The correct size and placement of an artificial reef will maximise its impact, but offers an understated and pleasing solution to coastal protection.

Beach Dynamics in Seafarer's Bay is a report prepared by Dr Eleanor Simpson as part of her PhD studies in 2001. It is available upon request. This work complements the Wave Modelling studies of Arthur Oldenburg in 2000 and the Sediment Movement Evaluations of Johann Smit in 1999.

Dr Mick Daniels PhD ENV Elamundra 2004 1

3 **Even Page**

The ***Even*** and ***Odd Page*** section breaks are used in documents with double-sided formatting. In this case, an ***Even Page*** section break will start the section on the next even page and is useful, for example, to ensure that the next chapter begins on a

4 **Odd Page**

An ***Odd Page*** section break will start the section on the next odd page and is useful to ensure, for example, that the next chapter begins on a right hand page.

INSERTING A NEXT PAGE BREAK

The ***next page section break*** is probably the most commonly used of the section breaks, especially in large documents. By inserting ***next page*** section breaks you are able to control pagination plus isolate and control the layout and setup of the pages in each section; including page numbering, headers and footers, page orientation

Try This Yourself:

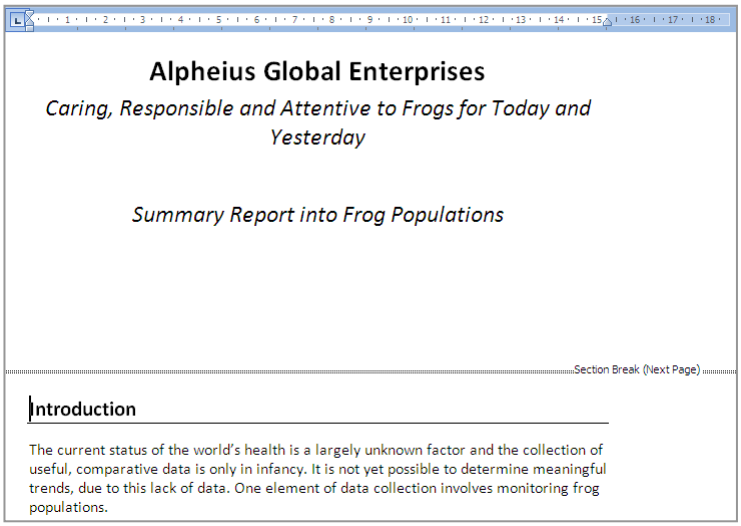
Open File

Before starting this exercise you MUST open the file W728 Sections_1.docx...

1. Click to the left of ***Introduction*** to position the insertion point
2. Click on the ***View*** tab on the ribbon, then click on ***Draft*** in the ***Document Views*** group

   This view enables you to see section breaks clearly...
3. Click on the ***Page Layout*** tab on the ribbon, then click on ***Breaks*** Del in the ***Page Setup*** group and select **Next Page**

   The Status bar indicates that the text has moved to page 2. We can now change the layout of just the first page...
4. Press + Ctrl to position the insertion point
5. Repeat step ***2*** to change the view back to ***Print Layout***
6. Click on the ***Page Layout*** tab then click on the dialog box launcher Home for the ***Page Setup*** group to display the ***Page Setup*** dialog box
7. Click on the ***Layout*** tab then click on the drop arrow for ***Vertical***



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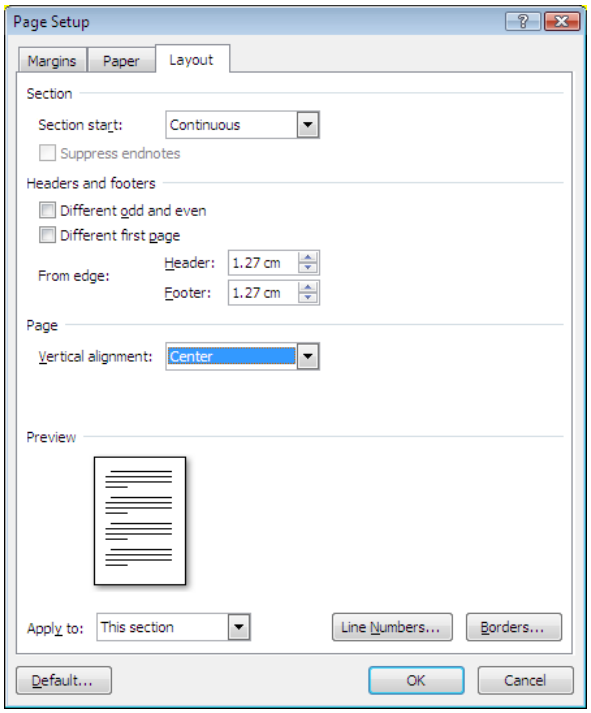


For Your Reference…

To ***insert a next page section break***:

1. Position the insertion point
2. Click on the ***Page Layout*** tab
3. Click on ***Breaks*** in the ***Page Setup*** group and select **Next Page**

Handy to Know…

- You can also display the section number in the status bar. Right-click on the status bar to display the ***Customise Status Bar*** menu and select **Section**. This will assist you in identifying which section the insertion point is positioned in.

INSERTING A CONTINUOUS BREAK

Unlike the other section break types, a ***continuous section break*** does not alter the pagination of a document. This section break enables you to isolate text within a page and change layout elements such as the number of columns in which the text appears (text by default is in one column). This might be handy, for

Try This Yourself:

Same File

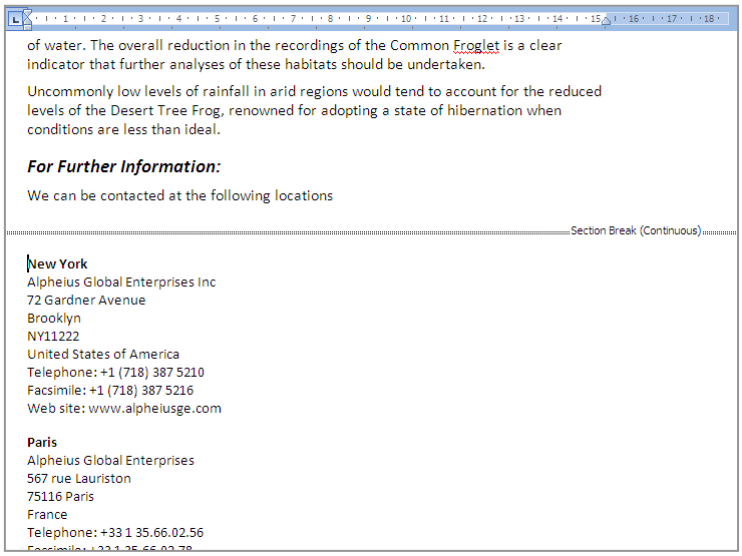
Continue using the previous file with this exercise, or open the file W728 Sections_2.docx...

1. Go to page ***5*** and click to the left of ***New York*** to position the insertion point
2. Click on the ***View*** tab on the ribbon, then click on ***Draft*** in the ***Document Views*** group

   This view enables you to see section breaks clearly...
3. Click on the ***Page Layout*** tab on the ribbon, then click on ***Breaks*** in the ***Page Setup*** group and select **Continuous**

   A continuous section break is inserted. We can now change the layout of the text following the section break...
4. Ensure that the ***Page Layout*** tab is still active then click on ***Columns*** in the ***Page Setup*** group and select **Two**

   The text following the section break is now arranged in two columns, while the text preceding the break remains in one column


of water. The overall reduction in the recordings of the Common Froglet is a clear indicator that further analyses of these habitats should be undertaken.

Uncommonly low levels of rainfall in arid regions would tend to account for the reduced levels of the Desert Tree Frog, renowned for adopting a state of hibernation when conditions are less than ideal.

For Further Information:

We can be contacted at the following locations

Section Break (Continuous)

New York
Alpheius Global Enterprises Inc
72 Gardner Avenue
Brooklyn
NY11222
United States of America
Telephone: +1 (718) 387 5210
Facsimile: +1 (718) 387 5216
Web site: www.alpheiusge.com

Paris
Alpheius Global Enterprises
567 rue Lauriston
75116 Paris
France
Telephone: +33 1 35.66.02.56

3

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Web site: www.alpheiusge.com

Paris
Alpheius Global Enterprises
567 rue Lauriston

Melbourne
Alpheius Global Enterprises Pty Ltd
Alpheius House
414 St Edmonds Road
Melbourne
Victoria 3004
Australia
Telephone: +61 3 9844 0000
Facsimile: +61 3 9844 0001
Web site: www.alpheiusge.com.au

4

For Your Reference…

To ***insert a continuous section break***:

1. Position the insertion point
2. Click on the ***Page Layout*** tab
3. Click on ***Breaks*** in the ***Page Setup*** group and select **Continuous**

Handy to Know…

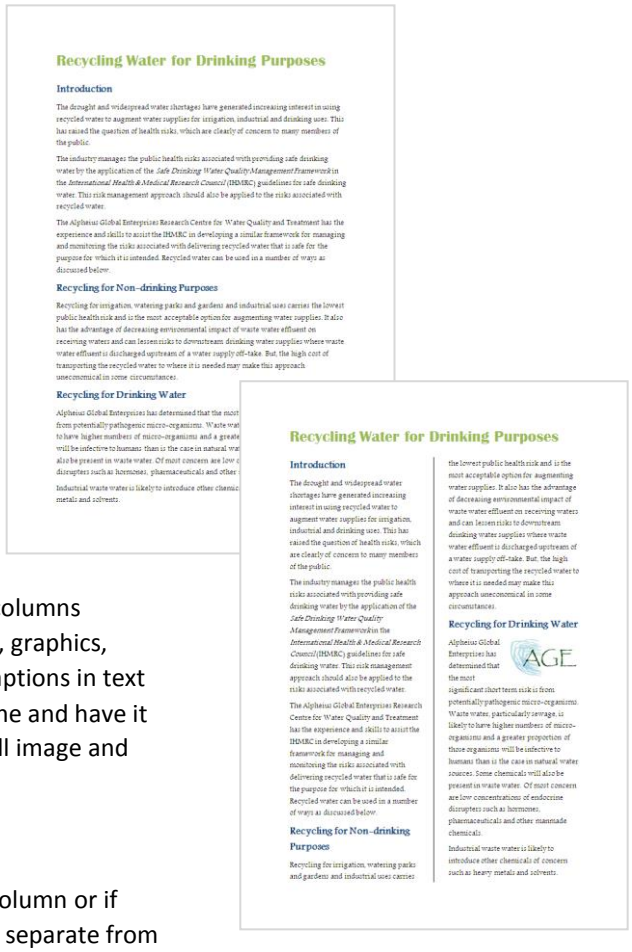
- If you want to change the number of columns for text that is not at the end of a document, insert another continuous section break at the end of the text (to isolate it from the rest of the document) and then change the layout.

UNDERSTANDING COLUMNS

A typical document has text in a single column, spanning between the left and right margins of the page. But you can create documents with more than one column per page. In this case, the text flows down the first column until it reaches the bottom and then it continues down the next column, and so on. Columns are typically used for

Why Arrange Text in Columns

One major reason for arranging text in columns is that shorter lines of text are usually easier to read, particularly if the text is small. Narrower columns allow the readers' eyes to pick out the beginning of the next line of text more easily than in wider columns. For example, text in magazines or daily newspapers is usually quite small – much smaller than what you would use in an average single-column business document – but because it usually appears in narrow columns, most people can read it quite easily.



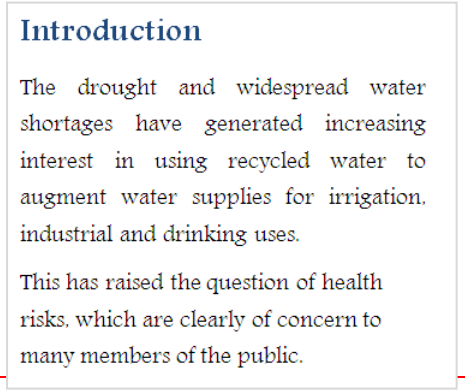
An additional benefit, following on from the Another benefit of arranging text in columns is that columns provide an increase in flexibility when adding photos, graphics, mastheads, headlines, and other elements such as captions in text boxes. For example, you can insert a photo or headline and have it span more than one column; or you can insert a small image and centre it within the column.

Wrapping Text

If you want to include an image that doesn't fill the column or if you want to insert a small text box to add text that is separate from the main text of the document, you can set the text to wrap around the element. An example of this is shown in the middle diagram. Wrapping text means that you can insert odd-shaped elements without breaking up the text.

Adjusting Column Widths

In Word, you can adjust the column width and/or adjust the space between columns. This is handy if you want to stick to a general rule of thumb for readability which suggests that the length of a line of text should not exceed 40 – 60 characters or 7 – 15 words. (You can also alter the font size so that more or less words fit on a line.)



Justifying Columns

Justification means making a column of text line up evenly along both the right and left margins. Although justification may occasionally be used in business letters that comprise one wide column, justifying text in narrower columns can

CREATING COLUMNS

A typical document has text in only one column – spanning between the page's left and right margins. But, you can create documents with more than one column per page. Although you can create columns in a document prior to typing the text, it is often easier to convert the text to columns after the text has been typed.

Try This Yourself:

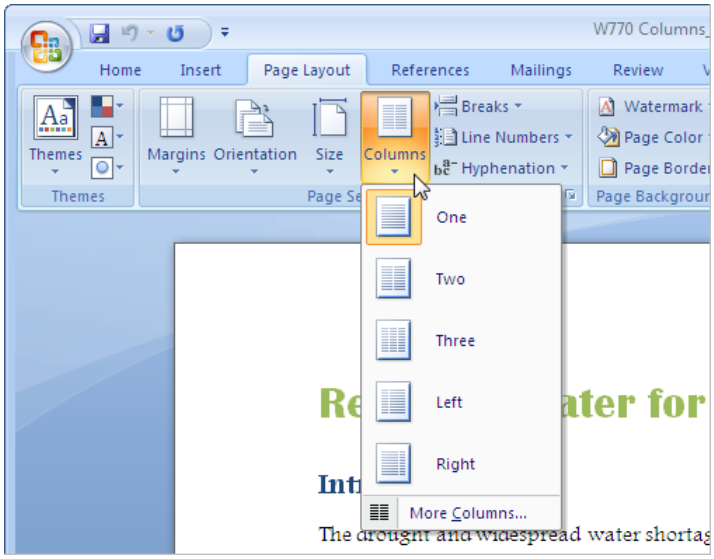
Open File

Before starting this exercise you MUST open the file W770 Columns_1.docx...

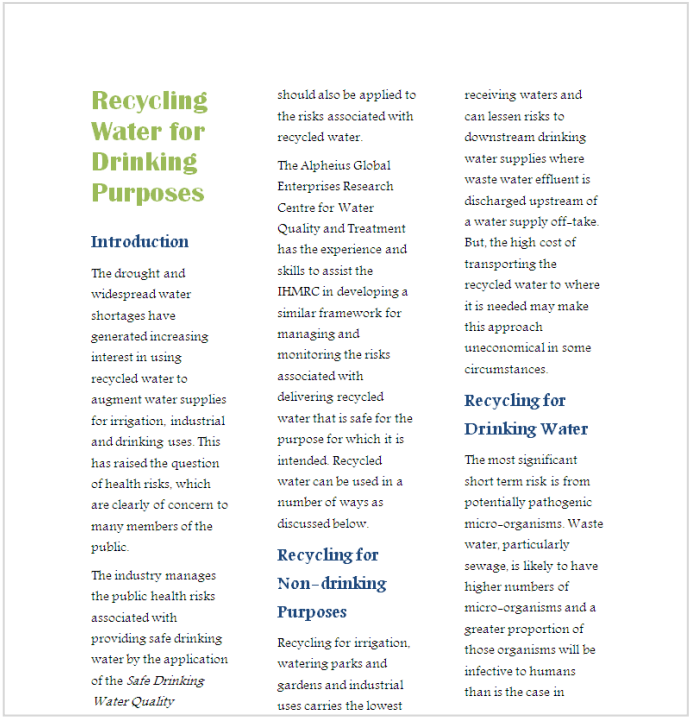
1. Click on the ***Page Layout*** tab on the ribbon, then click on ***Columns*** in the ***Page Setup*** group to open the gallery
2. Select ***Three***

   The text will appear in three columns

1



2



Recycling Water for Drinking Purposes

Introduction

The drought and widespread water shortages have generated increasing interest in using recycled water to augment water supplies for irrigation, industrial and drinking uses. This has raised the question of health risks, which are clearly of concern to many members of the public.

The industry manages the public health risks associated with providing safe drinking water by the application of the *Safe Drinking Water Quality* should also be applied to the risks associated with recycled water.

The Alpheius Global Enterprises Research Centre for Water Quality and Treatment has the experience and skills to assist the IHMRC in developing a similar framework for managing and monitoring the risks associated with delivering recycled water that is safe for the purpose for which it is intended. Recycled water can be used in a number of ways as discussed below.

Recycling for Non-drinking Purposes

Recycling for irrigation, watering parks and gardens and industrial uses carries the lowest receiving waters and can lessen risks to downstream drinking water supplies where waste water effluent is discharged upstream of a water supply off-take. But, the high cost of transporting the recycled water to where it is needed may make this approach uneconomical in some circumstances.

Recycling for Drinking Water

The most significant short term risk is from potentially pathogenic micro-organisms. Waste water, particularly sewage, is likely to have higher numbers of micro-organisms and a greater proportion of those organisms will be infective to humans than is the case in

For Your Reference…

To ***create columns***:

1. Click in the document
2. Open the ***Page Layout*** tab
3. Click on ***Columns*** in the ***Page Setup*** group
4. Select the desired option

Handy to Know…

- The ***Left*** option in the Columns gallery creates two uneven columns, where the left column is just under half the size of the right column. The ***Right*** option produces the opposite result.

SPECIFYING COLUMN SETTINGS

If you want to specify an exact width for the columns, reduce the number of columns on the page to eliminate excessive clutter, increase the amount of spacing between columns to increase the white space on the page, or set the columns to uneven widths, you can do all of these changes, plus more, via the ***Columns*** dialog box

Try This Yourself:

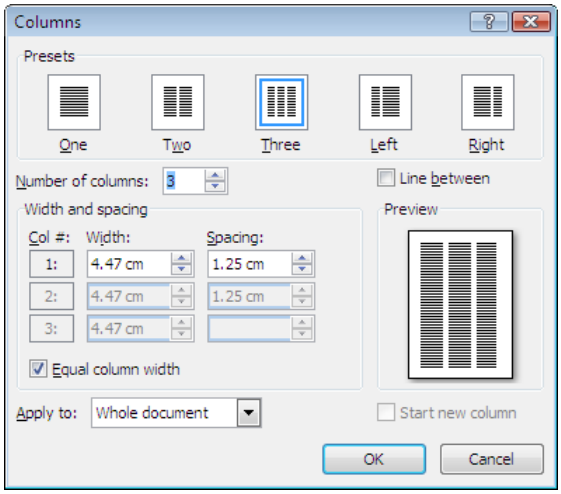
Same File

Continue using the previous file with this exercise, or open the file W770 Columns_2.docx...

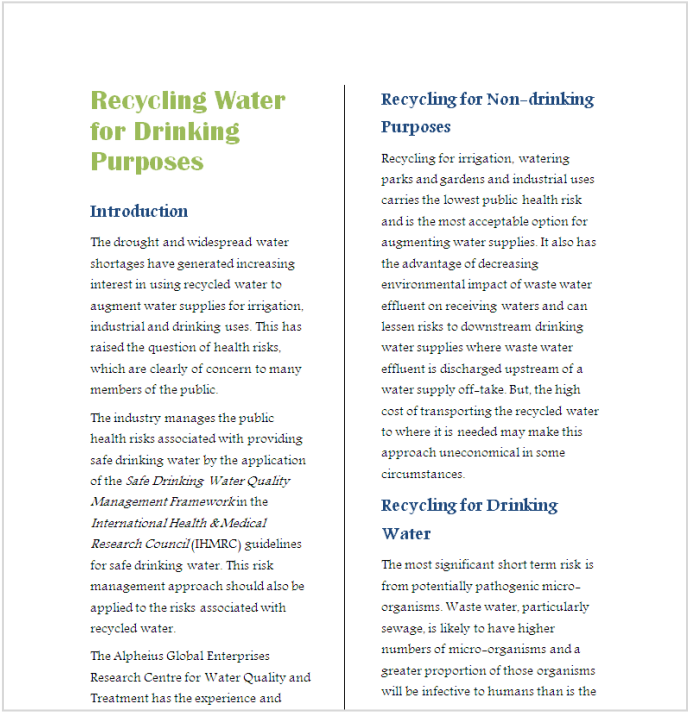
1. Ensure that the ***Page Layout*** tab is open, click on ***Columns*** in the ***Page Setup*** group and select **More Columns** to open the ***Columns*** dialog box
2. Click on ***Two*** under ***Presets*** and click on ***Line between*** until it appears with a tick
3. Click on the down spinner arrow for ***Width*** until it reduces to ***7 cm***, then click on **[OK]**

The document will appear in two columns with a narrow black line between them

1



3



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The industry manages the public health risks associated with providing safe drinking water by the application of the *Safe Drinking Water Quality Management Framework* in the *International Health & Medical Research Council* (IHMRC) guidelines for safe drinking water. This risk management approach should also be applied to the risks associated with recycled water.

The Alpheius Global Enterprises Research Centre for Water Quality and Treatment has the experience and

Recycling for Non-drinking Purposes

Recycling for irrigation, watering parks and gardens and industrial uses carries the lowest public health risk and is the most acceptable option for augmenting water supplies. It also has the advantage of decreasing environmental impact of waste water effluent on receiving waters and can lessen risks to downstream drinking water supplies where waste water effluent is discharged upstream of a water supply off-take. But, the high cost of transporting the recycled water to where it is needed may make this approach uneconomical in some circumstances.

Recycling for Drinking Water

The most significant short term risk is from potentially pathogenic micro-organisms. Waste water, particularly sewage, is likely to have higher numbers of micro-organisms and a greater proportion of those organisms will be infective to humans than is the

For Your Reference…

To ***change column settings***:

1. Click on ***Columns*** in the ***Page Layout*** group on the ***Page Layout*** tab
2. Select **More Columns**
3. Change the settings as desired
4. Click on **[OK]**

Handy to Know…

- Only one column width setting is available if ***Equal column width*** is ticked. To specify a different width for each column, remove the tick from ***Equal column width*** and adjust the ***Width*** settings as desired.

BALANCING COLUMN TEXT

Because Word fills one column before it begins filling the next, you may find that your document ends up with an uneven bottom edge.

Depending on how uneven the columns appear, you can force Word to even them out by inserting a continuous section break at the end of the document.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W770 Columns_3.docx...

1. Press + Ctrl to jump to the end of the document, then scroll up the document a little until you can see the top of the second page

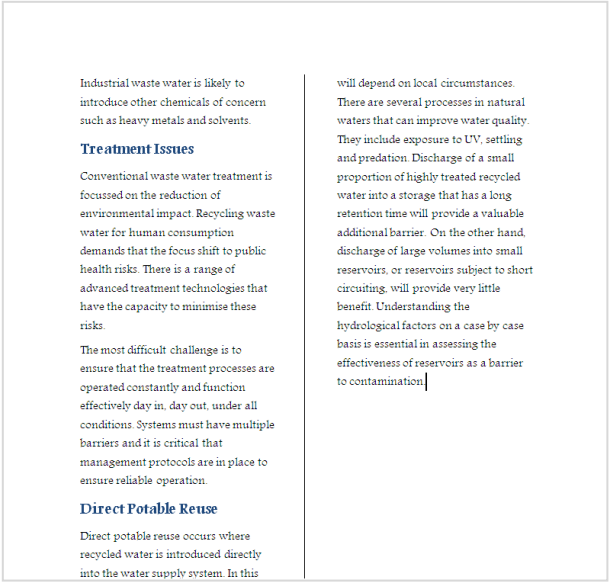
   Notice that the left column is full of text, while the right column is about half full...

2. Ensure that the ***Page Layout*** tab is open, then click on ***Breaks*** End in the ***Page Layout*** group to open the gallery of available options

3. Select **Continuous**

   Word will insert a continuous section break which balances the text across the two columns

1



Industrial waste water is likely to introduce other chemicals of concern such as heavy metals and solvents.

Treatment Issues

Conventional waste water treatment is focussed on the reduction of environmental impact. Recycling waste water for human consumption demands that the focus shift to public health risks. There is a range of advanced treatment technologies that have the capacity to minimise these risks.

The most difficult challenge is to ensure that the treatment processes are operated constantly and function effectively day in, day out, under all conditions. Systems must have multiple barriers and it is critical that management protocols are in place to ensure reliable operation.

Direct Potable Reuse

Direct potable reuse occurs where recycled water is introduced directly into the water supply system. In this

will depend on local circumstances. There are several processes in natural waters that can improve water quality. They include exposure to UV, settling and predation. Discharge of a small proportion of highly treated recycled water into a storage that has a long retention time will provide a valuable additional barrier. On the other hand, discharge of large volumes into small reservoirs, or reservoirs subject to short circuiting, will provide very little benefit. Understanding the hydrological factors on a case by case basis is essential in assessing the effectiveness of reservoirs as a barrier to contamination.

3

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The most difficult challenge is to ensure that the treatment processes are operated constantly and function effectively day in, day out, under all conditions. Systems must have multiple barriers and it is critical that management protocols are in place to ensure reliable operation.

Direct Potable Reuse

Direct potable reuse occurs where recycled water is introduced directly into the water supply system. In this

case the risks must be managed by engineered treatment systems.

Indirect Potable Reuse

Indirect potable re-use occurs where recycled water is added to a reservoir or into a waterway that becomes a drinking water source. The environmental buffer provides an additional barrier, but the effectiveness will depend on local circumstances. There are several processes in natural waters that can improve water quality. They include exposure to UV, settling and predation. Discharge of a small proportion of highly treated recycled water into a storage that has a long retention time will provide a valuable additional barrier. On the other hand, discharge of large volumes into small reservoirs, or reservoirs subject to short circuiting, will provide very little benefit. Understanding the hydrological factors on a case by case basis is essential in assessing the effectiveness of reservoirs as a barrier to contamination.

For Your Reference…

To ***balance column text***:

1. Position the insertion point at the end of the document
2. Click on ***Breaks*** in the ***Page Layout*** group on the ***Page Layout*** tab
3. Select **Continuous**

Handy to Know…

- You can display single dotted-line boundaries around columns for layout purposes. These boundaries do not print. To do this, click on the ***Office Button*** and click on **[Word Options]**. Click on ***Advanced*** then click on ***Show text boundaries*** under

INSERTING COLUMN BREAKS

If your document has multiple columns, there will be occasions when you will want to force the text from one column into the next. For example, a paragraph may be split over two columns and you want to keep the text together, or you may require a gap at the bottom of a column so that you can place an image on the

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W770 Columns_4.docx...

1. Scroll to the top of the first page, then click immediately to the left of ***Recycling for Drinking Water*** to position the insertion point at the start of the paragraph

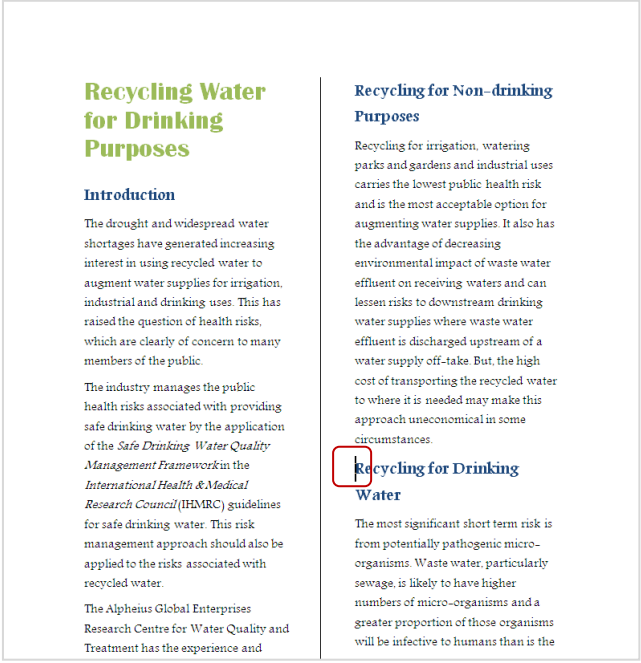
   Let's move this heading onto the next page...

2. Ensure that the ***Page Layout*** tab is open, then click on ***Breaks*** in the ***Page Layout*** group to open the gallery of available options

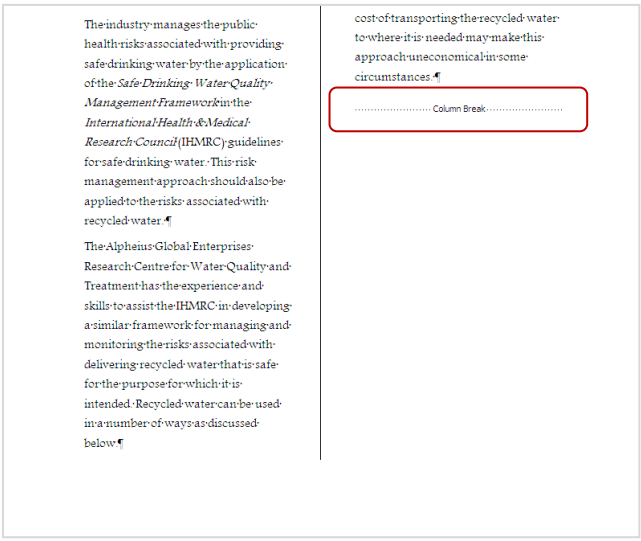
3. Select **Column** to insert a column break

4. Click on the ***Home*** tab, then click on ***Show/Hide*** in the ***Paragraph*** group to see the column break

1



4



For Your Reference…

To ***insert*** a ***column break***:

1. Position the insertion point where you want the break
2. Click on ***Breaks*** in the ***Page Layout*** group on the ***Page Layout*** tab
3. Select **Column**

Handy to Know…

- If you want to position a picture in the blank part of a column below a column break, insert the image, then click on it, click on ***Text Wrapping*** in the ***Arrange*** group on the ***Format*** tab and select ***In front of text***. You can then drag the image to the desired

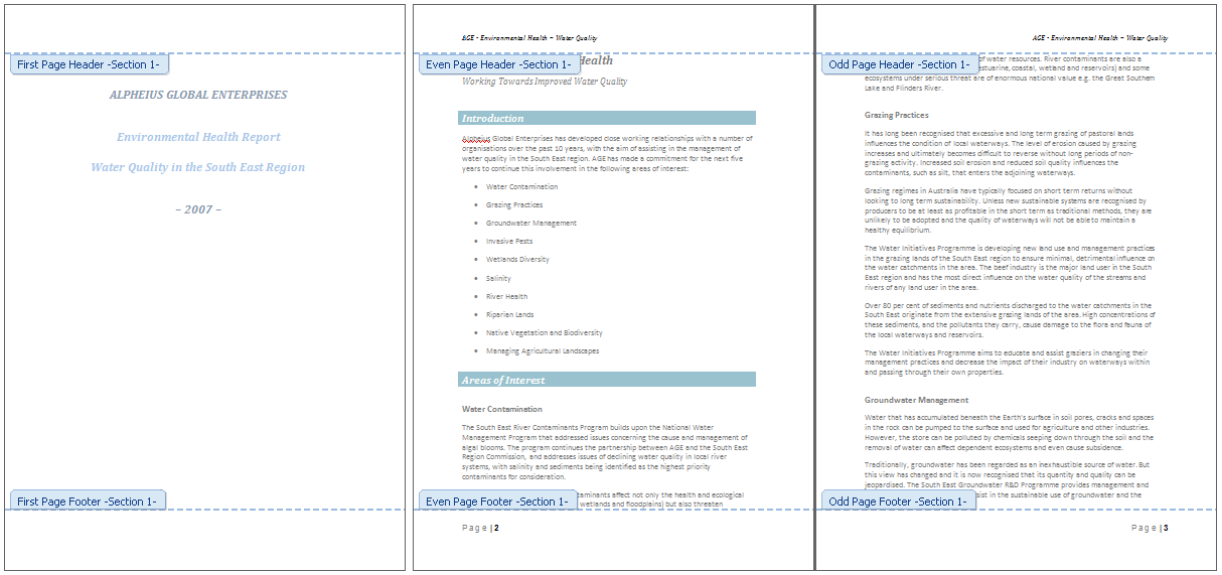
HEADERS AND FOOTERS IN LONGER DOCUMENTS

In documents with only a few pages, creating headers and footers is typically a fairly straightforward task. In longer documents, however, you have the added complications of cover pages, sections, printing double-sided (in a book format) and the like. Word enables you to

In documents with a limited number of pages, you would typically repeat the same header and/or footer throughout the document. In longer documents, however, you might have the need for varied headers and footers. This might arise if you are creating a report that consists of a title page and several chapters and is to be printed double-sided in a book format. In this case, you would not necessarily want headers and footers to appear on the title page, you would have odd and even pages which might require mirrored headers and footers at the least and you might choose to have the name of the chapter appear in each respective section of the document.

So, let's see: you've gone from having a document with the same headers and footers throughout, to one with a First Page header/footer, different Odd Page headers/footers for different sections and different Even Page headers/footers for different sections.

Don't worry, it's not really as bad as it sounds, as long as you understand the basics and plan your



Header and Footer Options

- ***First Page Header/Footer*** – in the sample shown above, a different header and footer has been nominated for the first page. This enables you to construct a cover or title page.
- ***Odd and Even Page Headers/Footers*** – in the sample above, the option to create different odd and even pages has been switched on. The facing pages (2 and 3) will print as such, so it is logical to create mirrored header and footer text.
- ***Sections*** – if the document has multiple sections, created by inserting section breaks, then you can have different headers and footers within each section. You can also nominate to create a different first page for each section – this option is useful for long documents containing chapters, where you might create a title page for each chapter and therefore

HEADER AND FOOTER POSITIONS

When you insert headers and footers, the top of the header box and the bottom of the footer box will be ***automatically positioned*** a set distance (1.27 cm) from the edge of the page. As the page margins are also set at a default position (2.54 cm), this leaves a small amount of space that the header and footer text can occupy, above or below

Try This Yourself:

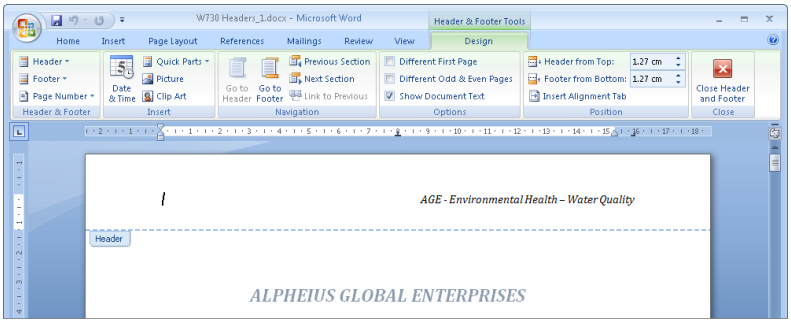
Open File

Before starting this exercise you MUST open the file W730 Headers_1.docx...

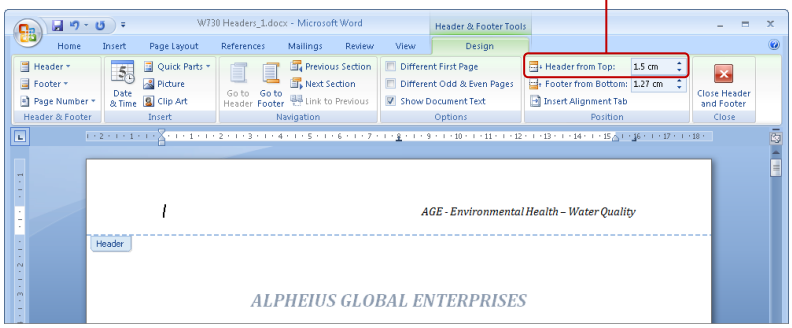
1. Move the mouse pointer over the header text at the top of the page, then double-click to edit the header and display the ***Header & Footer Tools*** > ***Design*** tab
2. Select the value in ***Header from Top*** in the ***Position*** group
3. Type **1.5** (cm) and press Enter to adjust the header position

   The header text is now slightly lower than before. Let's also change the footer position...
4. Click on ***Go To Footer*** Enter in the ***Navigation*** group to view the footer
5. Select the value in ***Footer from Bottom*** in the ***Position*** group
6. Type **1.5** (cm) and press Enter to adjust the footer position

   The footer will move up slightly, as the distance from the bottom of the page has increased...
7. Click on ***Go To Header*** Enter in



1



3

For Your Reference…

To ***change*** the header and footer ***position***:

1. Double-click on the header/footer to edit it
2. Change the value in ***Header from Top*** and/or ***Footer from Bottom*** in the ***Navigation*** group
3. Press Enter

Handy to Know…

- Rather than double-clicking on header text to edit it, you can also click on the ***Insert*** tab, then click on ***Header*** Enter in the ***Header & Footer*** group and select **Edit Header**.

DIFFERENT FIRST PAGE

If you have created a document that requires a cover or title page, you might want it to display a different header or footer to the rest of the document – in the case of a title page, you might not want the page number displayed. By default, Word applies headers and footers to all of the pages of a document. You can, however, have a

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W730 Headers_2.docx...

1. Ensure that the header is in edit mode and that the ***Design*** tab is active

   Double-click on the header text if necessary...

2. Click on ***Different First Page*** in the ***Options*** group, until the option is ticked

   The header label has changed. It now reads First Page Header...

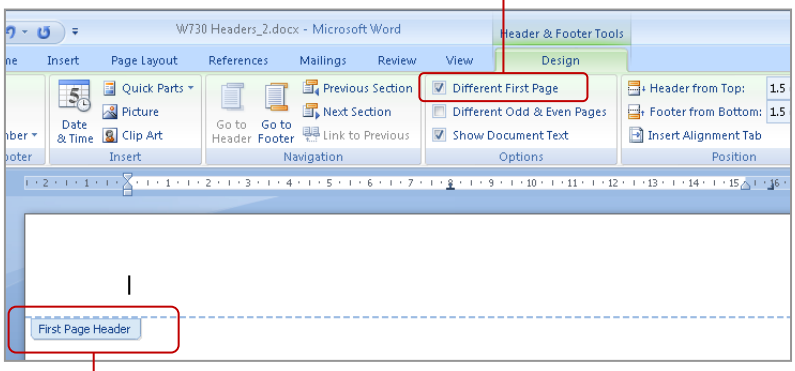
3. Click on ***Next Section*** in the ***Navigation*** group to move to the next header

   This header is labelled Header...

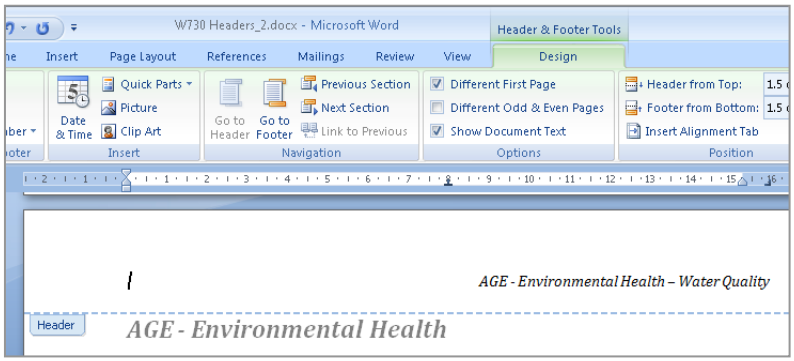
4. Click on ***Previous Section*** in the ***Navigation*** group to return to the first header

   As this is a cover page, we will leave it blank, but you could type any text if you needed to and it would not affect the rest of the document

2 *Click here to insert a different header and footer for the first page*



The header (and footer) labels indicate the change



3

For Your Reference…

To ***create*** a ***different first page*** header/footer:

1. Double-click on the header/footer to edit it
2. Click on ***Different First Page*** in the ***Options*** group, until the option is ticked
3. Type the text (if required)

Handy to Know…

- When the ***Different First Page*** option is selected, both the header and the footer of the first page are isolated and can contain text different to the rest of the document.
- If you untick the ***Different First Page*** option,

DIFFERENT ODD AND EVEN PAGES

Word enables you to create documents that have ***different odd and even pages*** which is particularly useful for longer documents such as books or manuals. This feature enables you to also create varying headers and footers for facing pages. You might, for instance, display the title of the document on even pages and each chapter

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W730 Headers_3.docx...

1. Ensure that the header is in edit mode

   Double-click on it if necessary...

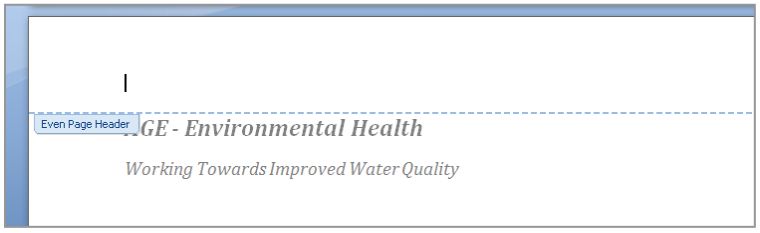
2. Click on ***Different Odd & Even Pages*** in the ***Options*** group
3. Click on ***Next Section*** in the ***Navigation*** group to move to the next (Even Page) header
4. Click on ***Next Section*** to move to the next (Odd Page) header

   Let's copy this text to the Even Page Header...

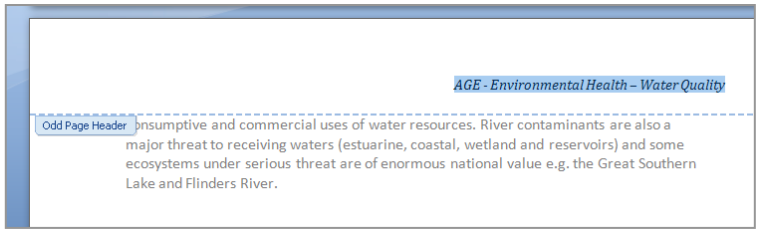
5. Select the text in the header then press + Ctrl to copy it
6. Click on ***Previous Section*** C in the ***Navigation*** group, then press + Ctrl to paste the text
7. Click on ***Go To Footer*** V in the ***Navigation*** group
8. Click on ***Page Number*** in the ***Header & Footer*** group, select **Current Position** then select ***Accent Bar 1***

Accent Bar 1

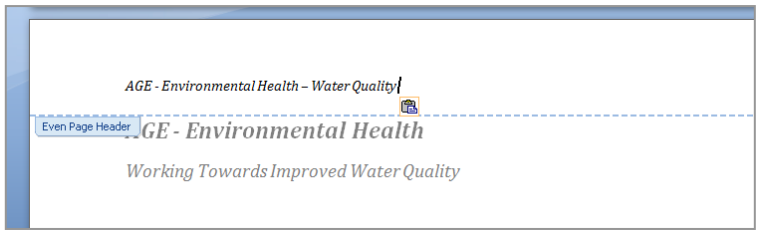
9. Preview the document to see the



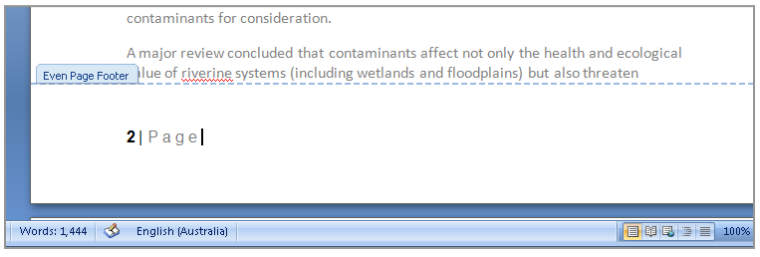
3



5



6



8

For Your Reference…

To create ***different odd and even*** headers/footers:

1. Double-click on the header/footer to edit it
2. Click on ***Different Odd & Even Pages*** in the ***Options*** group
3. Type the text that you require in the new headers and footers

Handy to Know…

- The text in a document's header area is based on the style ***Header*** and the text in the footer area is based on the style ***Footer***. It is best to amend the respective styles if you want to format the text in the header or the footer of a document.

CREATING SECTION HEADERS AND FOOTERS

Creating ***sections*** in a document enables you to independently configure each portion. This also extends to the creation of ***different headers and footers***. Consider a book that contains chapters; by sectioning off each chapter you are able to create a different First Page header and footer and also different Odd and Even Page headers and footers.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W730 Headers_4.docx...

1. Scroll to, and click in front of, the heading ***Affiliations*** (page 6)

2. Click on the ***Page Layout*** tab, click on ***Breaks*** in the ***Page Setup*** group then select **Next Page**

   A section break forces the heading to a new page. Let's check out the header & footer...

3. Click on the ***Insert*** tab, click on ***Header*** in the ***Header & Footer*** group then select **Edit Header**

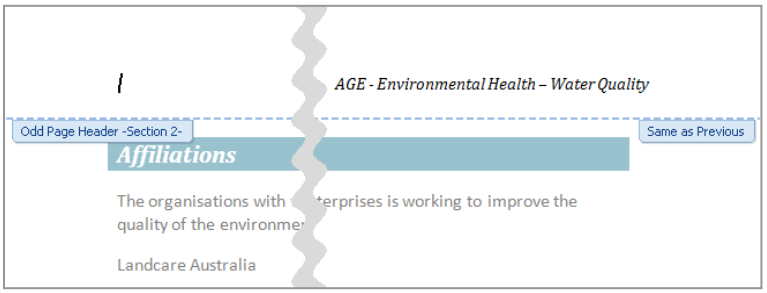
   A new section header is created (Section 2) but it is a First Page Header – the option was set in the previous section, which has carried over. This is not quite what we want, so let's turn off the First Page option...

4. Click on ***Different First Page*** in the ***Options*** group until it is not ticked

   We now have an Odd Page header and, by default, Word makes it the Same As Previous – this transfers all the header

2

3



4

For Your Reference…

To ***create section headers and footers***:

1. Position the insertion point
2. On the ***Page Layout*** tab, click on ***Breaks*** in the ***Page Setup*** group then select **Next Page**

Handy to Know…

- If headers and footers are linked between sections, changes to the text in one section will be automatically transferred to the linked sections.
- The ***Same As Previous*** label only appears on

LINKING SECTION HEADERS AND FOOTERS

Inserting section breaks in a document enables you to portion the document and thereby create multiple headers and footers. When you insert a break, Word automatically ***links the new section*** to the previous section, thereby carrying over the configuration, including the header and footer text. By ***unlinking*** the headers and footers you are

Try This Yourself:

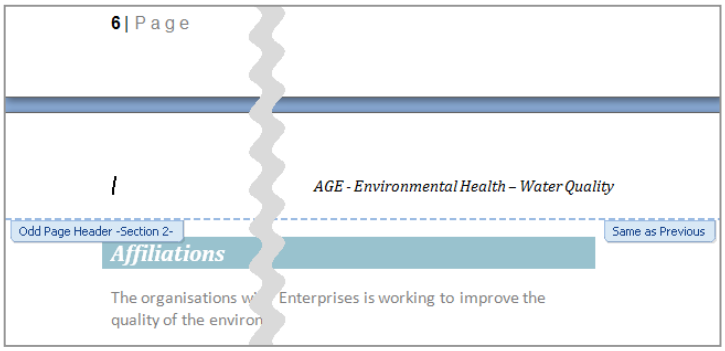
Same File

Continue using the previous file with this exercise, or open the file W730 Headers_5.docx...

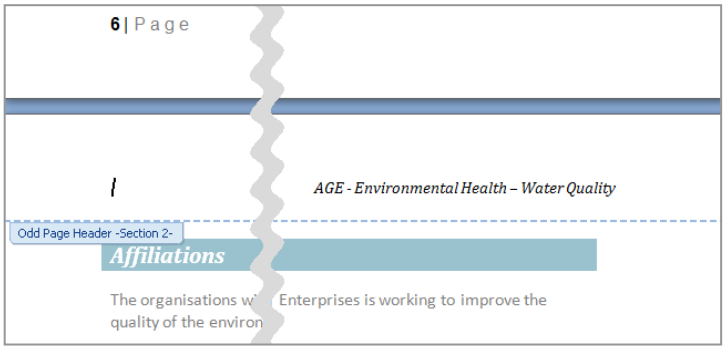
1. Ensure that the ***Odd Page Header – Section 2*** is currently active
2. Click on ***Link to Previous*** in the ***Navigation*** group to turn the option off

   The Same as Previous label no longer appears on the Header area, indicating that the text can now be changed without affecting the previous header – keep in mind that if there was a section after this one, it would adopt the change we are about to make, unless it was first unlinked also...
3. Select the header text then type **Affiliations**
4. Click on ***Go To Footer*** in the ***Navigation*** group

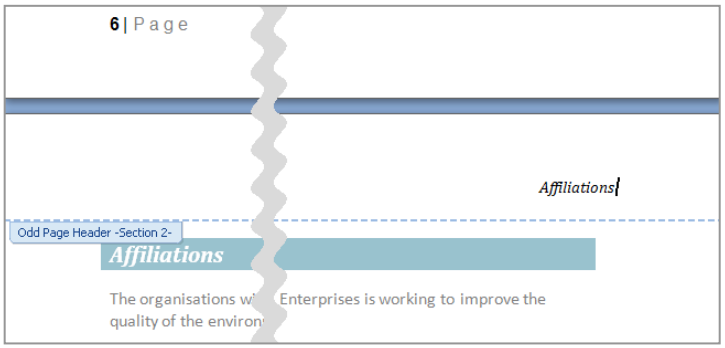
   The footer text is still the Same as Previous as we only unlinked the header. Maintaining the footer link is useful when the footer contains only page numbering, to ensure consistency...



1



2



3

For Your Reference…

To ***link/unlink section headers and footers***:

1. Edit the header or footer
2. Click on ***Link to Previous*** in the ***Navigation*** group

Handy to Know…

- If you have unlinked and changed a header or footer and then click on ***Link to Previous*** in the ***Navigation*** group, the text contained in the header/footer will be deleted and replaced with that of the previous header/footer.

UNDERSTANDING STYLES

When it comes to documents, not only should they provide valuable and accurate information, but they should also look great. And to help with the latter, Microsoft Word lets you use styles – either the predefined ***Quick Styles*** created by Microsoft or styles that you have created yourself – to quickly and consistently format your

What Is A Style?

A ***style*** is a set of character and paragraph formatting specifications that have been given a name. For example, you may want all of the department names mentioned in your document to appear in Garamond 16 point, bold. Rather than manually formatting each department name with the same settings, you can define a new style with these formatting settings and then apply it to selected text.

In addition to defining your own styles, Microsoft has provided a large number of styles which you can use to apply formatting. And to ensure that some of the more common styles are accessible, Microsoft has grouped related ***quick styles*** into ***quick style sets*** and has displayed the selected set in the ***Quick Styles gallery*** on the ***Home*** tab. (A ***Quick Style set*** is a collection of the main styles that may be needed for a document – such as different heading levels and emphasising styles – which have been carefully designed to work well together when used within the one document.)

Using styles consistently provides two benefits. First, it ensures that all similar items in a document are formatted in the same way. Second, if you need to change the appearance of a particular style, you can do so very easily, and everything formatted with that style will change immediately throughout the entire document.

Paragraph Versus Character Styles

Paragraph styles control all of the characteristics of a paragraph, such as alignment, spacing and all other settings that are included in the ***Paragraph*** dialog box. (You can open the ***Paragraph*** dialog box from the ***Home*** or ***Page Layout*** tabs.) Paragraph styles can also determine bullets and numbering, borders and shading, and tab settings.

Paragraph styles also define the default character formatting for all characters within the paragraph. For example, you might define a new paragraph style called ***Note*** that specifies left-aligned paragraphs with 12 point spacing before, and with Calibri 12 point, bold, red characters. All text in a ***Note*** paragraph will appear as specified unless you manually format the text or apply another character style to the text.

Character styles are similar to paragraph styles, except that they only specify character formatting. This includes the font, font size, style, colour and other settings that are included in the ***Font*** dialog box. (You can open the ***Font*** dialog box from the ***Home*** tab.)

Linked Styles

In addition to being able to create a paragraph or character style, you can also specify that a particular style is a ***Linked style***, which is both a paragraph and character style. You can identify whether a style is a paragraph, character or linked style by opening the ***Styles*** dialog box from the ***Home*** tab. A paragraph style includes a paragraph mark, , to the right of its name, a character style includes the symbol, ¶, and a linked style includes both symbols, a.

The Hierarchical Order Of Styles

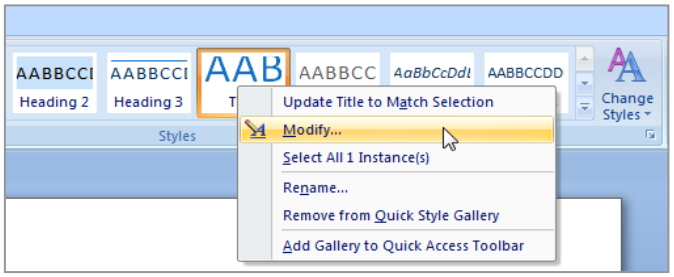
With Microsoft Word, there is a strict hierarchy to character formatting as is shown in the following example.

The quick brown fox jumps over the fence	The entire sentence has the **Normal** paragraph style applied to it (Arial 9 pt).
The quick brown fox	The words 'quick brown fox' have the character style **Fox** applied to them (Britannic

MODIFYING STYLES

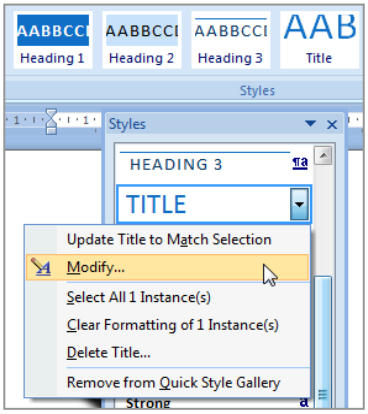
Microsoft has provided *Quick Style Sets* to help you quickly and easily use styles for consistent formatting within a document or group of documents. You can, of course, add your own styles and you can modify any styles too that belong to the document or the template upon which the document is based.

Selecting a Style to be Modified



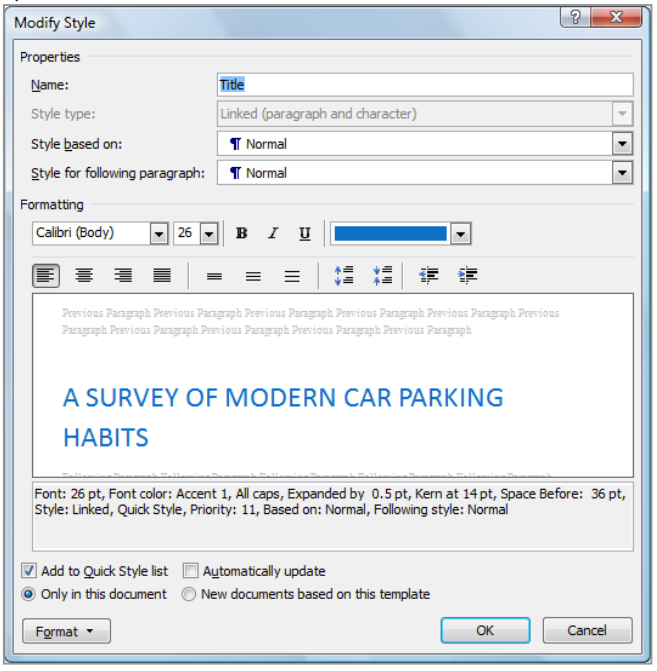
There are a number of different ways that you can access the **Modify Style** dialog box:

- Using the **Styles** group on the **Home** tab, right mouse click on the style you wish to change and choose **Modify**.
- On the **Styles** group, click the dialog box launcher to display the **Styles** list. Click on the drop-down arrow on the style name you wish to change and choose



Using the Modify Styles Dialog Box

You can change the formatting for the selected style using either the **Formatting** buttons, for the most general formatting, or you can use the **[Format]** button to access individual formatting dialog boxes for each main formatting category, such as **Font**, **Paragraph**, etc.



In the **Modify Style** dialog box, you can also select which style the selected style is based on and the style which is to follow it when the ¶a key is pressed.

If you only want the changes you make to affect the current document styles, ensure **Only in this document** is selected. Alternatively, to update the style in the template that the document is based on, select **New documents based on this template**.

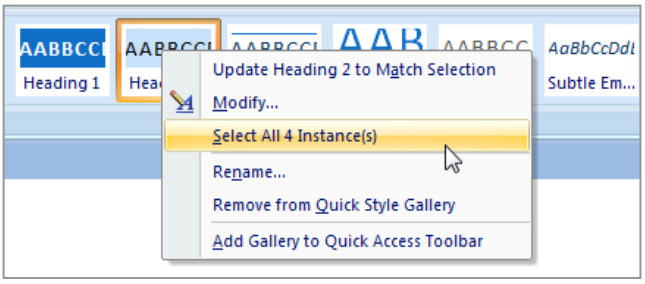
Carefully consider the use of the **Automatically update** check box. If you select this option and change the formatting of any text based on the selected style, those formatting characteristics are automatically applied to the style permanently. This is a little bit like changing style formatting '*on the fly*'. It is only really

SELECTING AND UPDATING STYLES

There may be occasions when you want to locate every occurrence of text that uses a particular style. You might want to do this if you want to see how the text would look using a different style or to see how the text would look if you changed its formatting. If you decide you like the changes, you can update the style to

Selecting All Instances

1. In the **Styles** group on the **Home** tab, right mouse click on the style you want to find.
2. Choose **Select All x Instance(s)** – the number of instances will depend on the number of areas of text that are formatted using the selected style.
3. All blocks of text using the style will automatically be highlighted.



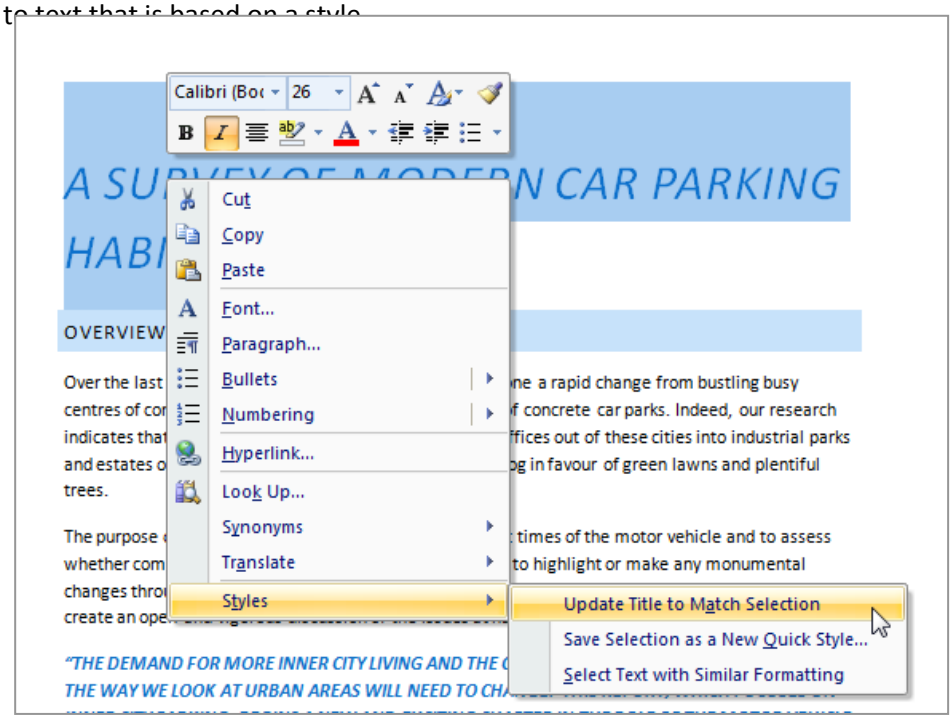
Note: You can also use the **Select All Instance(s)** option in the **Styles** list. Simply click on the drop-

Updating Styles to Match the Selection

If you *manually* change the formatting of text that has a style applied and you decide that you want the style to permanently update with the same characteristics, you can use the **Update *style name* to Match Selection** option. You don't need to use the **Select All Instances** option first. It may be that you've simply clicked on a block of text that has a style applied. By updating the style, any other areas of text based on that style will then in turn automatically update to reflect the new formatting characteristics.

1. Apply new formatting to text that is based on a style.

Note: If you want to use any of the *Font* formatting options and apply them to a *Paragraph Style*, make sure you format the entire paragraph of text and not just a word or character.



2. Right click on the style name in the **Style** group on the **Home** tab and choose **Update *style name* to Match Selection**.

Note: You can also right mouse click on the

CREATING A PARAGRAPH STYLE

If you need to create a new style and you have to set more details than what can be specified by preformatting text and then creating a style from it, you can use the ***Create New Style from Formatting*** dialog box. From this dialog box, in addition to the normal character and paragraph attributes, you can set other details such as the

Try This Yourself:

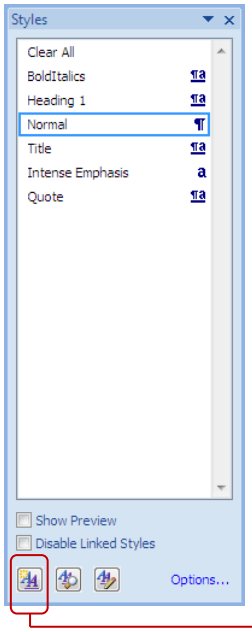
Same File

Continue using the previous file with this exercise, or open the file W712 Styles_4.docx...

1. Select the subheading ***Flyer ZW6***, then click on the ***dialog box launcher*** for ***Styles*** to open the ***Styles*** dialog box
2. Click on ***New Style*** Enter to open the ***Create New Style from Formatting*** dialog box
3. Type **ModelHeading** in ***Name***, then click on **[Format]**, select **Font** to open the ***Font*** dialog box, then click on the ***Font*** tab
4. Select ***Cambria***, ***Bold***, ***12***, ***Small caps*** and set ***Font colour*** to ***Dark Blue, Text 2, Darker 25%*** (5th row, 4th column), then click on **[OK]**
5. Click on **[Format]**, select **Paragraph** to open the ***Paragraph*** dialog box, then click on the ***Indents and Spacing*** tab
6. Click on the up spinner arrow for ***Before*** under ***Spacing*** until ***12 pt*** appears, then click on **[OK]** twice to close the dialog boxes and apply the style to the paragraph

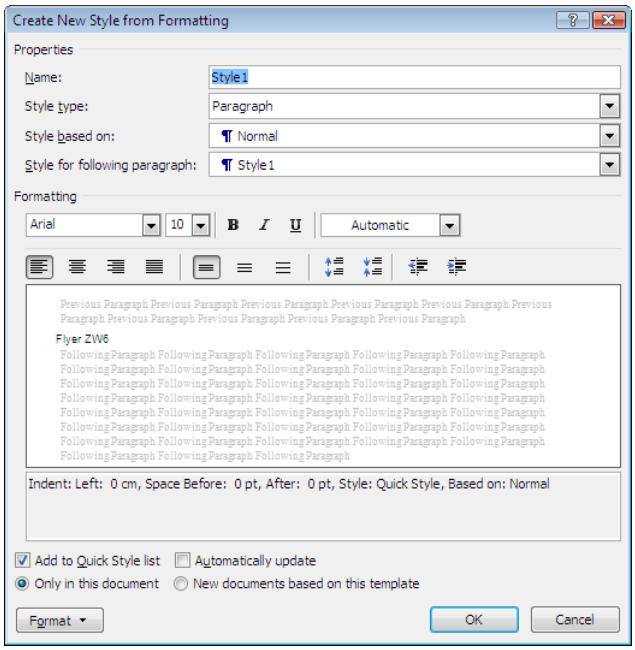
The new style ModelHeading will appear in the Styles dialog box. It

1



New Style tool

2



For Your Reference…

To ***create*** a ***paragraph style***:

1. Open the ***Styles*** dialog box
2. Click on ***New Style***
3. Type a ***Name***, select ***Paragraph*** in ***Style type***, then set other options as desired
4. Click on **[OK]**

Handy to Know…

- If you want Word to automatically generate a table of contents for your document, you must use Word's ***Heading #*** styles rather than creating new heading styles. Remember that you can change the attributes for a stvle if desired.

APPLYING STYLES TO PARAGRAPHS

Microsoft is trying to encourage us to use styles in our documents. So much so that they have created several sets of ***Quick Styles*** and have made them very accessible by locating them on the ***Home*** tab on the ribbon. In this exercise, you will use the default ***quick style set*** to apply two of Microsoft's predefined paragraph styles to

Try This Yourself:

Open File

Before starting this exercise you MUST open the file W712 Styles_1.docx...

1. Ensure that the ***Home*** tab is active, then click anywhere in the heading ***AGE New Vehicle Department***

   Notice that Normal is currently selected in the Styles group on the ribbon. Let's apply a different style to the heading paragraph...

2. Click on the ***More*** button for ***Styles*** to open the Quick Styles gallery, then point to the various ***quick styles***

   Notice that the heading's appearance will change based on the style to which you are pointing...

3. Click on ***Title*** to apply the ***Title*** paragraph style to the heading

4. Click anywhere in the paragraph beginning ***'Blame...***, then repeat

1

AGE New Vehicle Department

Excerpt from The Daily Newspaper regarding high-performance six-cylinder vehicles.

'Blame our vast spaces for Italy's strong affinity with locally made V8 performance cars. But there has always been a strong six-cylinder following, harking way back. And now with our upward spiralling fuel prices, many would-be V8 owners are now changing their minds towards high-performance six-cylinder sedans.'

And let's just look at the overall summary – our Flyer ZW6 doesn't look too bad.

3

AGE New Vehicle Department

Excerpt from The Daily Newspaper regarding high-performance six-cylinder vehicles.

'Blame our vast spaces for Italy's strong affinity with locally made V8 performance cars. But there has always been a strong six-cylinder following, harking way back. And now with our upward spiralling fuel prices, many would-be V8 owners are now changing their minds towards high-performance six-cylinder sedans.'

4

AGE New Vehicle Department

Excerpt from The Daily Newspaper regarding high-performance six-cylinder vehicles.

'Blame our vast spaces for Italy's strong affinity with locally made V8 performance cars. But there has always been a strong six-cylinder following, harking way back. And now with our upward spiralling fuel prices, many would-be V8 owners are now changing their minds towards high-performance six-cylinder sedans.'

For Your Reference…

To ***apply*** a ***quick style*** to a ***paragraph***:

1. Click in the paragraph
2. Click on the ***More*** button for ***Styles***, if the desired style is not visible in the ***Styles*** group
3. Click on the desired style

Handy to Know…

- You can apply a paragraph or linked style to a paragraph simply by clicking somewhere in the paragraph and then clicking on the desired style in the ***Quick Styles*** gallery. But, if you click on a character style in the gallery, only the word on which you clicked will

APPLYING CUSTOM STYLES

When you create a new style, either from preformatted text or via the ***Create New Style from Formatting*** dialog box, it will be added to the Quick Styles gallery by default. This means that it is very simple to apply your custom styles to text: select the text and then click on the desired style in the Quick Styles gallery. You can also apply

Try This Yourself:

Open File

Before starting this exercise you MUST open the file W712 Styles_6.docx...

1. Click in the text ***Seeker PL6***
2. Click on the ***More*** button for ***Styles*** to open the Quick Styles gallery, then click on ***ModelHeading*** to apply the paragraph style to the subheading
3. Repeat steps ***1*** and ***2*** to apply the ***ModelHeading*** style to the other two subheadings

Let's use a different method...

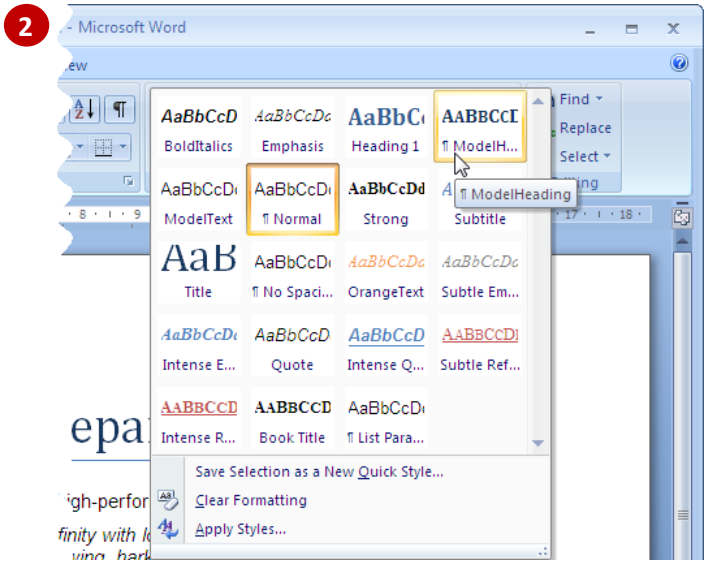
4. Click on the ***dialog box launcher*** for ***Styles*** to open the ***Styles*** dialog box
5. Click anywhere in the paragraph below the ***Seeker PL6*** subheading, then click on ***ModelText*** in the ***Styles*** dialog box
6. Repeat step ***5*** to apply the ***ModelText*** style to the two paragraphs beginning ***Surprisingly*** and ***Dull***

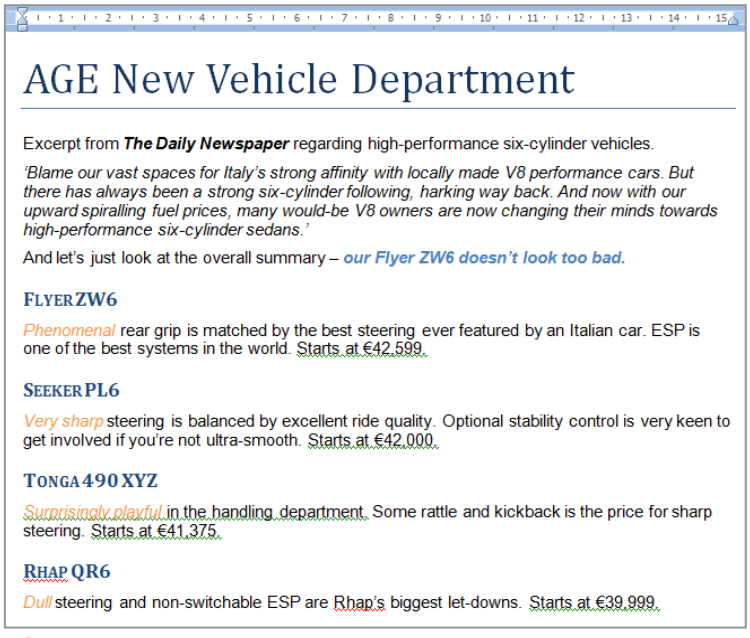
Let's apply a character style...

7. Select the text ***Very sharp***, then use either of the above methods

use either of the above methods

2





AGE New Vehicle Department

Excerpt from ***The Daily Newspaper*** regarding high-performance six-cylinder vehicles.

'Blame our vast spaces for Italy's strong affinity with locally made V8 performance cars. But there has always been a strong six-cylinder following, harking way back. And now with our upward spiralling fuel prices, many would-be V8 owners are now changing their minds towards high-performance six-cylinder sedans.'

And let's just look at the overall summary – ***our Flyer ZW6 doesn't look too bad.***

FLYER ZW6

Phenomenal rear grip is matched by the best steering ever featured by an Italian car. ESP is one of the best systems in the world. Starts at €42,599.

SEEKER PL6

Very sharp steering is balanced by excellent ride quality. Optional stability control is very keen to get involved if you're not ultra-smooth. Starts at €42,000.

TONGA 490 XYZ

Surprisingly playful in the handling department. Some rattle and kickback is the price for sharp steering. Starts at €41,375.

RHAP QR6

Dull steering and non-switchable ESP are Rhap's biggest let-downs. Starts at €39,999.

8

For Your Reference…

To ***apply custom styles***:

1. Click in the paragraph or select the text
2. Open the Quick Styles gallery
3. Click on the desired quick style

Handy to Know…

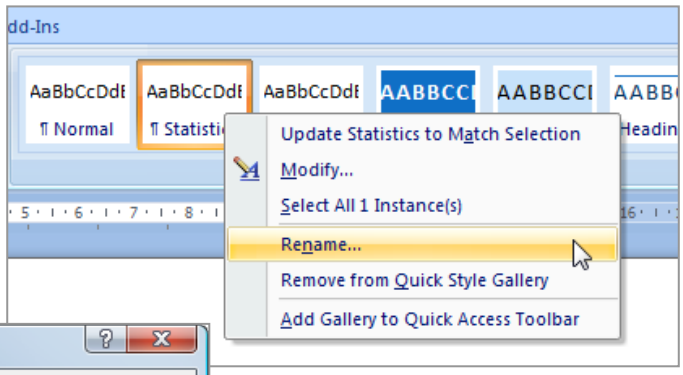
- If you want to quickly remove all formatting for selected text, open the Quick Styles gallery and select **Clear Formatting**. This command does not change the style that is applied to the selected text – ie the Normal style is not applied to the text during this

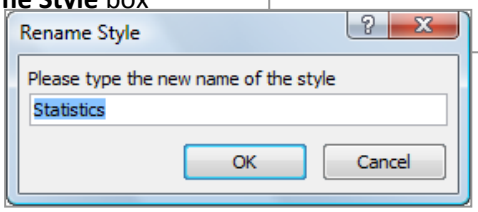
Renaming and Deleting Styles

Word has a number of built-in styles which have standard names, such as *Heading 1*, *Heading 2*, etc. However, if you create your own styles, you are able to quickly and easily rename them and/or delete them so that they are no longer available in the document or even template.

Renaming a Style

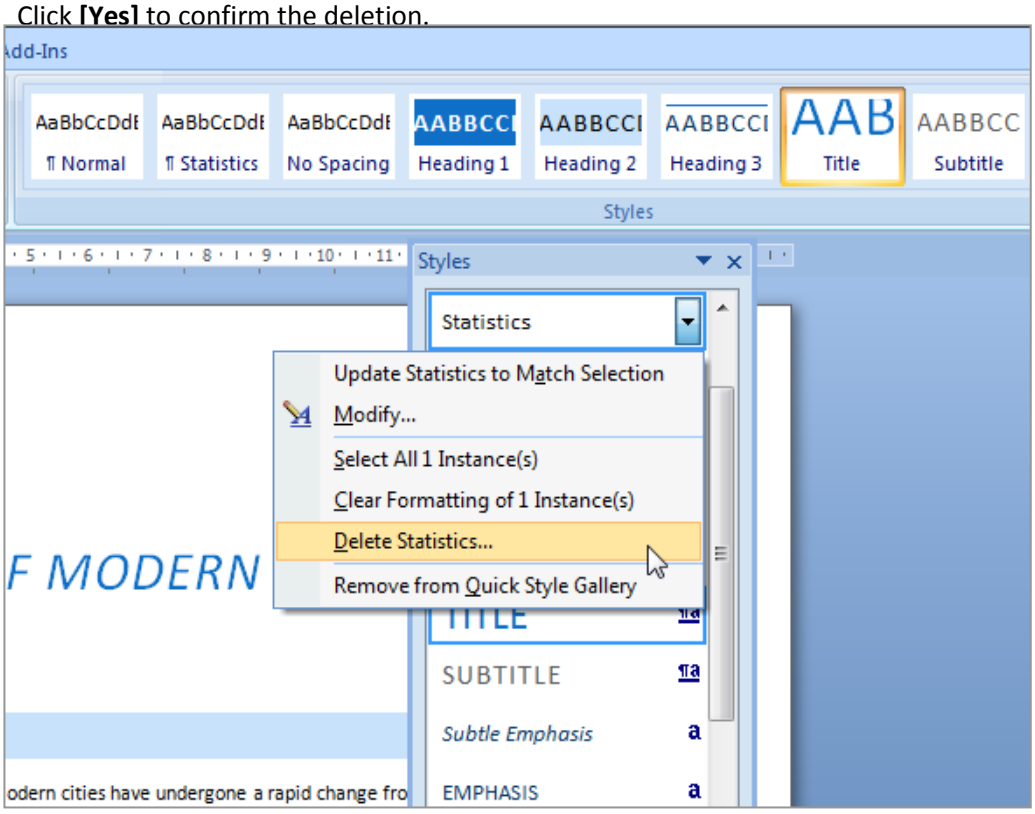
1. Using the **Style** group on the **Home** tab, right mouse click on the style you wish to rename.
2. Select **Rename** from the shortcut menu.
3. When the **Rename Style** box





Deleting a Style

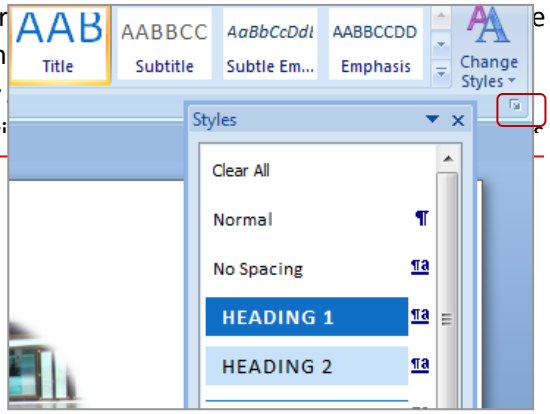
1. Click on the dialog box launcher button in the **Styles** group on the **Home** tab. The **Styles** list will be displayed.
2. Click on the drop-down arrow of the style you wish to change and choose **Delete *style name*** from the shortcut menu.
3. Click **[Yes]** to confirm the deletion.



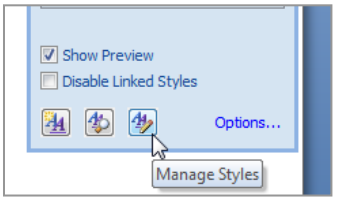
IMPORTING AND EXPORTING STYLES

Importing/Exporting Styles

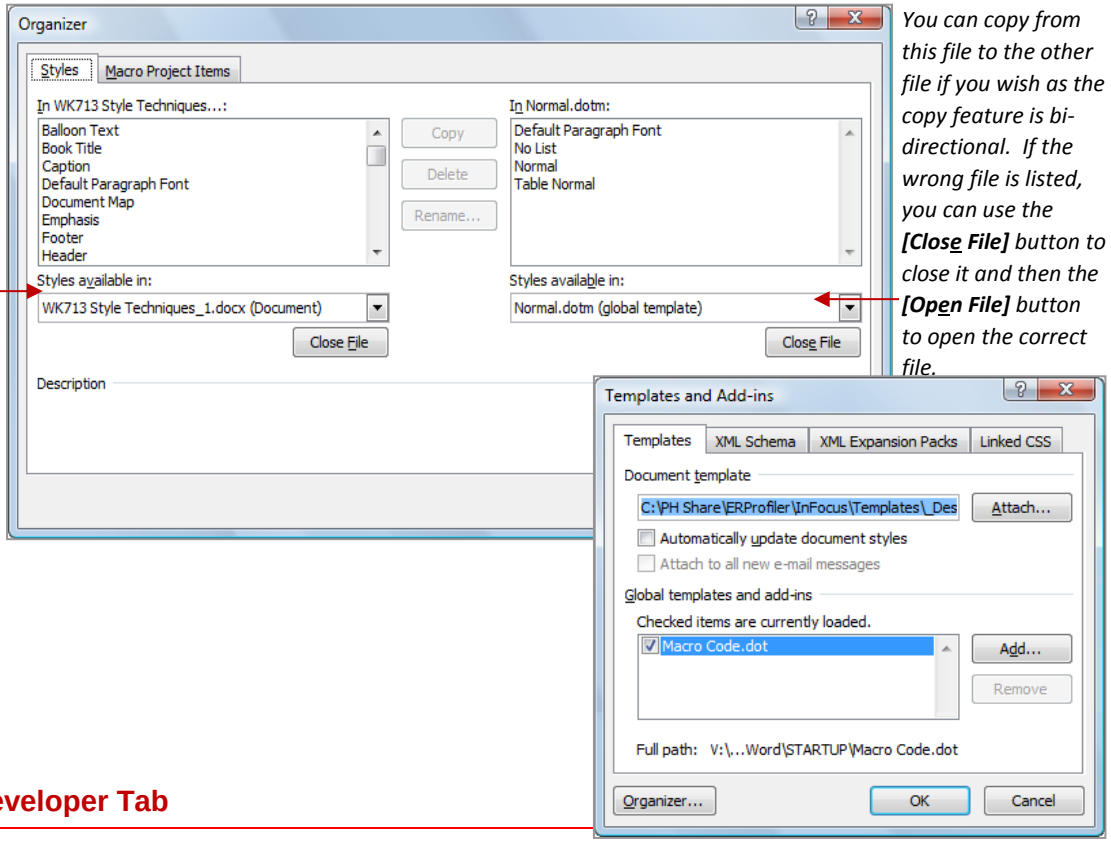
Styles can be copied from one document to another. This is very handy if you have spent ages developing a specialist ***template*** full of customised styles. Imagine that you have two documents that need to be formatted in a similar way. ***Document A*** has a series of ***copy*** differ them ***Document B*** also has some customised styles but could benefit from the addition of some of the styles from ***Document A***. The styles can be ***copied*** from ***Document A*** to ***Document B*** using the ***Organizer*** dialog box.



1. While it is not essential, it is usually easiest to have both documents (or templates) open at the same time.
2. On the **Home** tab, click on the dialog box launcher button on the **Styles** group to display the **Styles** list.
3. At the bottom of the **Styles** list, click the **Manage Styles** button



*Select a style or multiple styles (using and click) and then click the **[Copy]** button to add them to the other document or template. If the wrong file is listed, you can use the **[Close File]** button to close it and then the **[Open File]** button to open the correct*



*You can copy from this file to the other file if you wish as the copy feature is bi-directional. If the wrong file is listed, you can use the **[Close File]** button to close it and then the **[Open File]** button to open the correct file.*

Using the Developer Tab

If you have the **Developer** tab turned on (this is activated using Word Options on the Office Button by selecting **Show Developer tab in the Ribbon**) you can use the **Document Template** button to open the

UNDERSTANDING A TABLE OF CONTENTS

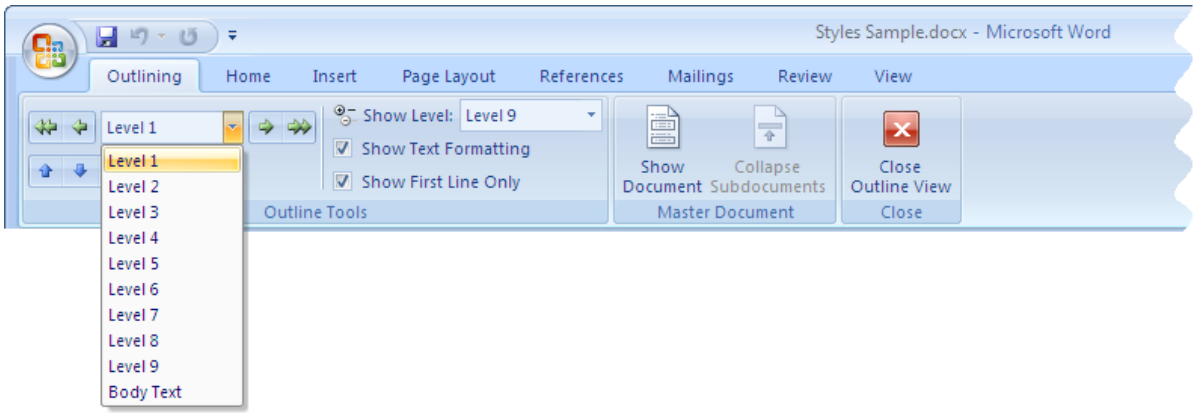
Styles And The Table Of Contents

A ***table of contents*** is typically located at the front of a document and presents a list of contents, with page references, to help readers navigate the document. To ensure that Word can identify the headings to include in the table of contents, you must apply styles to the headings within the document. If you simply type text into a **document and** apply formatting to the headings (e.g. bold, italics, font effects), but not styles, Word will not identify any text to place in the table of contents.

The easiest way to achieve successful results is to apply Word's built-in Heading styles (***Heading 1*** to ***Heading 9***) to the headings in your document. The built-in Heading styles offer nine levels of headings and subheadings. You can then choose which of these heading levels you want to include

The built-in Heading styles

An alternative method to ensure that your headings are incorporated into the table of contents is to apply an appropriate level to each heading in ***Outline*** view. As shown below, there are 9 levels available in ***Outline Level***. By applying the appropriate level to each heading and subheading in your document, you indicate which headings you want to include in the table of contents. By default, Word will automatically apply the built-in style ***Heading 1*** to each ***Level 1*** heading, style ***Heading 2*** to each ***Level 2*** heading and so on. Text formatted with the style ***Body Text*** will not be



Two Means; One End

Word provides two methods for inserting a table of contents into a document: you can use a preset table of contents, which produces an accurate but fairly limited result, or you can create the table of contents using the ***Table of Contents*** dialog box.

The dialog box is a more advanced method and offers you greater control over the content and appearance of the table of contents. To customise the table of contents (e.g. specify the number of heading levels to use, select an alternate tab leader character, change the style of the text in the

STEPS FOR INSERTING A TABLE OF CONTENTS

Word builds a ***Table of Contents*** (TOC) by gathering all the text that has been formatted using specific styles and assigning to each the corresponding page number. The hierarchy in the TOC is determined by the level of the style, so it is important that you understand how the TOC is built before you start marking headings or text as

The most critical step to ensuring an accurate (and populated) table of contents is to identify the text that you want to appear in the table of contents. There are a number of ways to do this, depending on how the document is formatted:

- ***Apply Word's built-in styles***

  If you are using Word's built-in Heading styles (***Heading 1*** to ***Heading 9***), simply click on each heading in the document in turn and apply a style to indicate the heading's level (e.g. applying ***Heading 1*** style would indicate a top level heading, whereas ***Heading 2*** indicates the first subheading level).

- ***Apply Custom Styles***

  If you are using styles other than Word's built-in Heading styles (e.g. ones that you have created), you can assign outline levels to them using the ***Styles*** palette. This will then indicate to Word where you want to include that text in the TOC. To do this, click on the ***Styles*** dialog box launcher, then right-click on the style name and select ***Modify*** - this displays the ***Modify Style*** dialog box. Click on **[Format]** and select **Paragraph** then select an ***Outline level*** in ***General***.

- ***Apply Outline levels (or Promote and Demote text) in Outline view***

  Applying outline levels applies the built-in style assigned by default to each level (e.g. if you click on a heading and apply ***Level 1***, the built-in style ***Heading 1*** will be applied to the paragraph).

- ***Mark Text for entry into the TOC***

  This is useful for text that is formatted independently (or appears as body text) and you do not want to apply a Heading style to. To mark text, select the text then click on the ***References*** tab. Select a level from ***Add Text***.

2. ***Position the Insertion Point***

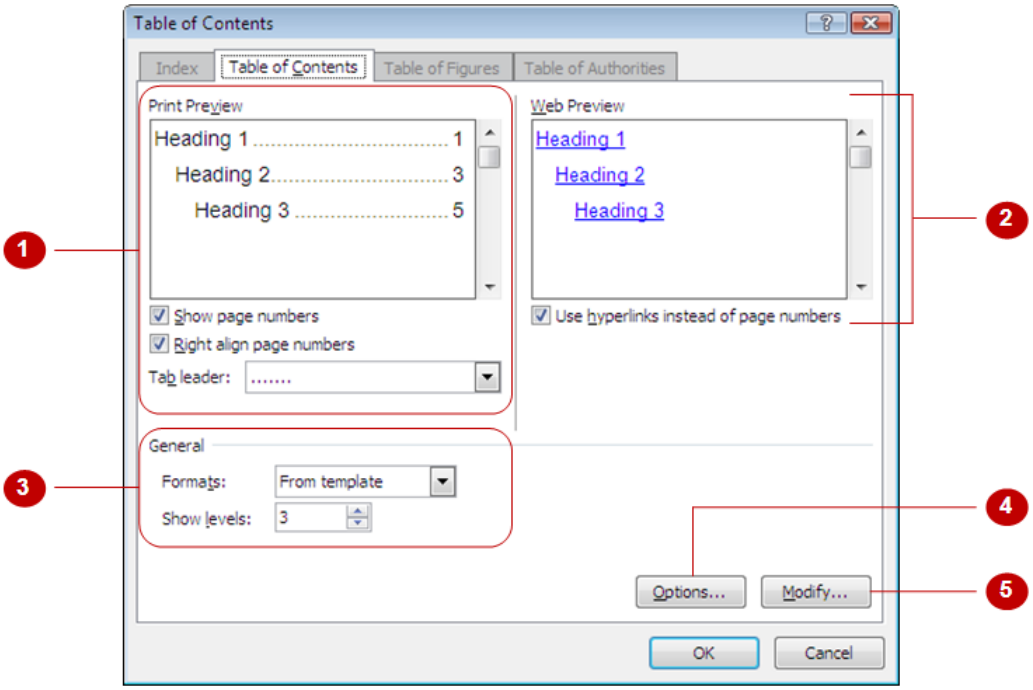
   The TOC will be created at the position of the insertion point. A logical place for a table of contents is on a blank page that has been inserted after the first page, especially if the first page is a title page. The TOC should be placed in its own section, to ensure its integrity and enable you to exclude or insert an alternate page numbering style, headers and footers etc.

3. ***Generate the Table of Contents***

   The TOC can be generated using either a preset or the ***Table of Contents*** dialog box. A preset is a built-in, pre-formatted TOC design contained within Word, simplifying the creation of a TOC;

THE TABLE OF CONTENTS DIALOG BOX

There are many options available in the ***Table of Contents*** dialog box and it is worthwhile having a closer look at each of those options, to ensure that the workings of the dialog box is clearly understood. It is through the options in this dialog box that the user is able to exert control over the content and appearance of the table of contents.



1 ***Print Preview***

This preview image displays how the TOC will appear in the document, as you select from the various options in the dialog box, so that you know what to expect when you click on **[OK]**. You can select whether to ***Show page numbers*** for TOC entries and how to ***align*** them; directly behind the text or on the right margin. Additionally, select the ***Tab leader*** character to use between the TOC text and the page number - the default is dots, but you can choose from dashes, a solid line or no tab leaders.

2 ***Web Preview***

This preview image enables you to see how the TOC will appear when the document is saved in a format compatible for online display and use. ***Hyperlinks*** might prove more practical in an online document than page numbers.

3 ***General***

Formats offers a range of built-in style sets that you can apply to the TOC to quickly change the appearance. ***Show levels*** enables you to indicate how many levels of headings and subheadings you want to collect in the TOC (e.g. select ***2*** to build a TOC using text based on ***Heading 1*** and ***Heading 2*** styles).

4 ***Options***

Options displays a dialog box that enables you to indicate how to build the TOC; whether to use the built-in Heading styles, custom styles, outline levels or fields. Naturally, you can use a combination of all of these options for more complicated documents.

5 ***Modify***

Modify displays the ***Style*** dialog box, enabling you to format the styles used by the table of contents. The different levels of TOC entries are formatted with built-in Word styles: ***TOC 1***, ***TOC 2***, ***TOC 3*** etc. It is these styles that you are able to modify in the ***Style*** dialog box.

USING A BUILT IN TABLE OF CONTENTS

The table of contents that you include in your document can be either a very detailed list of topics, or simplified to display only top-level headings. To create a table of contents quickly and easily, you are able to use one of Word's predefined, ***built-in table of contents*** presets. These presets quickly insert a table of contents in

Try This Yourself:

Open File

Before starting this exercise you MUST open the file W752 Table Of Contents_1.docx...

1 Scroll through and look at the document, then click at the top of the second page to position the insertion point

The table of contents will be inserted here, after the title page...

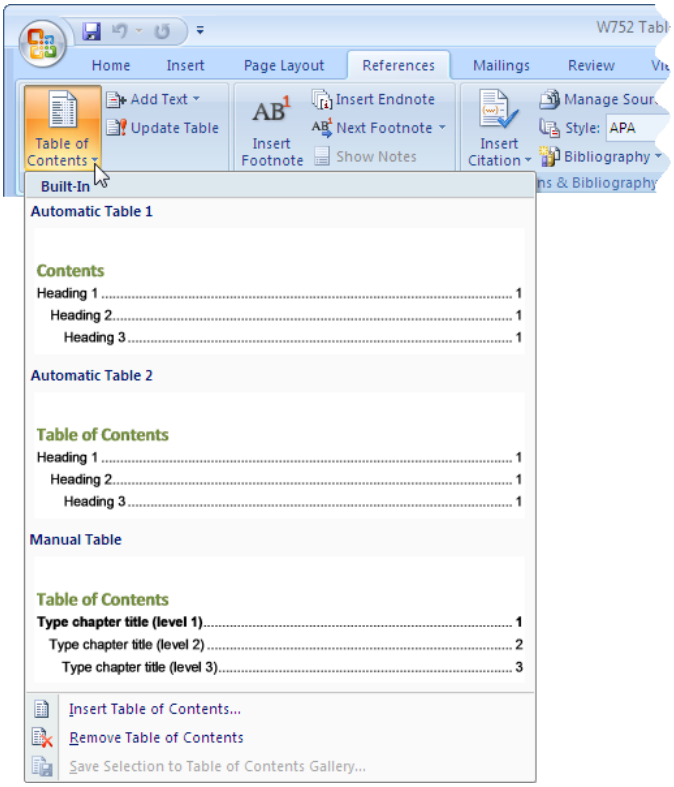
2 Click on the ***References*** tab on the ribbon then click on ***Table of Contents*** Ctrl in the ***Table of Contents*** group to display the menu

The menu contains the built-in table of contents presets...

3 Click on ***Automatic Table 2*** to insert a table of contents

A table of contents based on the preset design is inserted at the position of the insertion point within a content frame. The frame is used to control the content. The information listed in the table of contents is based on the headings within the document (pre)formatted with the

2



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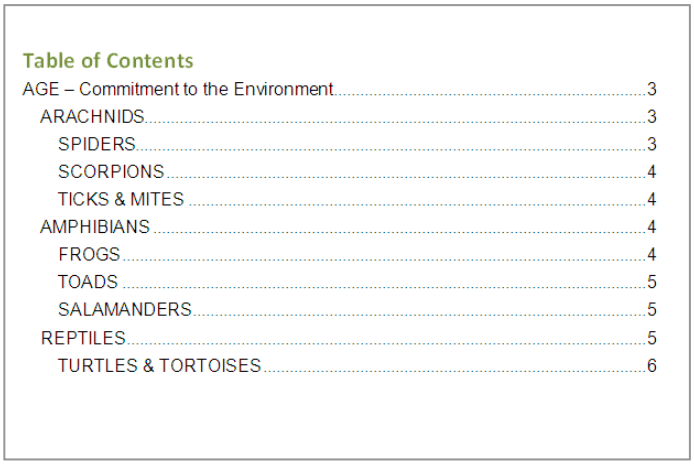


For Your Reference…

To use a ***built-in table of contents***:

1. Position the insertion point
2. Click on the ***References*** tab on the ribbon
3. Click on ***Table of Contents*** in the ***Table of Contents*** group
4. Click on one of the presets

Handy to Know…

- You can insert a static table of contents and type the entries manually, by selecting ***Manual Table*** in the ***Table of Contents*** menu.

NAVIGATING USING A TABLE OF CONTENTS

In a long document, ***navigating*** to specific pages can be quite tricky; using the scroll bar can be slow and tedious for instance. However, if you have a ***table of contents*** within the document, you can use this as a ***navigating tool***. The list of headings within the table of contents makes pinpointing the page simple and then it is just a

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W752 Table Of Contents_2.docx...

1. If the table of contents is not currently selected, display page ***2*** and click on the table of contents

   The content frame should be displayed...

2. Move the mouse pointer over ***Amphibians***

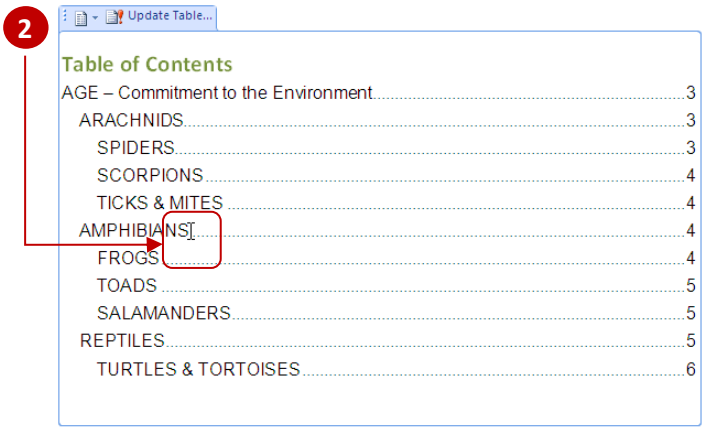
3. Hold down

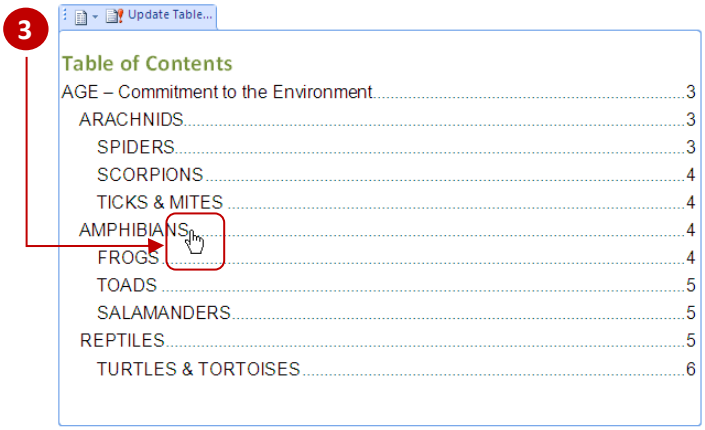
   The mouse pointer will change to a pointing hand icon...

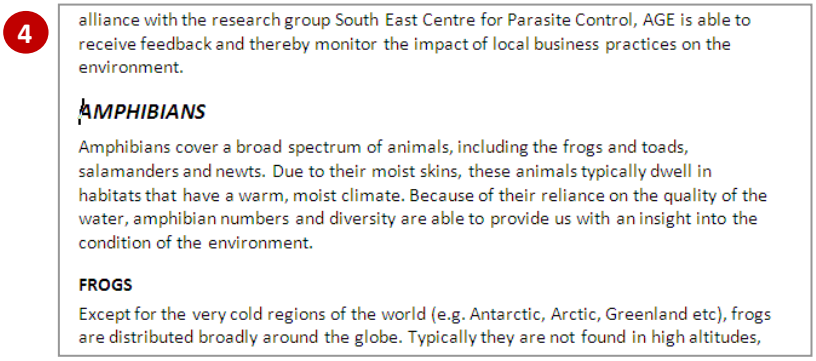
4. Click on ***Amphibians*** to navigate to the heading in the document

   Word will display page 4 and position the insertion point at the start of the selected heading...

5. Release Ctrl







For Your Reference…

To ***navigate*** using a table of contents:

1. Click on the table of contents
2. Hold down Ctrl and click on an entry

Handy to Know…

- If you have navigated to the wrong page using the table of contents, you can quickly return to the TOC by pressing the keyboard

UPDATING PAGE NUMBERS ONLY

The great thing about a table of contents in Word, is that you are able to update it to reflect any changes that you make within the document. In a large document, updating the entire table (i.e. headings and page numbers) might be time-consuming as all the details are refreshed. So, if only the pagination has changed

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W752 Table Of Contents_3.docx...

1. If the insertion point is not currently positioned at the start of the heading ***Amphibians*** (on page 4) then navigate to and click in front of the heading

   We will now change pagination by inserting a page break...

2. Press F5 + Ctrl to insert a page break

   The heading Amphibians should now appear at the top of page 5. Let's update the TOC...

3. Press Enter + Ctrl to display page ***1*** then scroll down to display the table of contents

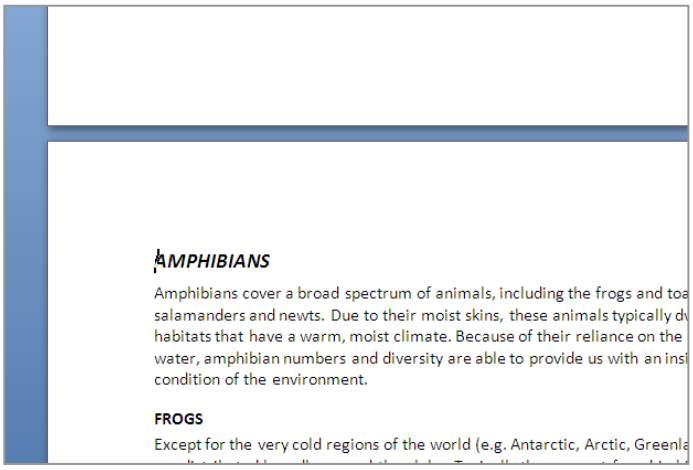
4. Click on the table of contents to select it

   The content frame is now visible...

5. Click on ***Update Table*** Home at the top of the frame to display the ***Update Table of Contents*** dialog box

6. Click on ***Update page numbers***

2



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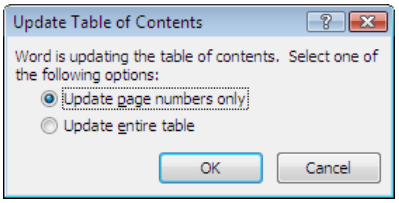

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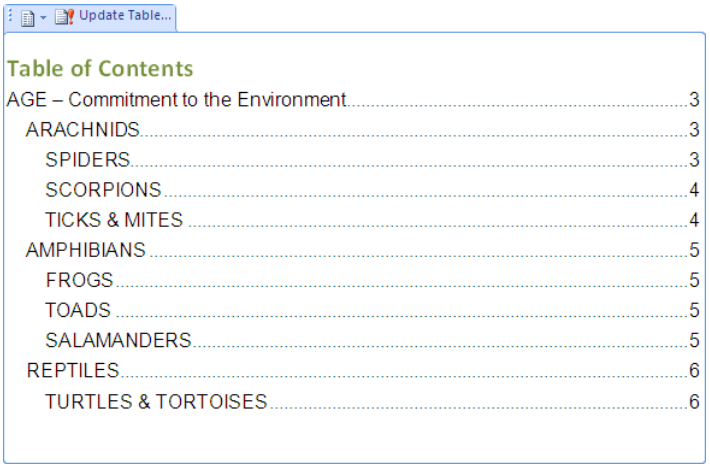


For Your Reference…

To ***update page numbers only***:

1. Click on the table of contents
2. Click on the ***References*** tab on the ribbon
3. Click on ***Update Table***
4. Click on ***Update page numbers only*** then click on **[OK]**

Handy to Know…

- As well as appearing in the table of contents frame, ***Update Table*** is available in the ***Table of Contents*** group on the ***References*** tab on the ribbon.
- You can also press to display the ***Update***

UPDATING THE ENTIRE TABLE

If you have made more than just pagination changes to a document, then you are able to ***update the entire table of contents*** to reflect those changes. This means that both the headings and the page numbering will be updated. In very long documents, it is important to know that this might take a bit longer, as Word completely

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W752 Table Of Contents_4.docx...

1. If the table of contents is not currently selected, display page ***2*** and click on the table of contents

   First we will navigate to and change a heading...

2. Hold down F9 and click on the entry ***Salamanders*** to navigate to this heading in the document

3. Press Ctrl then press End and type ***& NEWTS***

   Type this in capital letters. Now let's update the TOC again...

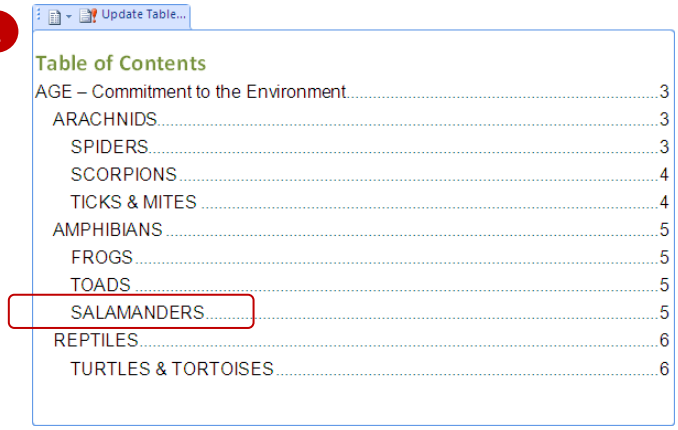
4. Locate and click on the table of contents to select it

5. Click on ***Update Table*** Space at the top of the frame to display the ***Update Table of Contents*** dialog box

6. Click on ***Update entire table*** then click on **[OK]**

   The heading will be updated

1



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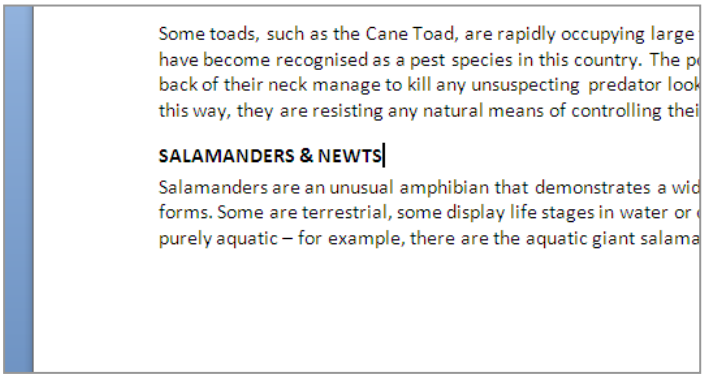


6

For Your Reference…

To ***update*** an ***entire table of contents***:

1. Click on the table of contents
2. Click on the ***References*** tab on the ribbon
3. Click on ***Update Table***
4. Click on ***Update entire table*** then click on **[OK]**

Handy to Know…

- As the table of contents is actually regenerated when updated, if you have made any manual changes to the table of contents (e.g. text formatting), it will be lost.

MARKING A PARAGRAPH FOR INCLUSION

A table of contents is, by default, generated using the text in that document that has been formatted using Word's built-in heading styles (e.g. ***Heading 1***, ***Heading 2*** etc). However, it is also possible to ***mark a paragraph for inclusion*** into a table of contents that is either not a heading, or that you do not want to change the style of to

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W752 Table Of Contents_5.docx...

1. If the table of contents is not currently selected, display page ***2*** and click on the table of contents

   First we will navigate to and mark a paragraph for inclusion...

2. Hold down and click on the entry for ***Turtles & Tortoises*** to move to this heading, then click in the next paragraph that starts ***Turtles and tortoises exist...***

   This is the paragraph we will mark...

3. Click on the ***Reference*** tab on the ribbon then click on ***Add Text*** Ctrl in the ***Table of Contents*** group to display the menu

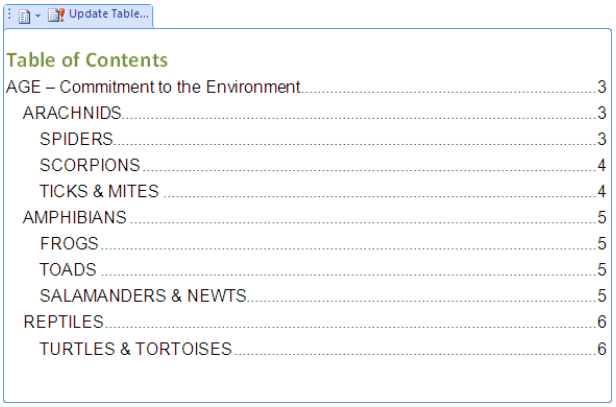
4. Click on **Level 3**

   Now let's update the TOC...

5. Locate and click on the table of contents, then press to display the ***Update Table*** dialog box

6. Click on ***Update entire table*** then click on **[OK]**

1



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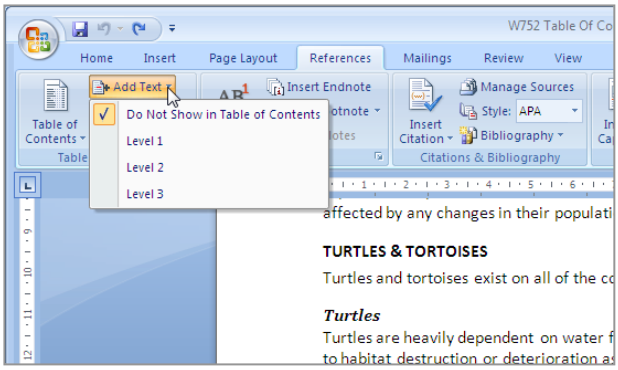

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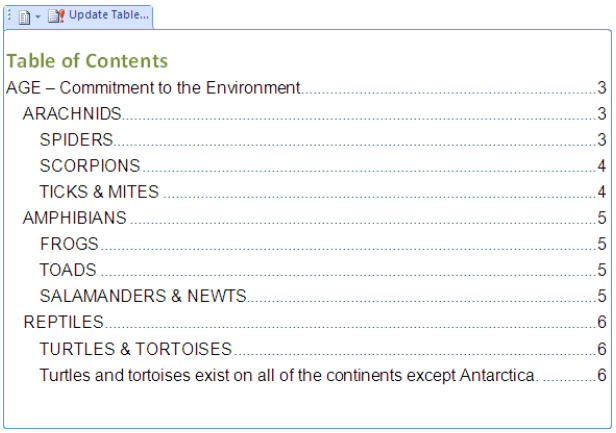


For Your Reference…

To ***mark a paragraph*** for ***inclusion***:

1. Click on the paragraph to include
2. Click on the ***Reference*** tab on the ribbon
3. Click on ***Add Text*** F9 in the ***Table of Contents*** group
4. Select the level then update the TOC

Handy to Know…

- If you want to mark more than one (contiguous) paragraph as a single inclusion in the table of contents, select all the text first and then select the level at which you want to include it.

REMOVING A TABLE OF CONTENTS

When a table of contents has been inserted into a document using a built-in preset, it is contained within a content control frame. The beauty of this is that when you want to ***remove the table of contents***, the procedure is the same as for any object in Word. The frame enclosing the table of contents effectively makes it a single

Try This Yourself:

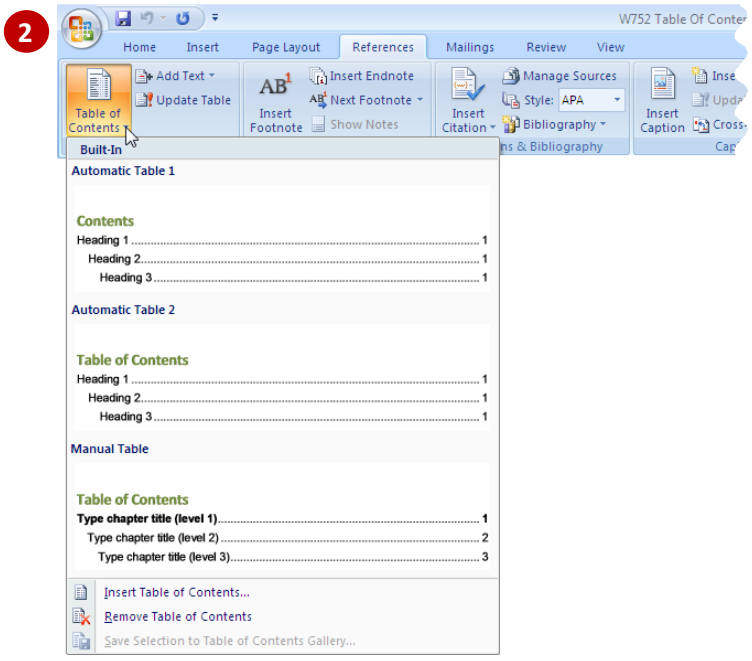
Same File

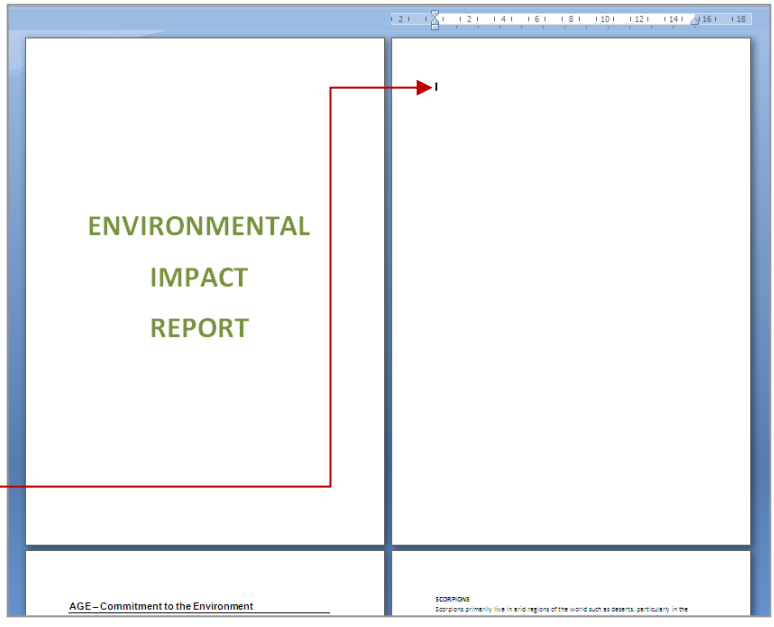
Continue using the previous file with this exercise, or open the file W752 Table Of Contents_6.docx...

1. If the table of contents is not currently selected, display page ***2*** and click on the table of contents
2. Click on the ***References*** tab on the ribbon, then click on ***Table of Contents*** in the ***Table of Contents*** group to display the menu

   You could also click on the same option located at the top of the TOC frame...
3. Select **Remove table of contents** to delete the table of contents

The table of contents no longer appears in the document





The table of contents has been deleted from page 2

For Your Reference…

To ***remove*** a ***table of contents***:

1. Select the table of contents
2. Click on the ***References*** tab on the ribbon
3. Click on ***Table of Contents*** in the ***Table of Contents*** group
4. Select **Remove table of contents**

Handy to Know…

- If you have inserted the table of contents using the ***Table of Contents*** dialog box (i.e. not based on a preset) the deletion process is slightly different. In this case, the TOC is not in a frame so you will need to select/highlight the TOC text manually (i.e.

USING THE TABLE OF CONTENTS DIALOG BOX

There are a couple of different techniques for inserting a table of contents into a Word document. The built-in presets enable you to quickly insert a table of contents based on predefined settings. The ***Table of Contents dialog box*** however offers you more flexibility and control when inserting a table of contents and

Try This Yourself:

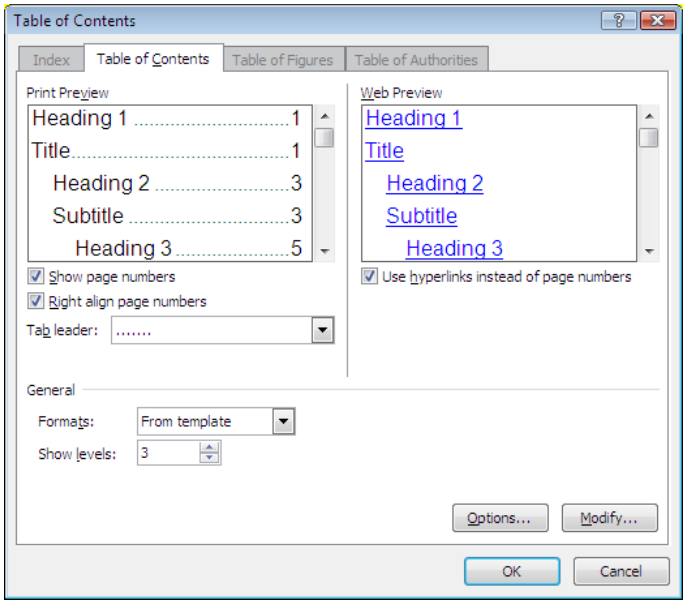
Open File

Continue using the previous file with this exercise, or open the file W752 Table Of Contents_7.docx...

1. If the insertion point is not currently positioned at the top of page ***2*** then navigate to and click at the top of this page
2. Ensure that the ***References*** tab is active, then click on ***Table of Contents*** Del in the ***Table of Contents*** group to display the menu
3. Select **Insert Table of Contents** to display the ***Table of Contents*** dialog box
4. Click on the up spinner arrow for ***Show Levels*** in ***General*** and change the value to ***4***
5. Click on **[OK]**

A table of contents will be inserted, based on four levels of headings. Notice that the table of contents is not contained within a content frame, as it is when you use a TOC preset

3



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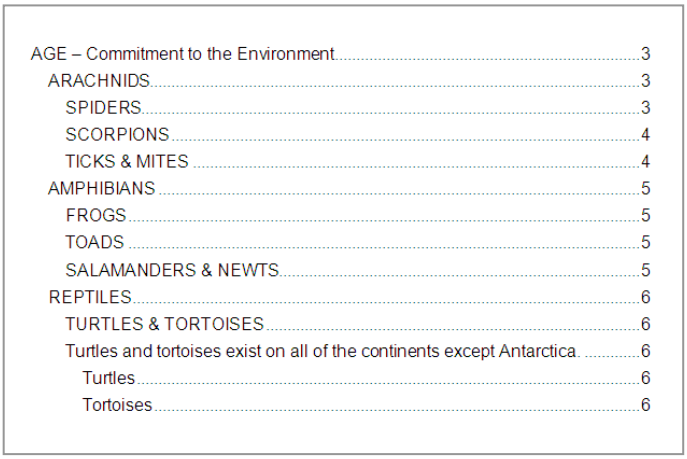


For Your Reference…

To use the ***Table of Contents dialog box***:

1. Position the insertion point
2. Click on the ***References*** tab then click on ***Table of Contents***
3. Select **Insert Table of Contents**
4. Make your selections and click on **[OK]**

Handy to Know…

- Using the ***Table of Contents*** dialog box to generate a TOC enables you to customise every aspect of it, such as the number of levels displayed, text styles, tab leader character and overall format of the table. Word's table of contents presets do not

CHANGING THE STYLE OF THE TABLE OF CONTENTS

When you construct a table of contents, it is formatted using the default style set associated with that document. You are, however, able to select from a number of styles to change the format of the table of contents. These formats enable you to quickly ***change the style of the table of contents*** in an appealing manner, appropriate

Try This Yourself:

Open File

Before starting this exercise you MUST open the file W752 Table Of Contents_8.docx...

1. Display page ***2*** and click on the table of contents

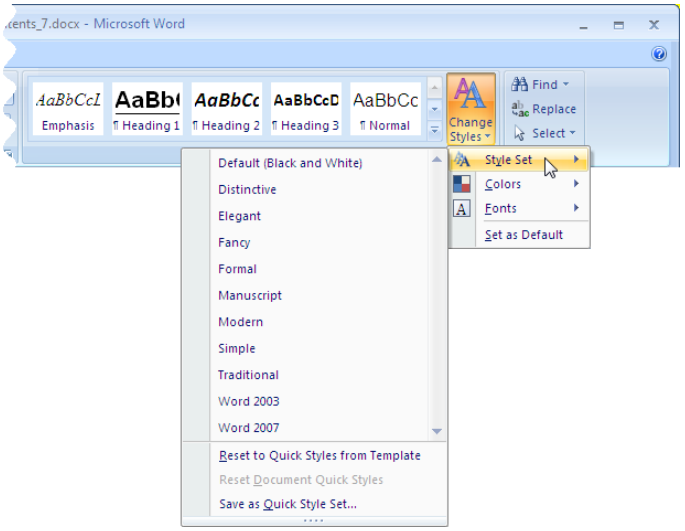
   The content frame around the TOC will be displayed...

2. Click on the ***Home*** tab on the ribbon then click on ***Change Styles*** in the ***Styles*** group and point to **Style Set** to display the menu

3. Hover the mouse pointer over some of the options to see the effect of the style set on the table of contents

4. Click on ***Formal*** to change the style of the table of contents

Note: If you change the format of the Table of Contents using the Style Set option, your selected format will also apply to the rest of the document...



For Your Reference…

To ***change the style*** of the table of contents:

1. Click on the table of contents
2. Click on the ***Home*** tab on the ribbon

Handy to Know…

- If you have created the table of contents using the ***Table of Contents*** dialog box, then you can change the style of the TOC by

FORMATTING TEXT IN A TABLE OF CONTENTS

Having created a table of contents and applied a style set to it, you find that there is still something not quite right in its appearance!

Perhaps you want to change the font used in the title, or maybe you would prefer a touch of bold here and there, or a bit of colour. Never fear: you are able to ***format the text in a table of contents***

Try This Yourself:

Same File

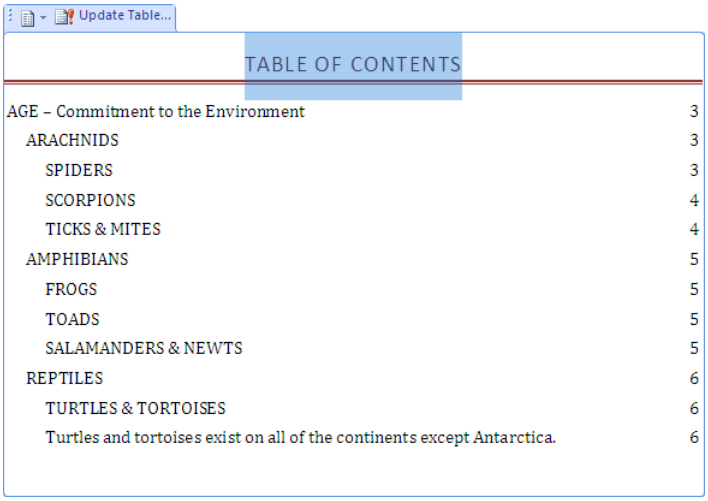
Continue using the previous file with this exercise, or open the file W752 Table Of Contents_9.docx...

1. If the table of contents is not currently selected, scroll to page ***2*** and click on the table of contents
2. Select the heading ***Table of Contents***
3. Click on the ***Home*** tab on the ribbon and change the ***Font*** in the ***Font*** group to ***Calibri***

   This will change the font format of the selected text...
4. Double-click on the heading ***Arachnids*** to select it
5. Ensure that the ***Home*** tab is active, then click on ***Bold*** in the ***Font*** group

   This will apply bold formatting to the text...
6. Repeat steps ***4*** and ***5*** to format the headings ***Amphibians*** and ***Reptiles***

3



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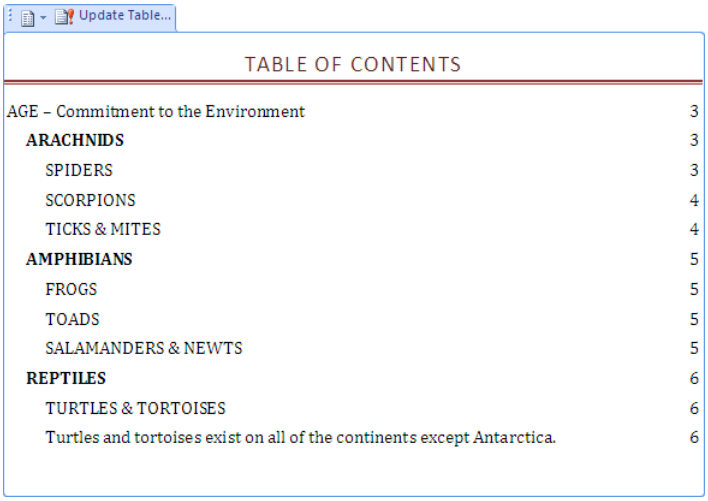


For Your Reference…

To ***format text*** in a table of contents:

1. Select the text
2. Use the options in the ***Font*** and ***Paragraph*** groups on the ***Home*** tab to apply formatting

Handy to Know…

- If the table of contents is updated, the contents will be rebuilt and any additional formatting is removed. To prevent this, either apply formatting when the document is totally complete, or format the styles (***TOC1***, ***TOC2***, ***TOC3*** etc) used to format

UNDERSTANDING CAPTIONS

To enable you to identify and refer to objects within a document, such as tables and figures, you can add a caption to each of these objects. A caption is usually located beneath the object and consists of a label and a number. Each object has a unique combination of label and number, making them identifiable. You can choose from a preset

Captions enable you to identify objects in a document. This is particularly useful, for instance, in a long document or in a business document. The caption consists of two parts: a label which identifies the type of object that it is (e.g. table, figure etc), and a number to distinguish objects of the same label type. The number part of the caption is automatically applied and is sequential, ensuring that each caption is unique.

Following the caption number, you can provide a brief description of the object, adding a bit more meaning to it. An example of a caption is shown below:

Figure 1: Agriculture versus native ecosystems

One benefit of using captions to label objects in Word is that, if you move or delete an object, the caption numbers are automatically adjusted to reflect the new order. Another benefit is being able to generate an automatic Table of Figures. A Table of Figures is similar to a Table of Contents, in that each item is listed in the table along with the respective page number. By listing each captioned object in a long document, you enable a reader to locate information more readily. It also provides a means of referring to specific objects in the document text (e.g. ***….as shown in Figure 1***).

We have provided examples of default labels (**Table**, **Figure** and **Equation**) but you can create your own

AGE - Environmental Health *Water Quality*

Table of Figures

Figure 1: Grazing activity can lead to erosion 2
Figure 2: Duckweed 2
Figure 3: Wetlands act as natural aquatic filters 3
Figure 4: Native vegetation is critical to ecosystems 3

Table 1: Pollution Levels of Local Waterways 1

CREATING A CAPTION FOR A TABLE

Tables can be used for displaying a wide array of information. In more formal documents, however, it is often appropriate and convenient to provide a caption for the tables – this enables the author to indicate which table the text refers to. Word allows you to ***generate a caption*** together with a special ***Table*** label and an

Try This Yourself:

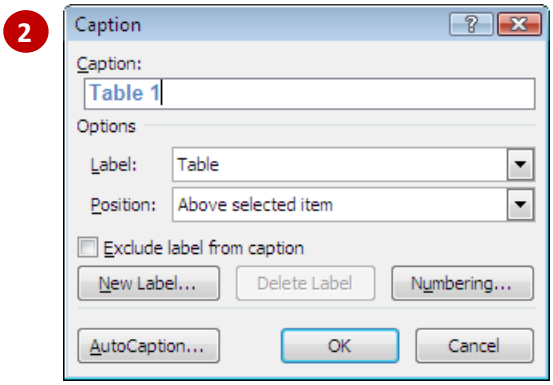
Open File

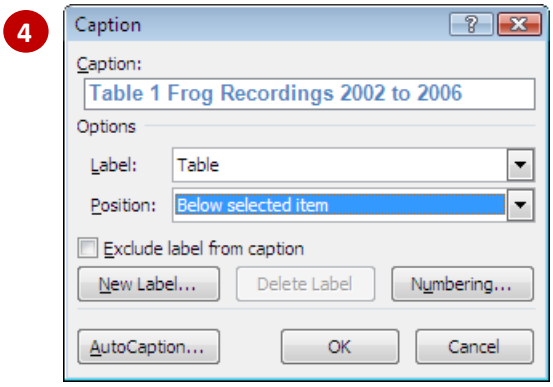
Before starting this exercise you MUST open the file W757 Captions_1.docx...

1. Click inside the table, located at the top of the document
2. Click on the ***References*** tab on the ribbon then click on ***Insert Caption*** in the ***Captions*** group

   This will display the Caption dialog box…
3. Press and type **Frog Recordings 2002 to 2006** in ***Caption***
4. Ensure ***Table*** is selected in ***Label*** then click on the drop arrow for ***Position*** and click on ***Below selected item***
5. Click on **[OK]**

   The caption will be inserted below the selected table





HABITAT	Sept 2002	Sept 2003	Sept 2004	Sept 2005	Sept 2006
Quarry	22	24	24	34	32
Pond	39	38	39	35	35
River	66	15	15	15	14
Stream	18	18	17	17	19
Turf/Grass	12	11	11	13	12
TOTAL	157	106	106	114	112

Table 1 Frog Recordings 2002 to 2006

5

For Your Reference…

To ***insert*** a ***table caption***:

1. Click in the table then click on the ***References*** tab and click on ***Insert Caption***
2. Type the text for the caption
3. Choose the ***Label*** and ***Position***
4. Click on **[OK]**

Handy to Know…

- You can also display the ***Caption*** dialog box by right-clicking on the table's move handle and selecting **Insert Caption** from the shortcut menu.
- To change the way a caption looks, alter the

CREATING A CAPTION FOR A PICTURE

A picture in Word can include clip art, drawings and smart art illustrations for instance. And, although a picture tells a thousand words, you might still find it useful to include a ***caption*** with that picture to identify it. Picture captions are typically identified by the label ***Figure*** and, like captions applied to tables, also consist of a

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W757 Captions_2.docx…

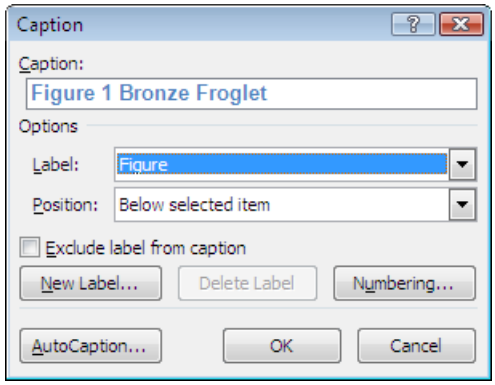
1. Click on the first picture (on page 1) to select it
2. Ensure the ***References*** tab is active, then click on ***Insert Caption*** in the ***Captions*** group

   This will display the Caption dialog box…
3. Press Space and type **Bronze Froglet** in ***Caption***

   Currently the caption reads "Table 2" so let's amend that…
4. Click on the drop arrow for ***Label*** and click on ***Figure***

   Not only does the caption text change, the number is amended as this is the first Figure caption inserted…
5. Ensure that ***Below selected item*** is selected in ***Position*** then click on **[OK]**

   A Figure caption is inserted below the picture…
6. Repeat steps ***1*** to ***6*** to apply the



4

5

6

For Your Reference…

To ***create*** a ***picture caption***:

1. Select the picture then click on the ***References*** tab & click on ***Insert Caption***
2. Type the text for the caption
3. Choose the ***Label*** and ***Position*** then click on **[OK]**

Handy to Know…

- Click on **[New Label]** in the ***Captions*** dialog box to create a new type of label (e.g. ***Picture***) that can be used as an alternative to the defaults: ***Table***, ***Figure*** or ***Equation***.

USING AUTOMATIC CAPTIONS

If you intend to add several tables or other objects that require captions in your documents, you can configure Word to automatically create the captions for you. The ***AutoCaption*** feature will place a caption label and sequential number with any new table (or other indicated object) inserted into a document. All you need to then do is add

Try This Yourself:

Same File

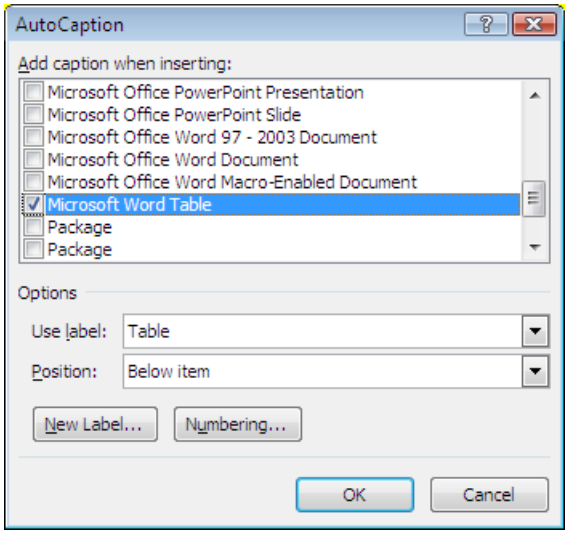
Continue using the previous file with this exercise, or open the file W757 Captions_3.docx...

1. Ensure that the ***References*** tab is active, then click on ***Insert Caption*** in the ***Captions*** group to display the ***Caption*** dialog box
2. Click on **[AutoCaption]** to display the ***AutoCaption*** dialog box
3. Scroll to and click on ***Microsoft Word Table*** until it appears with a tick
4. Click on **[OK]** to turn on ***AutoCaptions*** for Word tables
5. Click at the end of the caption ***Figure 2 Cane Toad***, then press to position the insertion point

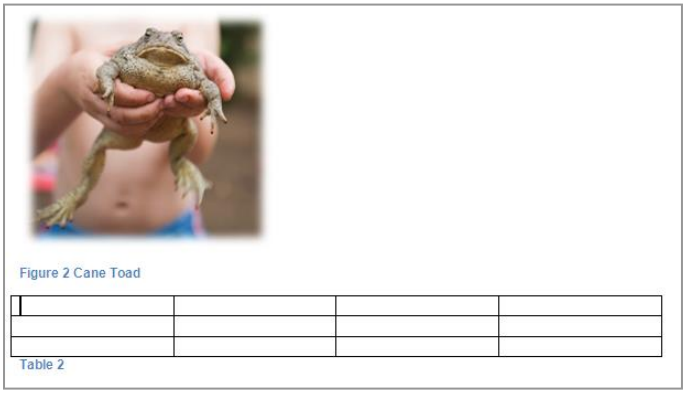
   Let's insert a table…
6. Click on the ***Insert*** tab then click on ***Table*** in the ***Tables*** group and click on the grid to insert a ***4 x 3 Table***

   A caption is automatically inserted and is numbered "2" as this is the second table…
7. Click at the end of the caption, press and type **Frog Species Recorded**

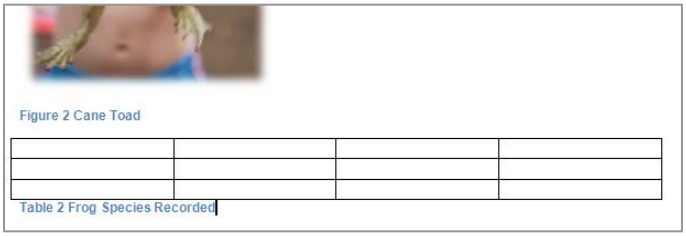
3



6



7



For Your Reference…

To turn on ***AutoCaptions***:

1. Ensure that the ***References*** tab is active, then click on ***Insert Caption*** Space
2. Click on **[AutoCaption]** and tick the boxes for the objects to automatically caption
3. Click on **[OK]**

Handy to Know…

- The label part of a caption is inserted as text, whereas the number part of a caption is inserted as a field. The field enables Word to insert sequential numbering.

GENERATING A TABLE OF FIGURES

In documents containing a number of figures, tables, charts and the like, it might be necessary to provide a list of these objects and the relevant page numbers. Word enables you to construct a ***table of figures***, generated from captions that have been appended to the various objects within the document. The ***table of figures*** enables a

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W757 Captions_4.docx...

1. Press + Ctrl to move to the end of the document, then press End to start a new line

   This is where we will add the Table of Figures…

2. Ensure that the ***References*** tab is active then click on ***Insert Table of Figures*** Enter in the ***Captions*** group – this will display the ***Table of Figures*** dialog box

3. If necessary, click on the drop arrow for ***Caption label*** in ***General*** and click on ***Figure***

4. Click on **[OK]** to create the listing

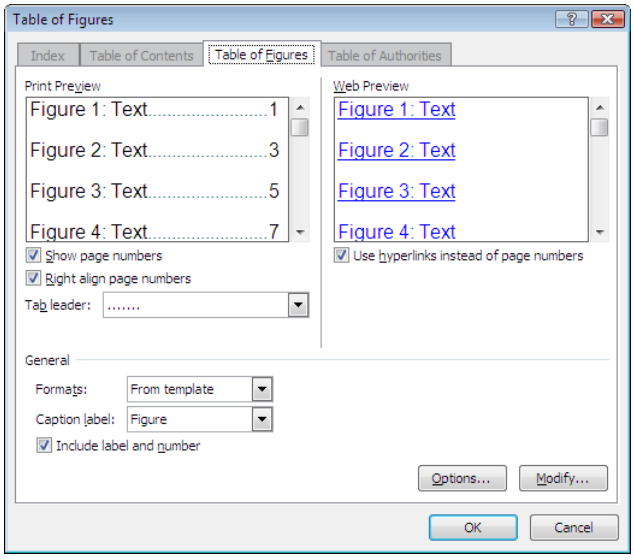
   Now let's add the tables…

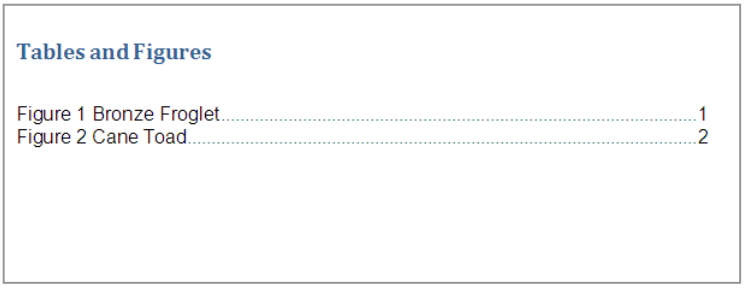
5. Repeat step ***2*** to display the ***Table of Figures*** dialog box again

6. Click on the drop arrow for ***Caption label*** in ***General*** and click on ***Table***

7. Click on **[OK]** to create a list of tables

2





4

7

For Your Reference…

To ***create*** a ***listing of figures***:

1. Ensure that the ***References*** tab is active then click on ***Insert Table of Figures***
2. Choose the required ***Caption label***
3. Click on **[OK]**

Handy to Know…

Default settings are as follows;

- A ***table of figures*** looks for the label 'Figure' generated by 'Insert a Caption'.
- A ***table of tables*** looks for the word 'Table'

CHANGING CAPTION LABELS

Having inserted captions into your document for images, tables, figures, equations and the like, you can then easily ***change the caption labels*** at a later date. You can either change the label for a single caption by deleting it and recreating it, or you can simultaneously alter the labels for all captions with the same text. The captions will then

Try This Yourself:

Open File

Before starting this exercise you MUST open the file W757 Captions_5.docx...

1. Select the entire caption ***Table 1…*** then press

   Let's recreate this caption…

2. Ensure that the ***References*** tab is active, then click on ***Insert Caption*** in the ***Captions*** group

   Let's first add a new label type…

3. Click on **[New Label]**, type **Item** and click on **[OK]** – this label is now selected in ***Caption***

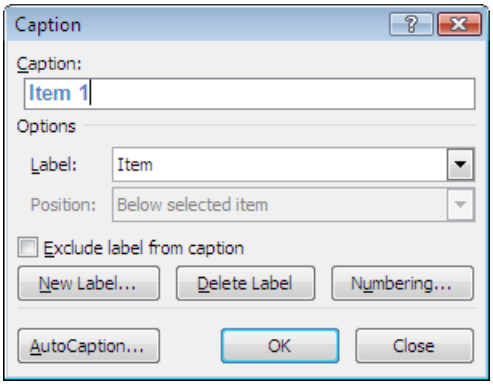
4. Press and type **Frog Recordings 2002 to 2006** to complete the caption, then click on **[OK]**

   Let's now change all Figure captions simultaneously…

5. Scroll down and select the entire caption for ***Figure 1 …*** then repeat step ***2*** to display the ***Captions*** dialog box

6. Click on the drop arrow for ***Label***, click on ***Item*** then click on **[OK]** – all figure labels are now changed

3



4

HABITAT	Sept 2002	Sept 2003	Se
Quarry	22	24	
Pond	39	38	
River	66	15	
Stream	18	18	
Turf/Grass	12	11	
TOTAL	157	106	

Item 1 Frog Recordings

6

Item 2 Bronze Froglet

For Your Reference…

To ***change all caption labels*** of the same label:

1. Select a caption with the label to change
2. On the ***References*** tab, click on ***Insert Caption*** in the ***Captions*** group
3. Change the ***Label*** and click on **[OK]**

Handy to Know…

- If you do not delete the caption before changing the label, all captions of the same label will be changed automatically.
- You can change the number format for captions by clicking on **[Numbering]** in the

UPDATING CAPTIONS

If you insert a new object in amongst current document text and apply a caption to it, the caption numbering will initially be out of order.

Similarly, if you move or delete an object with a caption, the other objects' caption numbers are not immediately ***updated***. Word requires you to update the number fields manually to adjust the

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W757 Captions_6.docx...

1. On page ***2*** select the table plus the line of text above it and the table caption ***Item 4...*** below it, as shown
2. Press [⊞] + [Ctrl] to cut the selected information

   Let's now move it to page 1...
3. Press [X] + [Ctrl] then click to the left of the second paragraph starting: ***As you can see...***
4. Press [Home] + [Ctrl] to paste the information here

   Notice that the caption has not been renumbered...
5. Press [V] + [Ctrl] to select the entire document
6. Right-click on the document to display the shortcut menu
7. Select **Update Field** then click on any part of the document to see the effect more clearly

If you scroll through the pages, you will see that the captions have been renumbered to reflect the new order of items

1

Item 3 Cane Toad

The following table shows the number of species recorded in each habitat:

HABITAT	Sept 2002	Sept 2003	Sept 2004	Sept 2005	Sept 2006
Quarry	2	2	2	4	3
Pond	9	10	9	11	13
River	6	5	5	5	4
Stream	8	8	10	10	9
Turf/Grass	2	1	1	3	2
TOTAL	27	26	27	33	31

Item 4 Frog Species Recorded

4

TOTAL	157	106	106	114	112

Item 1 Frog Recordings

The following table shows the number of species recorded in each habitat:

HABITAT	Sept 2002	Sept 2003	Sept 2004	Sept 2005	Sept 2006
Quarry	2	2	2	4	3
Pond	9	10	9	11	13
River	6	5	5	5	4
Stream	8	8	10	10	9
Turf/Grass	2	1	1	3	2
TOTAL	27	26	27	33	31

Item 4 Frog Species Recorded

As you can see, the ***pond*** habitat tended to be the most desired aquatic habitat for frog

7

TOTAL	157	106	106	114	112

Item 1 Frog Recordings

The following table shows the number of species recorded in each habitat:

HABITAT	Sept 2002	Sept 2003	Sept 2004	Sept 2005	Sept 2006
Quarry	2	2	2	4	3
Pond	9	10	9	11	13
River	6	5	5	5	4
Stream	8	8	10	10	9
Turf/Grass	2	1	1	3	2
TOTAL	27	26	27	33	31

Item 2 Frog Species Recorded

For Your Reference...

To ***update caption numbers***:

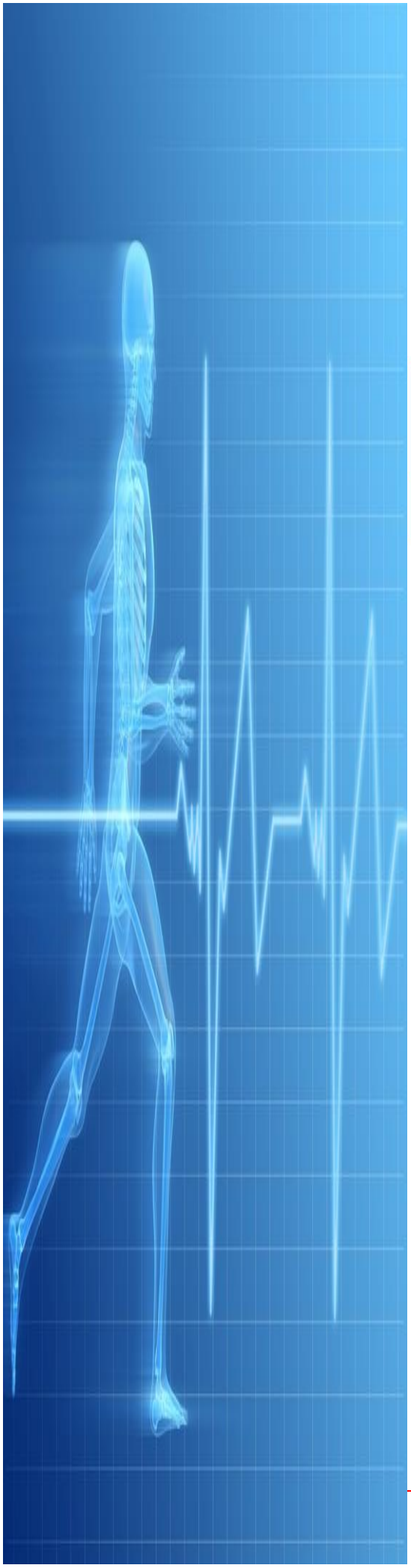
1. Press [A] + [Ctrl] to select the document
2. Right-click on the document and select **Update Fields**

Handy to Know...

- You can also press [A] to update fields.
- In long documents, it could be time-consuming to update all fields (remember: tables of contents & indexes etc also consist of fields and will also be updated). So, simply

St George's University of London

Word Master Documents



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UNDERSTANDING MASTER DOCUMENTS

Bigger is not always better when working with computers - in fact, by keeping things smaller your computer will often work more efficiently and reliably. And the same goes for *word processing* – smaller documents are more efficient and more stable. So, how then do you write the world's next best 500-page novel and keep it

1 Master Documents – A Simple Concept

There will be times when you want to use Microsoft Word to create a long document such as a novel, a thesis or dissertation, an annual report, or even a training manual! When working with a long document, you can maximise Word's performance by dividing the document into portions and storing each portion in a separate file. A novel, for example, might have chapters which could be stored in separate files. An annual report might have different sections for each of the business entities. These too could be stored in separate files.

A master document can also be used to pull the work from several authors into one publication. An annual report, for example, may require input from several departments. Each department can create its own mini-report which can then be compiled into one overall report using the master documents concept.

In Microsoft Word, a ***master document*** can then be used to pull all the pieces (known as ***subdocuments***) together into a single cohesive unit (with consistent page numbering, styles, headers & footers etc) and to generate a single table of contents and index. A ***master document*** contains links to each individual subdocument and will display their content in the order that they are inserted or created.

2

In essence, ***master documents*** are the "smoke and mirrors" of word processing. What you see is not necessarily what you have. While a master document appears as a long and sometimes complex document, in actuality you have a series of smaller subdocument files that give the appearance of one maxi-document.

How The Master Document Concept Works

A ***master document*** is usually just a shell document – like an *outline* of a long document. The shell may itself contain text but often it is used for things like a cover page, headings, a table of contents, and even an index.

The main body of the long document is stored in one or more other word processing files that are linked into the ***master document*** and become ***subdocuments*** of the ***master document***. You can use a pre-existing word processing document as a *subdocument* and insert it into a master document, or you can actually create a *subdocument* from within a master document.

3

What is really cool about the concept is that while a ***subdocument*** exists in its own right is a separate word processing document it can be created and edited within a master document. When you then save the master document, the shell will be saved as a document, and all of the subdocuments also will be updated as separate documents.

Another cool feature of ***master documents*** is that the *subdocuments* can be ***expanded*** or ***collapsed***. When a subdocument is expanded you can see its contents within the master document. When a subdocument is collapsed all you'll see is a ***hyperlink*** showing the

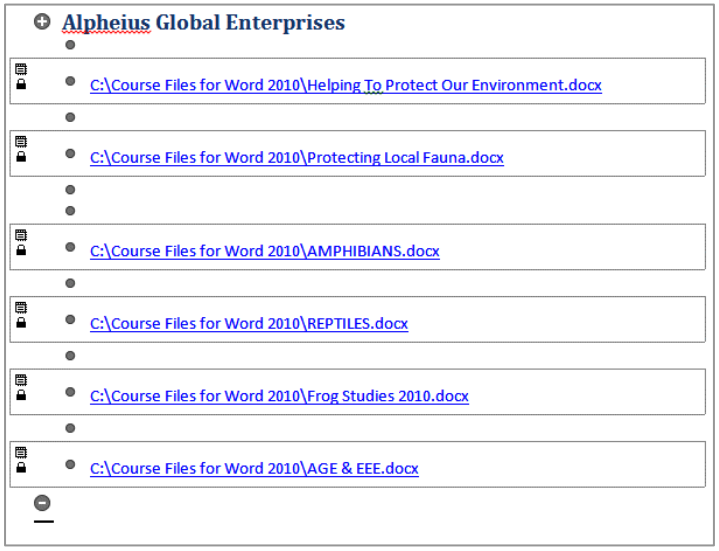
WHY MASTER DOCUMENTS ARE MISUNDERSTOOD

Master documents have, over the years, earned themselves a bad reputation, based primarily on producing somewhat unpredictable results.

However, if you follow a couple of basic rules, master documents should operate smoothly. The two main limitations with master documents involve subdocument file location and the method

1 Subdocument File Locations

Subdocuments can be displayed in one of two ways in a master document: either they are displayed in an ***expanded*** format enabling you to see the document text, or in a ***collapsed*** format whereby they are simply displayed as hyperlinks indicating each file's location (see picture to the right). The collapsed view is the default view when you open a master document. Make sure you keep all files in the same folder where possible. If the file's location or name is changed or the file deleted, the master document will



Rule 1: If you intend to rename, move, or delete a subdocument from a folder, you will first need to delete it from the master document and then reinsert it if necessary.

2 Section Breaks

When you create a subdocument in a master document, Word uses continuous section breaks at the start and the end of the subdocument to separate it from the rest of the document. However, when you insert an existing document as a subdocument, Word separates it with a next page section break at the start of the document, and a continuous section break at the end.

In effect, inserted subdocuments will begin on a new page. You can view the section breaks either by clicking on ***Show Document*** in the ***Master Document*** group on the ***Outlining*** tab to turn off this option (see picture below). Or, click

Rule 2: Do not delete the section breaks that Word creates to control the flow of the master document; you will be treated to a whole new range of weird and wonderful experiences if you do! Unfortunately, deleting section breaks does not produce the results that you would expect and reinstating the original format is next to impossible.

CREATING A MASTER DOCUMENT

In Microsoft Word, a ***master document*** is one that contains links to other Word documents, or ***subdocuments***, enabling you to pull content together from multiple files to create one long document. ***Outline*** view is initially used to ***create a master document***, and the tools on the ***Outlining*** tab will assist you in structuring the master

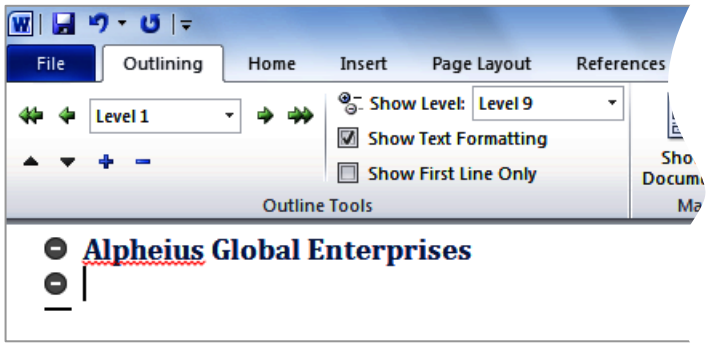
Try This Yourself:

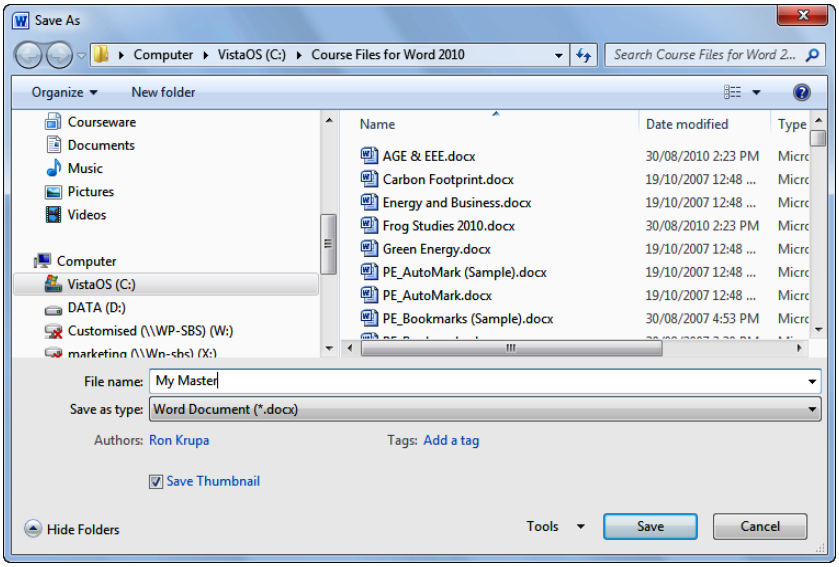
Open File

Before starting this you MUST open a new, blank document...

1. Click on the ***View*** tab, then click on ***Outline*** in the ***Document Views*** group to switch to ***Outline*** view
2. Ensure that ***Show Text Formatting*** in the ***Outline Tools*** group is ticked and that ***Show First Line Only*** is not ticked
3. Type **Alpheius Global Enterprises** and press Enter
4. Click on the ***File*** tab, then click on ***Save*** or ***Save As*** to open the ***Save As*** dialog box
5. Type **My Master** in ***File name***
6. If necessary, change the ***Save in*** location to the course files folder, then click on **[Save]**

3





5

Note: It is important that you correctly specify the location for saving your master document. This location is then "hard wired" by Microsoft Word as the location of created subdocuments. For the remainder of this chapter you should use the master document that you have created in this exercise.

For Your Reference…

To ***create a master document***:

1. Click on the ***View*** tab, then click on ***Outline*** in the ***Document Views*** group
2. Type any required text (such as a heading)
3. Save the document

Handy to Know…

- It is important to remember that the master document is the ***control*** document, where the subdocuments contain the bulk of the content. Typically, the amount of content placed into the master document itself should be limited.

CREATING SUBDOCUMENTS

The main body of text in a master document is typically stored in one or more subsidiary documents known as ***subdocuments***. Links are created to these subdocuments which are subsequently placed into special subdocument holders within the master document. When the master document is saved, each ***subdocument*** is

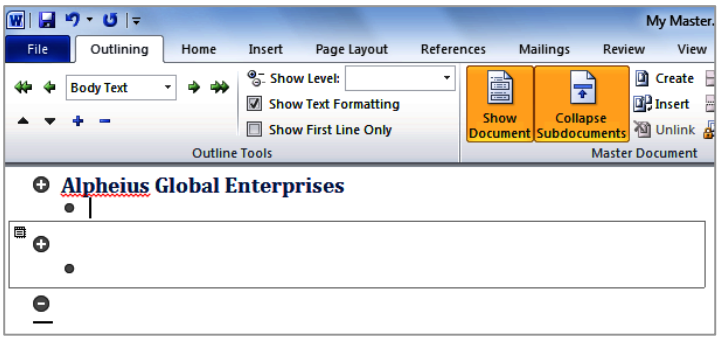
Try This Yourself:

Same File *Continue using the previous file with this exercise...*

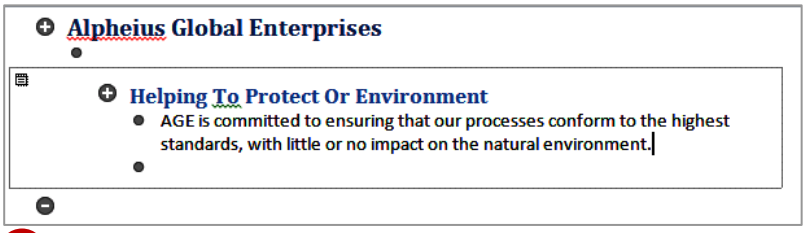
1. Ensure that ***Show First Line Only*** is not ticked in the ***Outline Tools*** group on the ***Outline*** tab, then press Ctrl + End to move to the end of the document
2. If not already selected, click on ***Show Document*** in the ***Master Document*** group then click on ***Create***

   A new subdocument frame will appear with a selector icon in the top left corner...
3. Click inside the box next to ***expand***, then click on ***Demote*** to demote to ***Level 2***
4. Type **Helping To Protect Our Environment** then press Enter
5. Click on ***Demote To Body Text*** and then type the text as shown
6. Press Ctrl + End to move to the end of the document
7. Repeat steps ***2*** to ***5*** to create another subdocument as

2



4



5

6

For Your Reference…

To ***create a subdocument***:

1. Position the insertion point
2. Click on ***Show Documents*** in the ***Master Document*** group then click on ***Create***
3. Click in the subdocument frame and type

Handy to Know…

- When you save a master document, each subdocument created will be independently saved. The filename for the subdocument is automatically based on the first line of text e.g. if the subdocument heading is ***AGE Projects*** then the subdocument will be

WORKING WITH MASTER DOCUMENTS

A master document is simply a shell of a document, containing links to subdocuments that contain the actual document content. Using the different views and tools available in Word, you are able to alter the way you look at and ***work with a master document***. For instance, it is possible to expand or collapse the master

Try This Yourself:

Open File

Open the file My Master.docx that you created in the last exercise...

1 Take a moment to look at the document

When opened, a master document will display subdocuments as hyperlinks…

2 Ensure that ***Show Document*** is selected, then click on ***Expand Subdocuments*** in the ***Master Document*** group

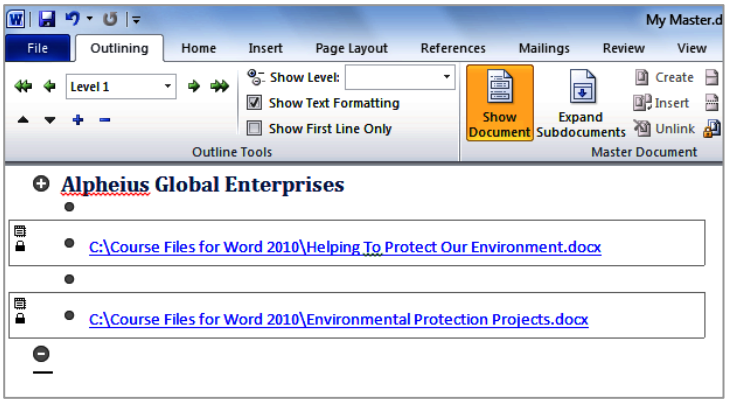
The subdocument text will be displayed, and the name and function of the command will change to Collapse Subdocuments…

3 Click on ***Collapse Subdocuments*** to display the hyperlinks then click again to expand the subdocuments

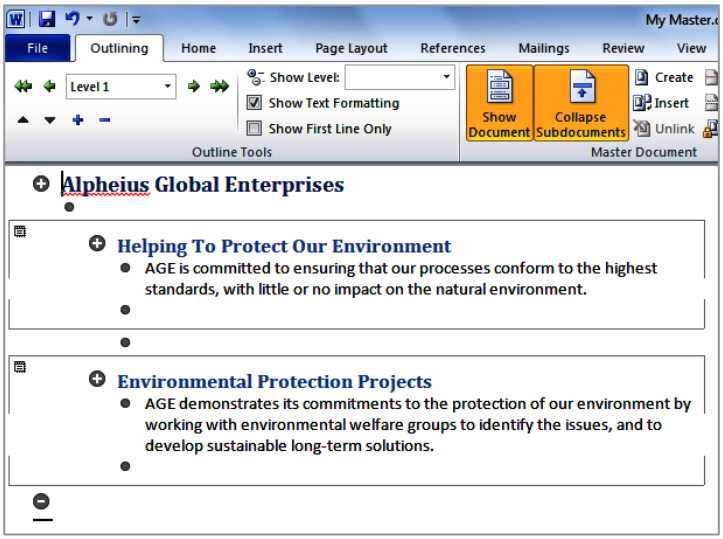
4 Click on the ***View*** tab on the ribbon then click on ***Print Layout*** in the ***Document Views*** group

The document will appear as a coherent single document...

5 On the ***View*** tab, click on ***Outline*** in the ***Document Views***



1



2

For Your Reference…

To ***work with the master document views***:
Click on the ***View*** tab, then click on:

1. ***Print Layout*** to view the document as a whole, or
2. ***Draft*** to view section breaks, or
3. ***Outline*** to view the document structure

Handy to Know…

- If you click on ***Expand subdocuments*** in ***Outline*** view and you only see the first line of text click on ***Show First Line Only*** in the ***Outline Tools*** group until the option is not ticked to view all of the text.

INSERTING SUBDOCUMENTS

As well as creating ***new subdocuments*** within a master document, you can also ***insert existing Word files as subdocuments*** into a master document – in fact, this process is usually considered the most appropriate way to develop master documents. The link created to each subdocument enables the master document to

Try This Yourself:

Same File

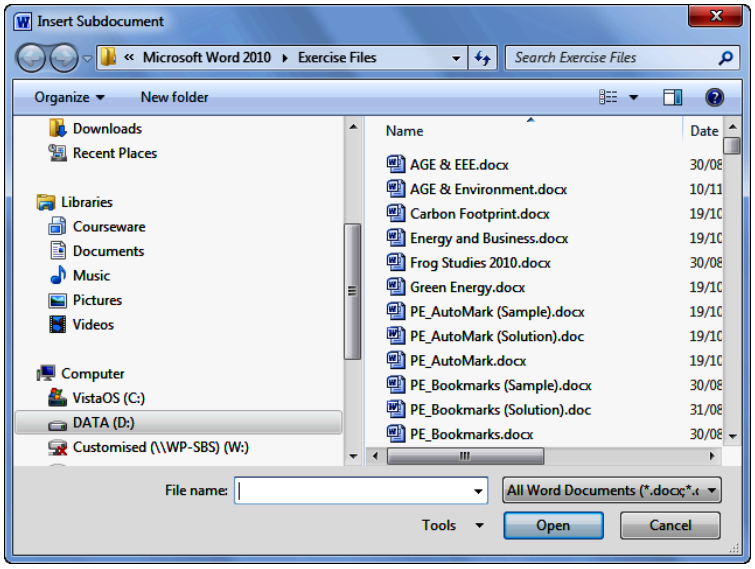
Continue using the previous file with this exercise...

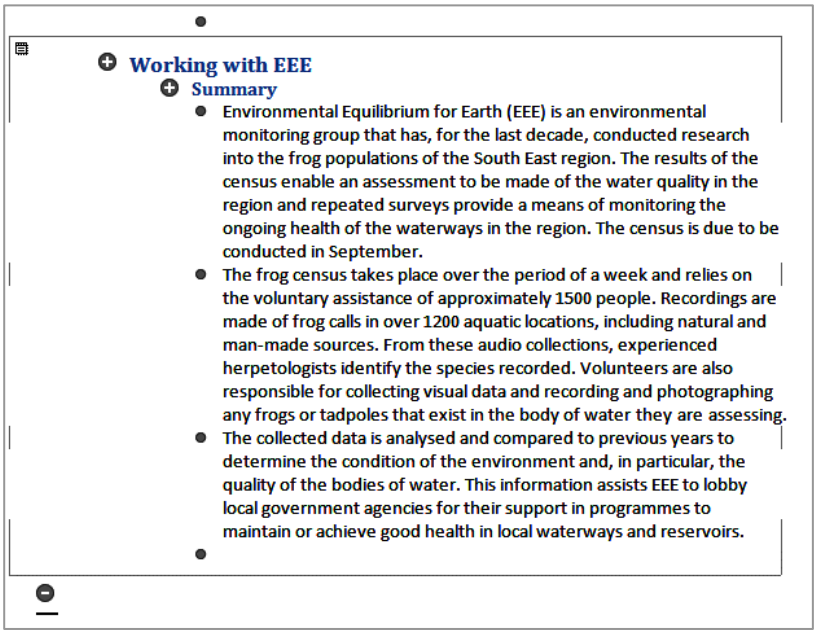
1. If the subdocuments are not expanded, click on ***Expand Subdocuments*** in the ***Master Document*** group on the ***Outlining*** tab
2. Press Ctrl + End to move to the end of the document then click on ***Insert*** in the ***Master Document*** group to open the ***Insert Subdocument*** dialog box
3. Click on ***Protecting Local Fauna.docx*** (this file can be found in the course files folder) then click on **[Open]**

   A question box might appear, asking if you want to rename a style...
4. Click on **[No to All]**

   The subdocument will now be inserted...
5. Repeat steps ***2*** to ***4*** to insert the files ***Frog***

2





5

For Your Reference…

To ***insert a subdocument***:

1. In ***Outline*** view, position the insertion point
2. Click on ***Insert*** in the ***Master Document*** group
3. Locate and click on the subdocument
4. Click on **[Open]**

Handy to Know…

- To ensure consistency in ***styles***, a master document will redefine any subdocument style of the same name. If there are styles with conflicting definitions, Word will enable you to rename the subdocument style prior to inserting it into the master document.

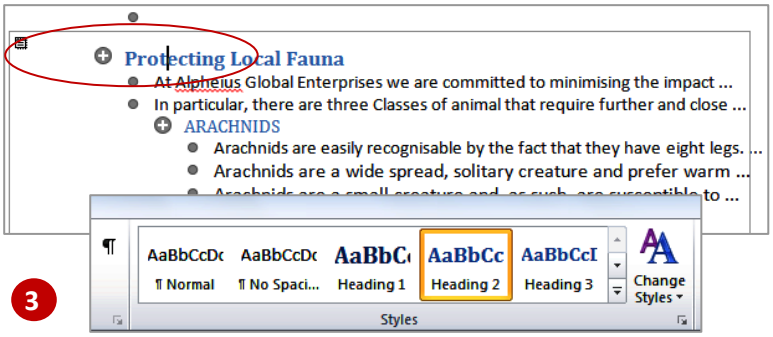
FORMATTING A MASTER DOCUMENT

Master documents often need a bit of spit and polish before they are ready for publication. When subdocuments are inserted, the master document automatically redefines the styles that they have in common, however you might still experience some style inconsistencies. The best time to apply ***formatting to a master document*** is

Try This Yourself:

Same File *Continue using the previous file with this exercise...*

1. Press Ctrl + Home to move to the beginning of the document and if necessary click on the ***Expand Subdocuments*** command to see the content
2. Click on ***Show First Line Only*** so that you see only the first line of each paragraph
3. Click on the ***Home*** tab of the ***Ribbon*** to see the styles, click on the ***Protecting Local Fauna*** heading and click on ***Heading 2***
4. Click on the line below the heading (***At Alpheius…***) and click on ***Normal*** in ***Styles***
5. Repeat step ***4*** for the next line
6. Click on ***expand*** ⊕ next to ***ARACHNIDS*** to select all the text in the subdocument and click on ***Normal*** in ***Styles***
7. Apply the ***Heading 3*** style to ***ARACHNIDS***, and ***Heading 4*** style to ***SPIDERS***, ***SCORPIONS***, ***TICKS & MITES***



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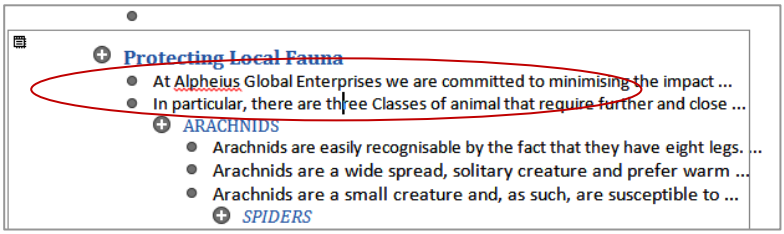

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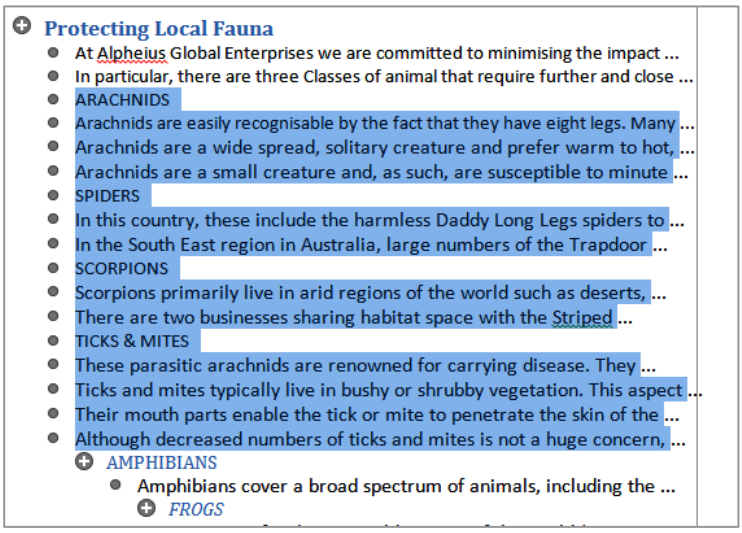


6

For Your Reference…

To ***format a master document***:

1. Click on the heading to change
2. Use the options on the ***Outlining*** tab to change the heading level (styles)
3. Use the ***Font*** options on the ***Home*** tab to apply other font formatting

Handy to Know…

- You can prevent formatting changes being applied to a subdocument. To do this, make sure that ***Show Document*** and ***Expand Subdocuments*** are selected, then click in the box of the relevant subdocument and click on ***Lock Document*** . Click on ***Lock Document*** again to enable updates.

EDITING SUBDOCUMENTS

Subdocuments exist independently of a master document as separate files, and as such they can be opened and ***edited*** like any other document.

However, when a subdocument has been inserted into a master document, it can also be ***edited*** from within the master – any changes made here will be automatically saved into the subdocument when

Try This Yourself:

Same File *Continue using the previous file with this exercise...*

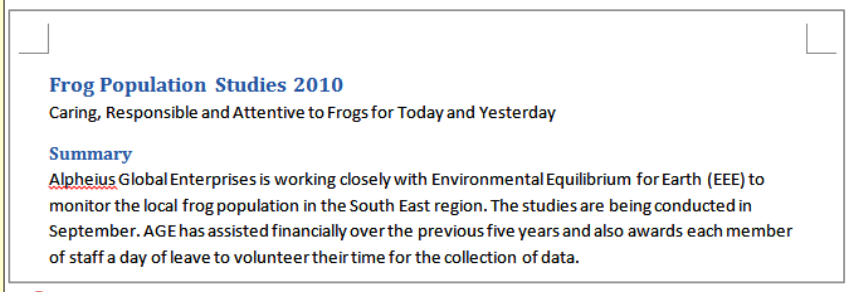
1. If the subdocuments are not expanded, click on ***Expand Subdocuments*** in the ***Master Document*** group on the ***Outlining*** tab
2. Select the heading text, as shown
3. Type **Protecting**

   You can also open the subdocument in a separate window...
4. Double-click on the selector icon for the subdocument titled ***Frog Population Studies…*** to open the subdocument in a separate window
5. Double click on ***Population*** in the heading and type **Impact**
6. Use ***File*** > ***Save*** to save the changes, and ***File*** > ***Close*** the subdocument window

   The changes will be reflected back in the master document

2

3



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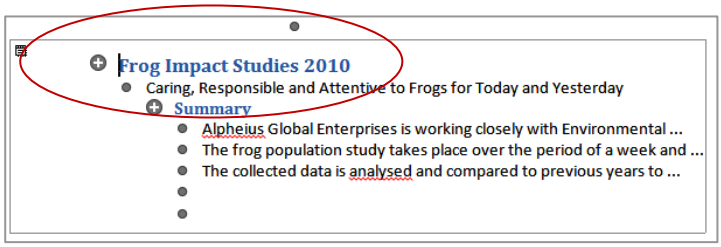


For Your Reference…

To ***edit a subdocument***:

1. Expand the subdocuments
2. Make the required editing changes as a part of the master document, OR double-click on a selector icon and edit the subdocument in its own window

Handy to Know…

- A subdocument opened in its own window for editing will probably be faster, as Word's performance tends to suffer when working with complex master documents.

MERGING SUBDOCUMENTS

If you find that you have more subdocuments than is practical, you can ***merge subdocuments***. This merges the subdocuments into a single file, where the first subdocument holds all of the content of the merged subdocuments. Reducing the number of subdocuments keeps the master document less complicated – which means less

Try This Yourself:

Same File *Continue using the previous file with this exercise...*

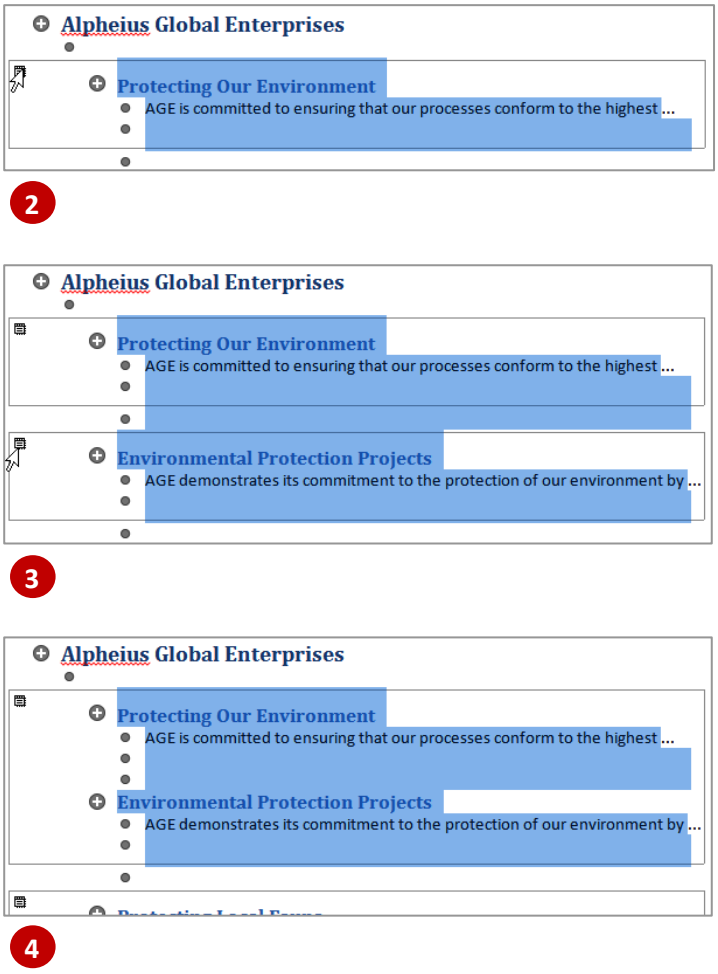
1. Click on the ***Outlining*** tab on the ***Ribbon***, and press Ctrl + Home to return to the start of the document
2. Click on the selector icon for the first subdocument, titled ***Protecting Our …***

   This will select the entire subdocument...
3. Hold down Shift and click on the selector icon for the subdocument titled ***Environmental Protection Projects***

   Subdocuments you want to merge must be adjacent to (above or below) one another...
4. Click on ***Merge*** in the ***Master Document*** group

   The two subdocuments will now sit within a single subdocument frame and therefore a single file…
5. Click on ***Collapse Subdocuments*** in the ***Master Document*** group

   You will be asked to save the changes



For Your Reference…

To ***merge subdocuments***:

1. Press Shift + click on the selector icons of each subdocument to select
2. Click on ***Merge*** in the ***Master Document*** group

Handy to Know…

- Just as you can ***merge*** subdocuments, you can also ***split*** them. This is useful if you want to remove content from a subdocument and store in a separate file. To split a subdocument, select the text that you want to separate, then click on ***Split*** . The split

SPLITTING SUBDOCUMENTS

Just as you can merge subdocuments to combine them, Word enables you to reverse the process and ***split a subdocument*** into two or more smaller subdocuments. You might find it useful to ***split subdocuments*** if you want a portion of text within a subdocument to be in a file of its own, for use elsewhere for instance. Logically, some

Try This Yourself:

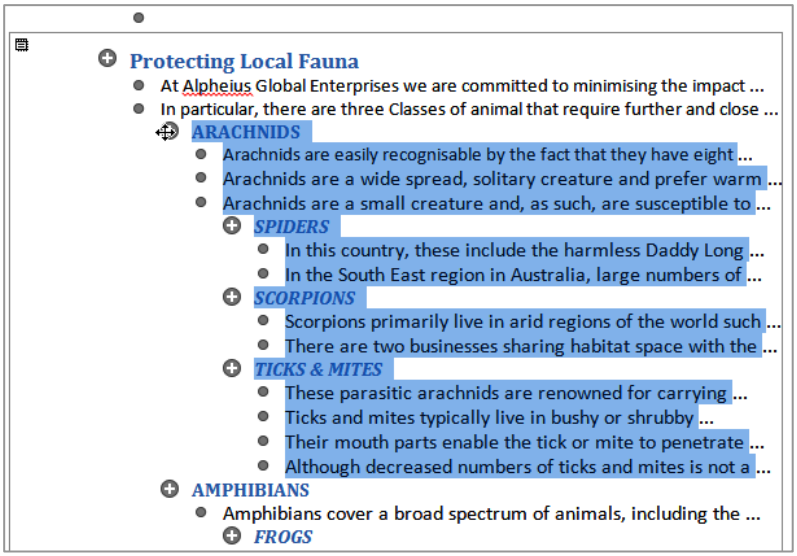
Same File

Continue using the previous file with this exercise...

1. If the subdocuments are not currently expanded click on ***Expand Subdocuments*** in the ***Master Document*** group
2. Click on the plus icon ⊕ for ***ARACHNIDS***

   This will select the heading and associated text...
3. Click on ***Promote*** to change the top heading level to ***Level 2***
4. Click on ***Split*** in the ***Master Document*** group to create a split above the selected text
5. Repeat steps ***2*** and ***4*** for the headings ***AMPHIBIANS*** and ***REPTILES***

   Each of the headings and their associated text will now be separate subdocuments...
6. Save the master



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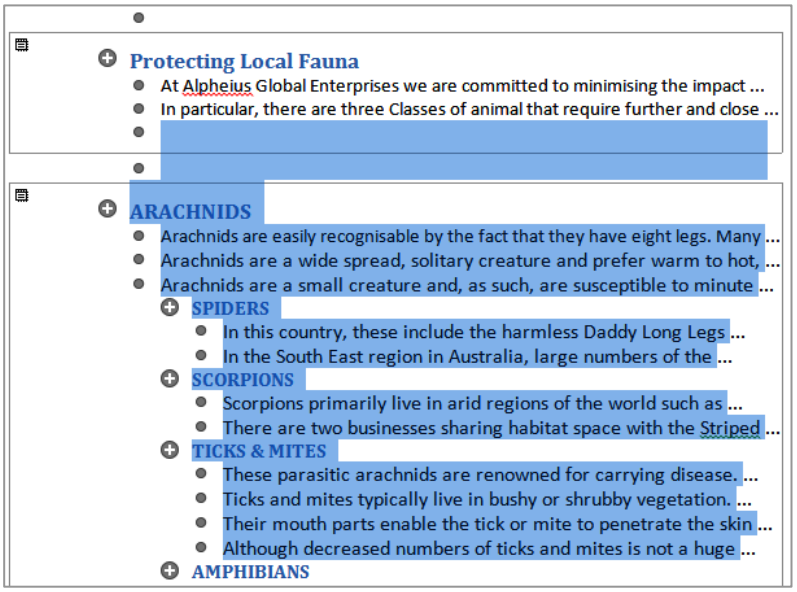


4

For Your Reference...

To ***split subdocuments***:

1. Click on the split location and create/format a heading based on a heading style
2. Select the heading
3. Click on ***Split*** in the ***Master Document*** group

Handy to Know...

- New subdocuments, created by splitting a subdocument, will be saved using the first line of text for the file name.
- After splitting a master document, if you try to collapse ***Outline*** view, Word will ask you

DELETING SUBDOCUMENTS

Sometimes you might need to ***delete a subdocument*** from a master document. This process is easily achieved and merely removes the ***link*** to the subdocument; it does not delete the actual file itself. The separate file still exists and will remain until you delete the actual file.

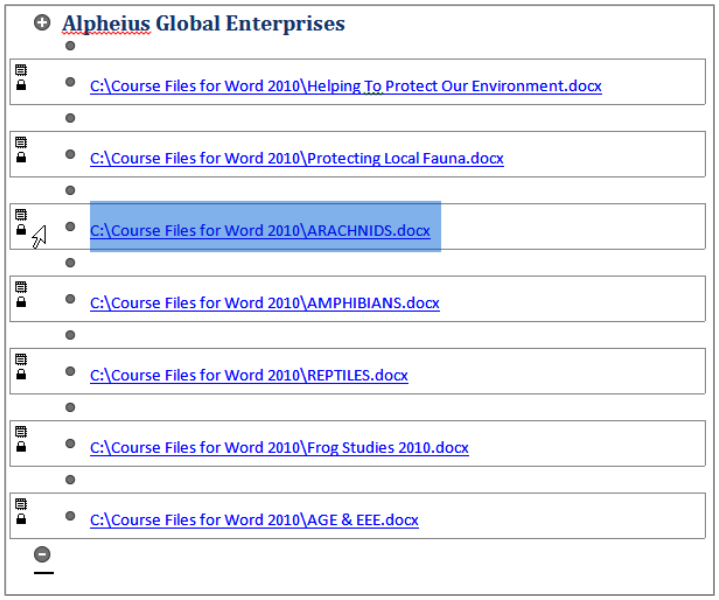
Try This Yourself:

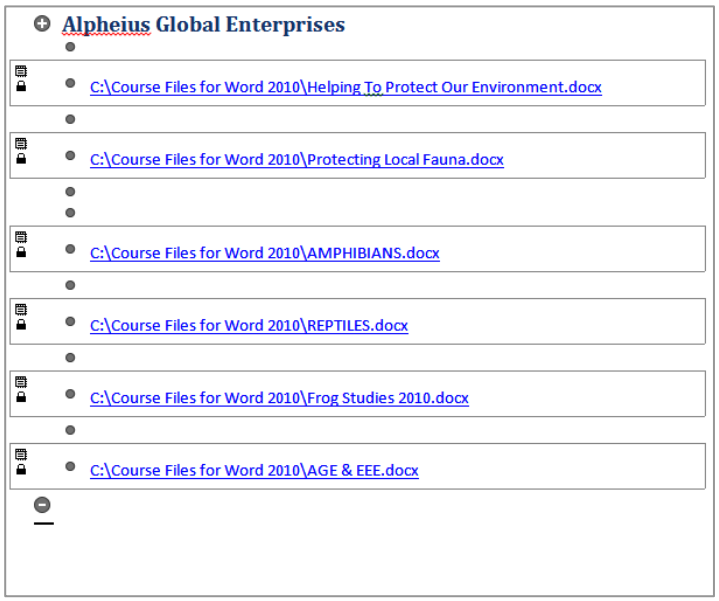
Same File

Continue using the previous file with this exercise...

1. Click on ***Collapse Subdocuments*** in the ***Master Document*** group to display the subdocument hyperlinks
2. Move the mouse pointer to the left of the ***ARACHNIDS*** hyperlink until it changes to a right-pointing arrow and then click to select the hyperlink
3. Press Del to delete the hyperlink

   Now that the link to the document is removed, the subdocument will no longer appear in the master...
4. Click on ***Expand Subdocuments*** in the ***Master Document*** group
5. Save the document





For Your Reference…

To ***delete a subdocument***:

1. Click on ***Collapse Subdocuments*** in the ***Master Document*** group if required to display the subdocument hyperlinks
2. Select the subdocument
3. Press Del

Handy to Know…

- You can also delete subdocuments and blocks of text in ***Expanded*** view. To do this, click on the ***expand*** icon next to the main heading of the subdocument to delete, then press Del.

NAVIGATING DOCUMENTS

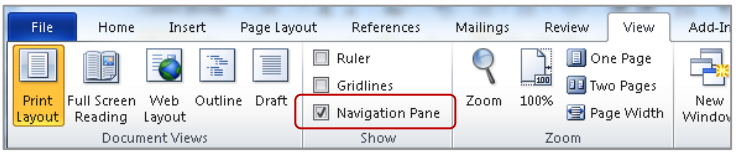
When you open a document, the ***Navigation pane*** will display by default (unless you've turned off this feature). This handy pane lets you quickly navigate documents by clicking on a heading in the outline to move to that heading or by clicking on a page thumbnail to move to that page. The ***Navigation pane*** is ideal to use

Try This Yourself:

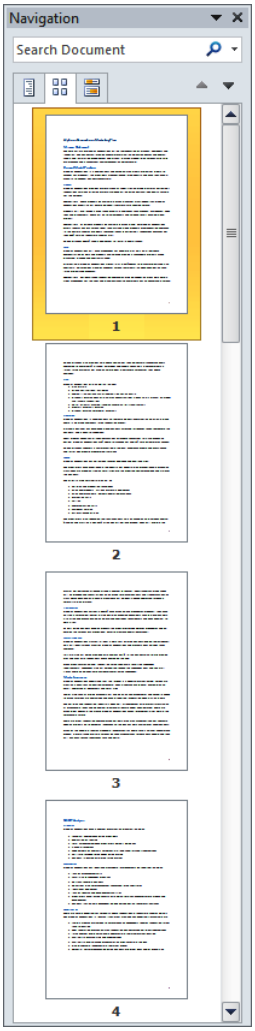
Open File

Before starting this exercise you MUST open the file W813 Navigation Pane_1.docx...

1 If the ***Navigation pane*** is not displayed to the left of the document window, click on the ***View*** tab of the ribbon and tick ***Navigation Pane*** in the ***Show*** group as shown



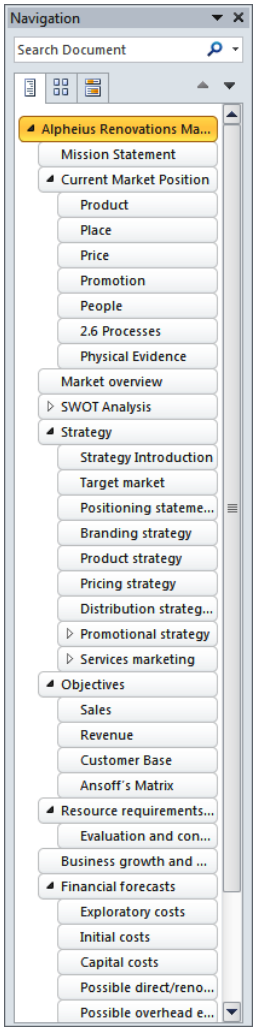
2 Click on the ***Browse the pages in your document*** tab near the top of the ***Navigation pane***



Browsing the page thumbnails gives you a bird's eye view of a document – this document has 16 pages as shown by the 16 thumbnails…

3 Scroll down to and click on thumbnail ***14*** to display page ***14***

4 Click on the ***Browse the headings in your document*** tab



The document's headings and subheadings will display in a clear top to bottom arrangement. They are indented based on their heading level which range in this case from Heading 1 (top-level heading) to Heading 4. You can quickly navigate to the desired section in a document…

For Your Reference…

To ***navigate*** with the ***Navigation pane***:

- Click on a heading in the ***Browse the headings in your document*** tab to move to that heading in the document
- Click on a thumbnail in the ***Browse the pages in your document*** tab to move to that

Handy to Know…

- You can close the ***Navigation pane*** by clicking on ***close*** ×.
- You must apply Word's heading styles (eg, ***Heading 1***, ***Heading 2*** and so on in the ***Styles*** gallery on the ***Home*** tab) to each

VIEWING HEADINGS

You can use the ***Navigation pane*** to quickly check that you have applied the appropriate heading style to each heading in a longer document, such as a business plan. You can do this by collapsing all headings and then progressively showing the various heading levels. If a heading is indented incorrectly, simply promote or demote it

Try This Yourself:

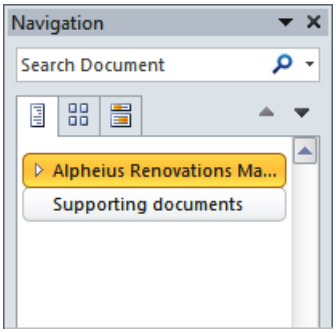
Same File

Continue using the previous file with this exercise, or open the file W813 Navigation Pane_1.docx...

1. Ensure the ***Navigation pane*** is displayed
2. Right-click on any heading in the ***Navigation pane*** and select **Collapse All**

   All Heading 2 and lower headings will collapse. Only the document title should be listed but as you can see, the Supporting Documents heading is also displayed – you can fix easily this …
3. Right-click on ***Supporting documents***, select **Demote** then scroll down to the bottom of the ***Navigation pane*** and check that the heading has been indented from a level ***1*** to level ***2*** heading

   Let's check the heading levels of the various headings now – this makes it easy to ensure the correct style has been applied to each heading…
4. Repeat step ***2*** to collapse all headings and then right-click on the top-level heading and select **Show Heading Levels** > **Show Heading 2**
5. Repeat step ***4*** to show all ***Heading 3***



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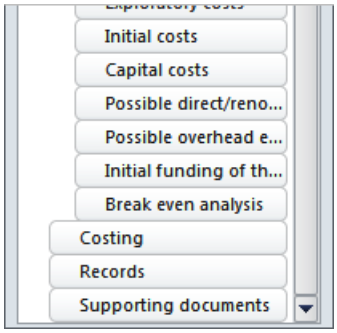

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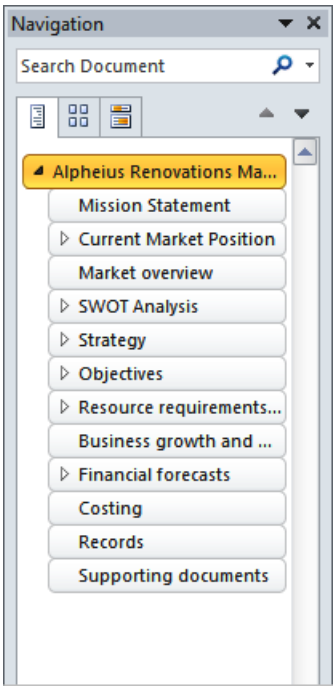
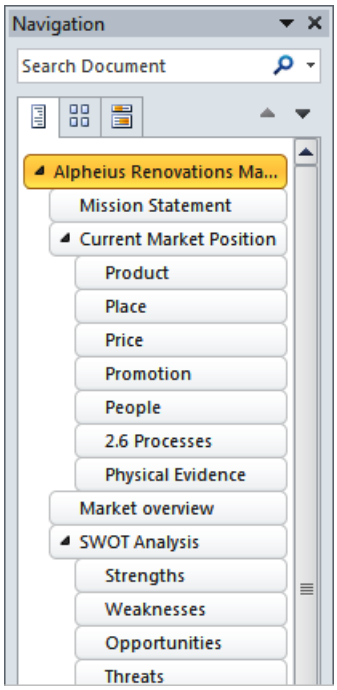


4 *Both Heading 1 and Heading 2 level headings will be displayed when you show Heading 2 headings*



5 *And consequently, Heading 1, Heading 2 and Heading 3 level headings will be displayed when you show Heading 3 headings*

For Your Reference…

To view heading levels:

1. Right-click on any heading in the ***Navigation pane*** and select **Collapse All**
2. Right-click on the top-level heading and select **Show Heading Levels** > **Show Heading #**

Handy to Know…

- When you ***promote*** (outdent) or ***demote*** (indent) a heading in the ***Navigation pane***, Word will also automatically apply the appropriate heading style such as ***Heading 1***, ***Heading 2*** and so on to the headings in the document.

EDITING HEADINGS

If your document has lots of headings, chances are that they will not be named consistently throughout the document. For instance, you may have used plurals for some headings (***Editing Headings*** vs. ***Editing A Heading***), used different cases (***Editing Headings*** vs. ***Editing headings***) and more. The ***Navigation pane*** provides a clear list in

Try This Yourself:

Same File

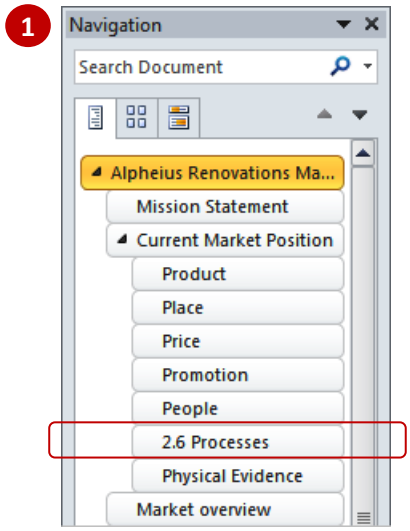
Continue using the previous file with this exercise, or open the file W813 Navigation Pane_2.docx...

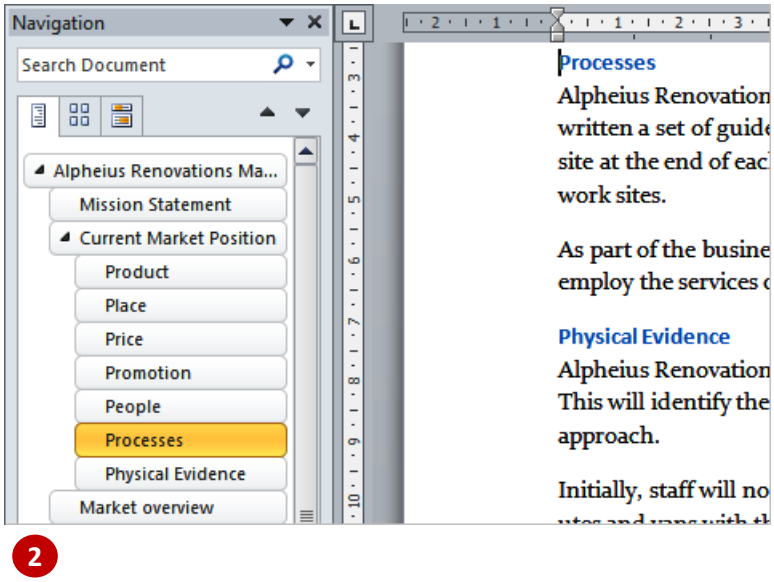
1 Ensure all headings are displayed in the ***Navigation pane***

Originally when we created this document, all headings were numbered. If you look at the Level 3 headings beneath Current Market Position near the top of the Navigation pane, you'll see that we missed removing the numbers from the Processes heading…

2 Click on ***2.6 Processes*** to move to that heading in the document, then press Del four times to delete ***2.6*** and the space from the left of the heading

The heading in the Navigation pane will update as you edit the heading in the docume





For Your Reference…

To edit a heading using the ***Navigation pane***:

1. Click on the heading in the ***Navigation pane***
2. Edit the text in the document as desired

Handy to Know…

- You can delete a heading and its content (including any subheadings under the heading) using the ***Navigation pane***. To do this, right-click on the desired heading and select **Delete**. You cannot delete the last heading in a document using this method.

ADDING HEADINGS

The ***Navigation pane*** makes it easy to insert new headings and subheadings into a document formatted using Word's heading styles. You can insert a heading either before or after a specific heading and Word will format it in the document using the same style as the selected heading. When you insert a subheading, it will be inserted

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W813 Navigation Pane_3.docx...

1 Ensure all headings are displayed in the ***Navigation pane***

2 Right-click on ***Strategy*** (Heading 2) and select **New Heading Before**

A new blank heading will be inserted into both the Navigation pane and the document...

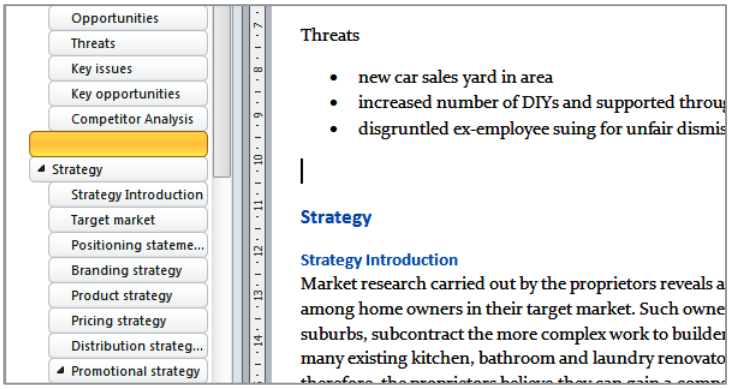
3 Type **Assumptions**, press Enter and type **This plan is based on the following assumptions.**

Notice that the heading in the document is formatted as a Heading 2 (same as Strategy) and the text as a Normal paragraph. Notice also that the heading text has been added to the Navigation pane.

You can also add subheadings...

4 Right-click on ***Assumptions*** in the ***Navigation pane***, select **New Subheading**, type **Kitchen renovations only** and press

2



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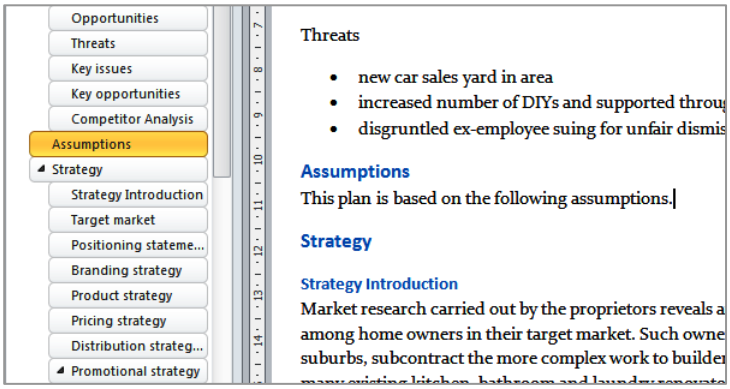

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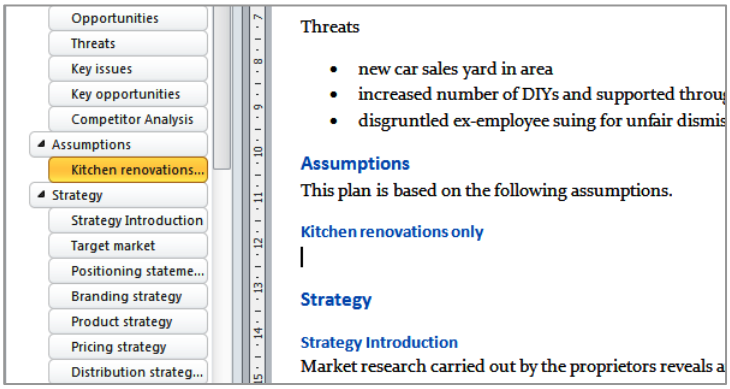


For Your Reference...

To add a heading or subheading:

1. Display the ***Navigation pane***
2. Right-click on the heading either before or after which you want to add the new heading
3. Select **New Heading Before**, **New Heading**

Handy to Know...

- When you insert a new heading before or after an existing heading, it will be formatted with the same heading style as the existing heading. You can check this in the ***Styles*** gallery on the ***Home*** tab. If this is not the correct style, you can then either

MOVING HEADINGS

Reorganising the content of a long document is very simple using the ***Navigation pane***. For example, you can quickly change the order of the headings in your document by dragging a heading to a new location in the ***Navigation pane***. The heading and its content (including all subheadings under the heading) will be moved to

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W813 Navigation Pane_4.docx...

1. Ensure all headings are displayed in the ***Navigation pane***

   After reviewing the document, we've noticed that the Objectives have been included after Strategy. The order of this content needs to be reversed …

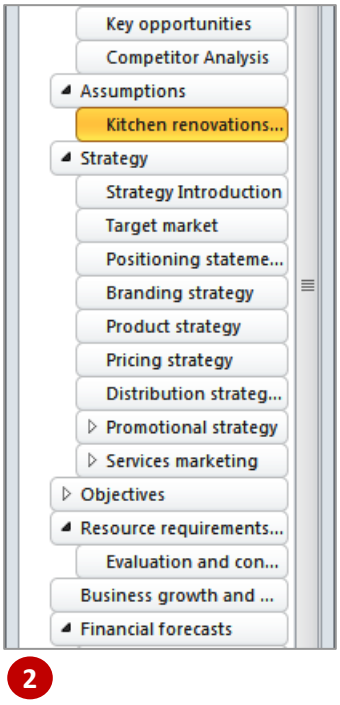
2. Click on the black triangle ◢ to the left of ***Objectives*** in the ***Navigation pane*** to collapse (hide) the headings subordinate to ***Objectives***

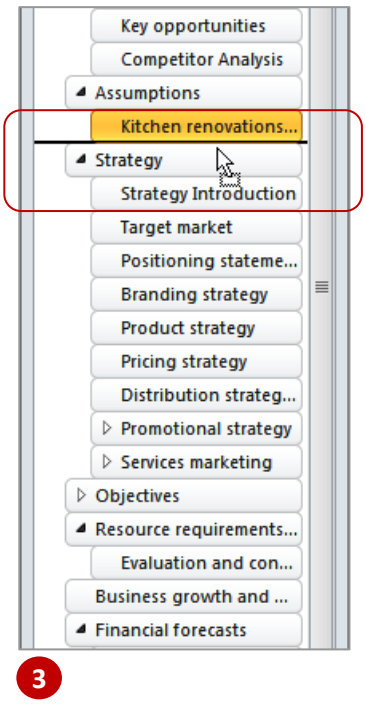
   Although you don't have to collapse the heading for the move to work correctly, it just makes it clearer what you're moving…

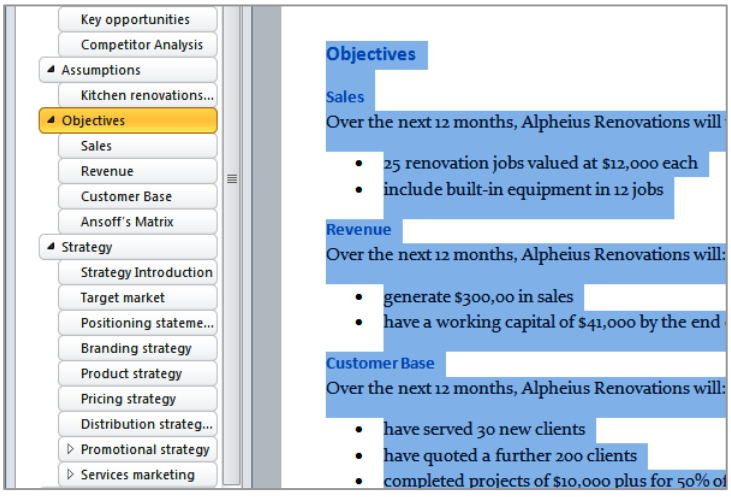
3. Drag ***Objectives*** in the ***Navigation pane*** until a solid black horizontal line appears immediately above ***Strategy*** as shown

4. Release the mouse button to complete the move

   Notice that Word automatically displays all headings under Objectives in the Navigation pane and selects the entire section's







For Your Reference…

To move a heading (and content) in a document:

1. Display the ***Navigation pane***
2. Collapse the heading to be moved if necessary
3. Drag the heading to the new location as indicated by the solid black line

Handy to Know…

- If you want to select a particular heading and its content in a document – perhaps you want to copy the text to another document – right-click on the heading in the ***Navigation pane*** and select **Select Heading and Content**.

INSERTING A COVER PAGE

Microsoft Word 2010 includes 19 cover page designs that you can apply to long documents, such as annual reports, financial reports, white papers and the like. You simply choose the desired cover from the ***Cover Page*** gallery and replace the sample text with your own. Cover pages are part of the ***Building Block*** gallery.

Try This Yourself:

Open File

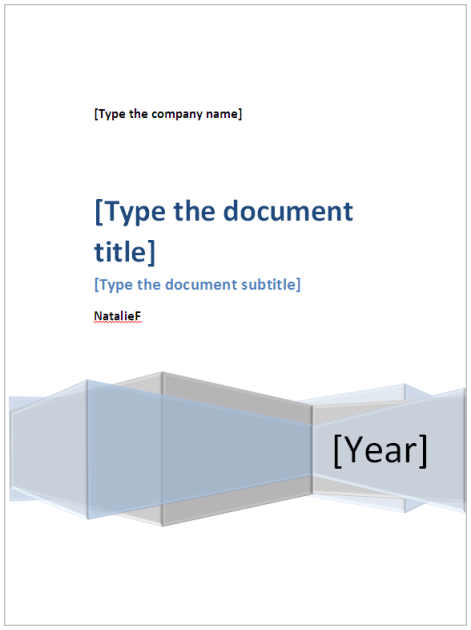
Before starting this exercise you MUST open the file W816 Page Techniques_1.docx…

1. Click on the ***Insert*** tab, then click on ***Cover Page*** in the ***Pages*** group to display the ***Cover Page*** gallery
2. Click on ***Cubicles*** to insert the cover page at the start of the document

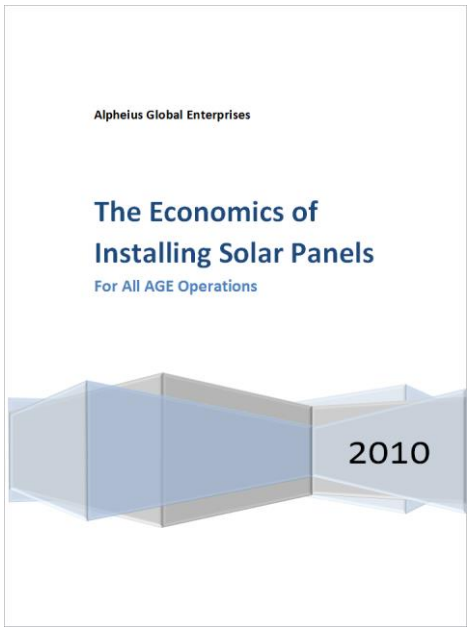
   Cover pages are always inserted at the start of the document no matter where the cursor is positioned...
3. Click in ***Type the company name*** and type **Alpheius Global Enterprises**
4. Click in ***Type the document title*** and type **The Economics of Installing Solar Panels**
5. Click in ***Type the document subtitle*** and type **For All AGE Operations**, and then type **2010** for ***Year***
6. Click on ***Author*** below the document subtitle, then click on the blue ***Author*** tab and press Del. Click outside the selection to see the result

   Let's remove the original title now that you have added the cover page...
7. Scroll to the next page, select the heading that starts ***The Economics of Installing …*** and press Del

2



6



For Your Reference…

To ***insert*** a ***cover page***:

1. Click on the ***Insert*** tab, then click on ***Cover Page*** in the ***Pages*** group
2. Click on the desired cover page option
3. Replace the placeholder text with your own

Handy to Know…

- If you insert a second cover page in a document, it will replace the first cover page.
- You can download more cover page designs from ***Office Online***. Click on ***Cover Page***