

Microsoft Word 2013 Advanced Quick Reference: Styles & Long Documents (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Word 2013 Advanced **Styles & Working with Long Documents**

Using Styles

A style is a named group of formatting that can be applied and updated from one place to many other instances throughout a document.

- Apply consistent formatting to text.
- Select all text with the same style.
- Change the text style of text without using a style.
- Change a Table of Contents to update from a default template that has been updated in the past.
- Out of a manual list to update the document's list.
- With multiple heading styles, see the structure of your document in the Navigation pane and compare or expand parts of your document.

You can use the following styles to create new ones:

- Character, Paragraph, Linked Styles**
Character styles: Use to consider the applied font and color.
- Paragraph styles**: Use to consider the applied font and paragraph formatting (e.g., margins).
- Linked styles**: Can be used when a character or paragraph style.

Applying Character and Paragraph Styles

- Select the text or paragraph that requires a style.
- To apply a linked style to text in a paragraph, select the text. To apply a linked style to a paragraph, select the paragraph. To apply a linked style to a paragraph, select the paragraph. To apply a linked style to a paragraph, select the paragraph.

Creating a Style

- Select the text or paragraph that you want to create a style for.
- In the **Home** tab, click **Style** > **New Style**.
- Type a name for the new style.

Displaying the Styles Pane

Click **Home** > **Style** > **Style Pane**.

Changing Styles

- Select one or more paragraphs with the desired formatting.
- Right-click on the name of the style you want to change in the **Style** pane.
- Choose **Update Style to Match Selection**.

Deleting a Style

- In the **Style** pane, right-click on the style you want to delete.
- Choose **Delete**.

Switching All Text with the Same Style

- In the **Style** pane, click **Style** > **Apply to All**.

Showing Formatting as Styles in "Clean Up" a Document

Formatting that has been applied to text in a document can be shown as a style to help you change it. To show it as a type of formatting, e.g., **Font**, **Color**, or **Heading**.

- In the **Style** pane, click **Style** > **Apply to All**.
- Under **Style** > **Format**, click **Style** > **Apply to All**.

Importing Styles

- Click **File** > **Open** > **Styles**.
- Click **Import Styles**.

Showing Formatting as Styles in "Clean Up" a Document

- Click **File** > **Open** > **Styles**.
- Click **Import Styles**.

Creating a Table of Contents

- Place the cursor at the end of the document.
- Click **References** > **Table of Contents**.
- Click **Table of Contents**.
- Click **Table of Contents**.

Updating a Table of Contents

- Click **References** > **Table of Contents**.
- Click **Table of Contents**.

Preparing an Index

- Click **References** > **Index**.
- Click **Index**.

To make an index entry:

- Set the text to be indexed in the document. Or, if you're using a template, set the text to be indexed in the document.
- Click **References** > **Index** > **Mark Entry**.

To make index entries using a word list:

- Click **References** > **Index** > **Mark Entry**.
- Click **Index** > **Mark Entry**.

Copying and Pasting Styles

- Click **Home** > **Style** > **Copy Style**.
- Click **Home** > **Style** > **Paste Style**.

Applying Table Styles

- Click **Table** > **Table**.
- Click **Table** > **Table**.

Restricting Formatting

- Click **File** > **Options** > **Advanced**.
- Click **Restrict Formatting**.



Synopsis

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use styles and other features useful for long documents in Microsoft Office Word 2013. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Using Styles; Character, Paragraph, Linked Styles; Applying Character and Paragraph Styles; Creating a Style; Displaying the Styles Pane; Changing Styles; Deleting a Style; Selecting All Text with Same Style; Adding Styles to the Default Style List; Showing Formatting as Styles to "Clean Up" a Document; Importing Styles; Using Numbered Lists with Styles; Applying Table Styles; Jumping to a Specific Element (Page, Section, Comment, etc.); Creating Multilevel Numbered Lists; Expand/Collapse In Print Layout View; Viewing & Structuring your Document Using the Navigation Pane; Outlining; Restricting Formatting; Finding and Replacing Formats; Finding and Replacing Special Characters (Tabs, Spaces, etc.); Options when Pasting; Inserting Entire Documents; Creating a Table of Contents; Updating a Table of Contents; Creating an Index; Generating an Index; Updating an Index; Creating a Bookmark; Going to/Selecting Bookmarked Text; Using Bookmarks to Refer to Pages; Section Breaks: Inserting a Section Break; Changing Page Numbering Mid-Document; Changing Headers and Footers; Changing Page Setup in a Section; Inserting a Footnote/Endnote. This guide is one of several available for Word 2013: Word 2013 Introduction (ISBN 978-1936220816); Word 2013 Intermediate (ISBN 978-1936220823); Word 2013 Templates & Forms (ISBN 978-1936220847); and Word 2013 Advanced.

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Customer Reviews

Over the past 15 or so years, I have become fairly proficient using Microsoft Word. Now that I am retired, and am doing more writing, I wanted to more fully explore the capabilities Word offers. This MS Word 2013 Advanced Quick Reference card provides me much of the information I sought in an easy to use format that I keep with my computer in my home office. I only use some of the advanced functions listed on the card infrequently, and used to forget how to do something after a period of time. Now I have a reference guide that I can turn to when needed, so I can focus on what I am writing, not how I am going to format it. I have found this to be very useful, and has save me a lot of time. I recommend this strongly to anyone wanting to learn more advanced Word capabilities.

Excellent for long documents, using Outline's structure - a must have for students with complicated thesis, writers and would be writers, and other smarty pants....

Quick delivery and contains lots of "quick" information to get things done in the 2013 version of Microsoft Word.

This product is a great review and help sheet for Microsoft Word, I plan on using this sheet for future reference.

A lot of useful information on two pages. Clearly presented.

This is helpful for a quick snapshot of a skill or place to go without having to U-tube it....

Good reference help.

These are wonderful! I love having them and are a great part of my teaching material. I definitely recommend picking these up!

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