Microsoft

Microsoft Office

(Office 2021 and Microsoft 365)

Step by Step

Joan Lambert
Curtis Frye

PRACTICE FILES

FREE SAMPLE CHAPTER

Microsoft

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Step by Step
(Office 2021 and Microsoft 365)

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Curtis Frye

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About the authors

Joan Lambert has worked closely with Microsoft technologies since 1986, and in the training and certification industry since 1997, guiding the translation of technical information and requirements into useful, relevant, and measurable resources for people seeking certification of their computer skills or who simply want to get things done efficiently. She has written more than 50 books about Windows, Office, and SharePoint technologies, including dozens of Step by Step books and several generations of Microsoft Office Specialist certification study guides. Students who use the GO! with Microsoft Office textbook products from Pearson may overhear her cheerfully demonstrating Office features in the videos that accompany the series.

A native of the Pacific Northwest, Joan has had the good fortune to live in many parts of the world—including Germany, New Zealand, Sweden, and Denmark—and many of our United States. She currently resides with her family—one daughter, two dogs, two cats, and seven chickens—in the Beehive State, where she enjoys the majestic mountain views, mostly blue skies, and occasional snowstorm.

Curtis Frye is the author of more than 30 books, including *Microsoft Excel 2019 Step by Step* and *Microsoft OneNote Step by Step* for Microsoft Press. He has also created and recorded more than 90 online training courses for lynda.com and LinkedIn Learning on topics such as Excel data analysis; supply chain, transportation, and inventory problems; and data visualization using Tableau. He lives in Portland, Oregon, with his wife, Virginia.

Introduction

Welcome to the wonderful world of Microsoft 365 apps, formerly known as Microsoft Office! This Step by Step book has been designed to make it easy for you to learn about key aspects of four of the Microsoft 365 apps: Word, Excel, PowerPoint, and Outlook. In each part of this book, you can start from the beginning and then build your skills as you learn to perform increasingly specialized procedures. Or, if you prefer, you can jump in wherever you need guidance for performing tasks. The how-to steps are delivered crisply and concisely—just the facts. You'll also find informative graphics that support the instructional content.

Who this book is for

Microsoft Office Step by Step is designed for use as a learning and reference resource by home and business users of Microsoft Office 365 or the individual Office apps who want to use Word, Excel, and PowerPoint to create and edit files, and Outlook to organize email, contact information, and calendar items. The content of the book is designed to be useful for people who have previously used earlier versions of the apps and for people who are discovering the apps for the first time.

The Step by Step approach

This book's coverage is divided into parts. Part 1 introduces the Microsoft 365 apps and the skills that are common to all of them. Parts 2–5 each provide a thorough introduction to one of the four apps covered in this book. Each part is divided into chapters representing skill set areas, and each chapter is divided into topics that group related skills. Each topic includes expository information followed by generic procedures. At the end of the chapter, you'll find a series of practice tasks you can complete on your own by using the skills taught in the chapter. You can use the practice files available from this book's website to work through the practice tasks, or you can use your own files.

Features and conventions

This book has been designed to lead you step by step through tasks you're likely to want to perform in Word, Excel, PowerPoint, and Outlook. The topics are all self-contained, so you can start at the beginning and work your way through all the procedures or reference them independently. If you have worked with previous versions of the apps, or if you complete all the exercises and later need help remembering how to perform a procedure, the following features of this book will help you locate specific information:

- **Detailed table of contents** Browse the listing of the topics, sections, and sidebars within each chapter.
- **Chapter thumb tabs and running heads** Identify the pages of each chapter by the thumb tabs on the book's open fore edge. Find a specific chapter by number or title by looking at the running heads at the top of even-numbered (verso) pages.
- **Topic-specific running heads** Within a chapter, quickly locate the topic you want by looking at the running heads at the top of odd-numbered (recto) pages.
- **Practice tasks page tabs** Easily locate the practice tasks at the end of each chapter by looking for the full-page stripe on the book's fore edge.
- **Detailed index** Look up coverage of specific tasks and features in the index at the back of the book.

You can save time when reading this book by understanding how the Step by Step series provides procedural instructions and auxiliary information and identifies on-screen and physical elements that you interact with. The following table lists content formatting conventions used in this book.

Convention	Meaning
TIP	This reader aid provides a helpful hint or shortcut to simplify a task.
IMPORTANT	This reader aid alerts you to a common problem or provides information necessary to successfully complete a procedure.
SEE ALSO	This reader aid directs you to more information about a topic in this book or elsewhere.

Convention	Meaning
1. Numbered steps 2. 3.	Numbered steps guide you through generic procedures in each topic and through hands-on practice tasks at the end of each chapter.
■ Bulleted lists	Bulleted lists indicate single-step procedures and sets of multiple alternative procedures.
Interface objects	In procedures and practice tasks, semibold black text indicates on-screen elements that you should select (click or tap).
User input	Light semibold formatting identifies specific information that you should enter when completing procedures or practice tasks.
Keyboard shortcuts	A plus sign between two keys indicates that you must select those keys at the same time. For example, "press Ctrl+P" directs you to hold down the Ctrl key while you press the P key.
Emphasis and *URLs*	In expository text, italic formatting identifies web addresses and words or phrases we want to emphasize.

Download the practice files

Before you can complete the practice tasks in this book, you must download the book's practice files to your computer from *MicrosoftPressStore.com/MSOfficeSBS365/downloads*. Follow the instructions on the webpage.

IMPORTANT Word, Excel, PowerPoint, Outlook, and other Microsoft 365 apps are not available from the book's website. You should install the apps before working through the procedures and practice tasks in this book.

You can open the files that are supplied for the practice tasks and save the finished versions of each file. If you want to repeat practice tasks later, you can download the original practice files again.

SEE ALSO For information about opening and saving files, see "Open and move around in files" and "Save and close files" in Chapter 2, "Create and manage files."

The following table lists the files available for use while working through the practice tasks in this book.

Chapter	Folder	File
Part 1: Microsoft Office (Microsoft 365 Apps)		
1: Explore Office	Office365SBS\Ch01	None
2: Create and manage files	Office365SBS\Ch02	DisplayProperties.xlsx DisplayViews.pptx NavigateFiles.docx
Part 2: Microsoft Word		
3: Modify the structure and appearance of text	Office365SBS\Ch03	ApplyStyles.docx ChangeTheme.docx CreateLists.docx FormatCharacters.docx FormatParagraphs.docx StructureContent.docx
4: Collaborate on documents	Office365SBS\Ch04	ControlChanges.docx MergeDocs1.docx MergeDocs2.docx ReviewComments.docx TrackChanges.docx
5: Merge data with documents and labels	Office365SBS\Ch05	CreateEnvelopes.docx CustomerList.csv CustomerList.xlsx InsertFields.docx PolicyholdersList.xlsx RefineData.docx StartMerge.docx

Chapter	Folder	File
Part 3: Microsoft Excel		
6: Perform calculations on data	Office365SBS\Ch06	AuditFormulas.xlsx BuildFormulas.xlsx CreateArrayFormulas.xlsx CreateConditonalFormulas.xlsx NameRanges.xlsx SetIterativeOptions.xlsx
7: Manage worksheet data	Office365SBS\Ch07	FilterData.xlsx SummarizeValues.xlsx ValidateData.xlsx
8: Reorder and summarize data	Office365SBS\Ch08	CustomSortData.xlsx OutlineData.xlsx SortData.xlsx
9: Analyze alternative data sets	Office365SBS\Ch09	CreateScenarios.xlsx DefineDataTables.xlsx PerformGoalSeekAnalysis.xlsx
Part 4: Microsoft PowerPoint		
10: Create and manage slides	Office365SBS\Ch10	AddRemoveSlides.pptx ApplyThemes.pptx ChangeBackgrounds.pptx CreateSections.pptx ImportOutline.docx RearrangeSlides.pptx ReuseSlides.pptx

Chapter	Folder	File
11: Insert and manage simple graphics	Office365SBS\Ch11	AccreditPictures.pptx Bouquets.jpg DrawShapes.pptx EditPictures.pptx InsertIcons.pptx InsertPictures.pptx InsertScreens.pptx Penguins01.jpg Penguins02.jpg PinkFlowers.jpg PurpleFlowers.jpg RedTree.jpg Tiger01.jpg Tiger02.jpg WhiteFlower.jpg
12: Add sound and movement to slides	Office365SBS\Ch12	AddAudio.pptx AddVideo.pptx AnimateSlides.pptx Butterfly.wmv CustomizeAnimation.pptx SoundTrack.wma Wildlife.wmv
Part 5: Microsoft Outlook		
13: Send and receive email messages	Office365SBS\Ch13	AttachFiles.docx
14: Organize your Inbox	Office365SBS\Ch14	None
15: Manage scheduling	Office365SBS\Ch15	None

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Modify the structure and appearance of text

3

Documents contain text that conveys information to readers, but the appearance of the document content also conveys a message. You can provide structure and meaning by formatting the text in various ways. Word 365 provides a variety of simple-to-use tools that you can use to apply sophisticated formatting and create a logical and meaningful navigational structure for your documents.

In a short document or one that doesn't require a complex navigational structure, you can easily format words and paragraphs so that key points stand out and the structure of your document is clear. You can achieve dramatic flair by applying predefined WordArt text effects. To keep the appearance of documents and other Microsoft 365 files consistent, you can format document elements by applying predefined sets of formatting called *styles*. In addition, you can change the fonts, colors, and effects throughout a document with one click or tap by applying a theme.

This chapter guides you through procedures related to applying paragraph and character formatting, structuring content manually, creating and modifying lists, applying styles to text, and changing a document's theme.

In this chapter

- Apply paragraph formatting
- Apply character formatting
- Structure content manually
- Create and modify lists
- Apply built-in styles to text
- Change the document theme

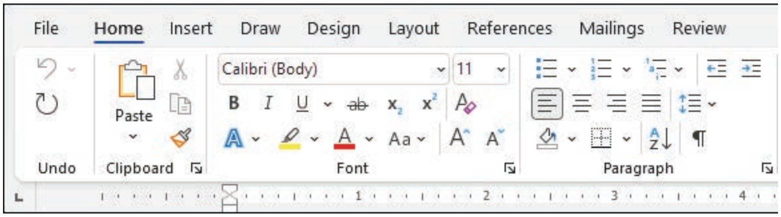
Apply paragraph formatting

You create a paragraph by entering text and then pressing the Enter key. A paragraph can contain one word, one sentence, or multiple sentences. Every paragraph ends with a paragraph mark, which looks like a backward P (¶). Paragraph marks and other structural characters (such as spaces, line breaks, and tabs) are usually hidden, but you can display them. Sometimes displaying these hidden characters makes it easier to accomplish a task or understand a structural problem.

SEE ALSO For information about working with hidden structural characters, see "Structure content manually" later in this chapter.

You can change the look of a paragraph by changing its indentation, alignment, and line spacing, in addition to the space before and after it. You can also put borders around it and shade its background. Collectively, the settings you use to vary the look of a paragraph are called *paragraph formatting*.

You can modify a paragraph's left and right edge alignment and internal line spacing, and the spacing above and below the paragraph, by using tools on the Home tab of the ribbon or in the Paragraph dialog, and its left and right indents from the Home tab, the Layout tab, the Paragraph dialog, or the horizontal ruler. The ruler is often hidden to provide more space for the document content.

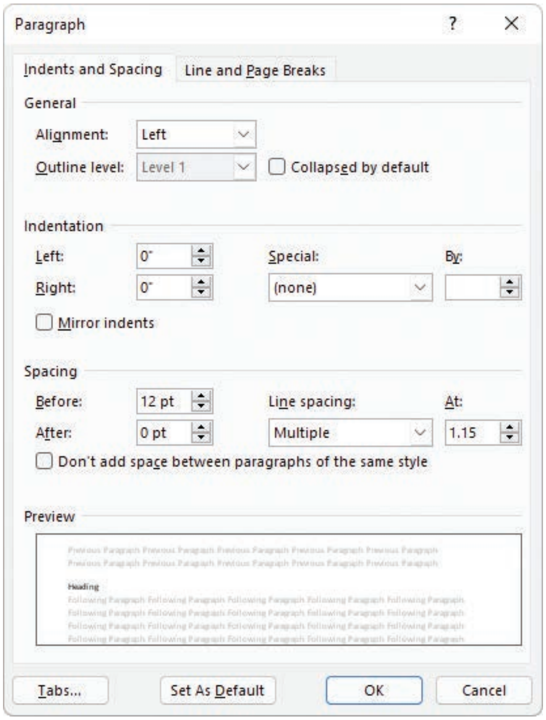


The left indent can be changed from the Home tab, the Layout tab, or the ruler

If you modify a paragraph and aren't happy with the changes, you can restore the original paragraph and character settings by clearing the formatting to reset the paragraph to its base style.

SEE ALSO For information about styles, see "Apply built-in styles to text" later in this chapter.

When you want to make several adjustments to the alignment, indentation, and spacing of selected paragraphs, it's sometimes quicker to make changes in the Paragraph dialog than to select buttons and drag markers.



Paragraph

Indents and Spacing | Line and Page Breaks

General

Alignment: Left

Outline level: Level 1 ☐ Collapsed by default

Indentation

Left: 0"

Right: 0"

Special: (none) By:

☐ Mirror indents

Spacing

Before: 12 pt

After: 0 pt

Line spacing: Multiple At: 1.15

☐ Don't add space between paragraphs of the same style

Preview

Indent and spacing settings in the Paragraph dialog

Configure alignment

The alignment settings control the horizontal position of the paragraph text between the page margins. There are four alignment options:

- **Align Left** This is the default paragraph alignment. It sets the left end of each line of the paragraph at the left page margin or left indent. It results in a straight left edge and a ragged right edge.
- **Align Right** This option sets the right end of each line of the paragraph at the right page margin or right indent. It results in a straight right edge and a ragged left edge.
- **Center** This option centers each line of the paragraph between the left and right page margins or indents. It results in ragged left and right edges.

- **Justify** This option adjusts the spacing between words so that the left end of each line of the paragraph is at the left page margin or indent, and the right end of each line of the paragraph (other than the last line) is at the right margin or indent. It results in straight left and right edges.

The icons on the alignment buttons on the ribbon depict the effect of each alignment option.

To open the Paragraph dialog

- On the **Home** tab or the **Layout** tab, in the **Paragraph** group, select the **Paragraph Settings** dialog launcher.
- On the **Home** tab, in the **Paragraph** group, select the **Line and Paragraph Spacing** button and then **Line Spacing Options**.
- Right-click anywhere in the paragraph and then select **Paragraph**.

To set paragraph alignment

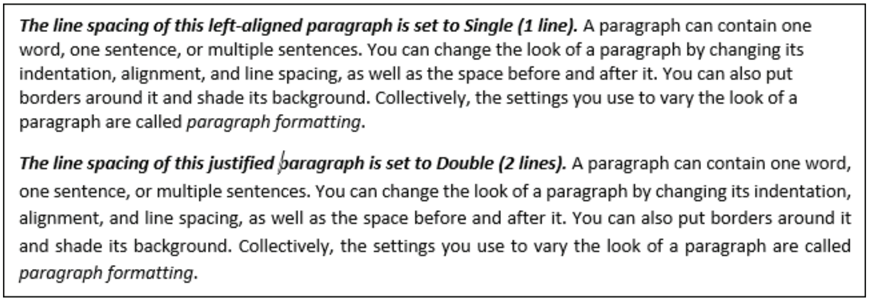
- Position the cursor anywhere in the paragraph or select all the paragraphs you want to adjust. Then do either of the following:
    - On the **Home** tab, in the **Paragraph** group, select the **Align Left**, **Center**, **Align Right**, or **Justify** button.
    - Open the **Paragraph** dialog. On the **Indents and Spacing** tab, in the **General** area, select **Left**, **Centered**, **Right**, or **Justified** in the **Alignment** list.

Configure vertical spacing

Paragraphs have two types of vertical spacing:

- **Paragraph spacing** This is the space between paragraphs, defined by setting the space before and after each paragraph. This space is usually measured in points. (One point is 1/72 of an inch, or approximately 0.035 centimeters.)
- **Line spacing** This is the space between the lines within a paragraph, defined by setting the height of the lines either in relation to the height of the text (single, double, or a specific number of lines) or by specifying a minimum or exact point measurement.

The default line spacing for documents created in Word 365 is 1.08 lines. Changing the line spacing alters the appearance and readability of the text in the paragraph and the amount of space it occupies on the page.



The line spacing of this left-aligned paragraph is set to Single (1 line). A paragraph can contain one word, one sentence, or multiple sentences. You can change the look of a paragraph by changing its indentation, alignment, and line spacing, as well as the space before and after it. You can also put borders around it and shade its background. Collectively, the settings you use to vary the look of a paragraph are called *paragraph formatting*.

The line spacing of this justified paragraph is set to Double (2 lines). A paragraph can contain one word, one sentence, or multiple sentences. You can change the look of a paragraph by changing its indentation, alignment, and line spacing, as well as the space before and after it. You can also put borders around it and shade its background. Collectively, the settings you use to vary the look of a paragraph are called *paragraph formatting*.

The effect of changing line spacing

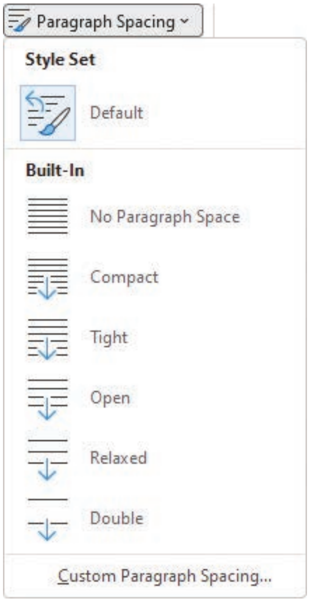
You can set the paragraph and line spacing for individual paragraphs and for paragraph styles. You can quickly adjust the spacing of most content in a document by selecting an option from the Paragraph Spacing menu on the Design tab. (Although the menu is named Paragraph Spacing, the menu options control both paragraph spacing and line spacing.) These options, which are named by effect rather than by specific measurements, work by modifying the spacing of the Normal paragraph style and any other styles that depend on the Normal style for their spacing. (In standard templates, most other styles are based on the Normal style.) The Paragraph Spacing options modify the Normal style in the current document only and do not affect other documents.

The following table describes the effect of each Paragraph Spacing option on the paragraph and line spacing settings.

Paragraph spacing option	Before paragraph	After paragraph	Line spacing
Default	Controlled by style set	Controlled by style set	Controlled by style set
No Paragraph Space	0 points	0 points	1 line
Compact	0 points	4 points	1 line
Tight	0 points	6 points	1.15 lines
Open	0 points	10 points	1.15 lines
Relaxed	0 points	6 points	1.5 lines
Double	0 points	8 points	2 lines

To quickly adjust the vertical spacing before, after, and within all paragraphs in a document

1. On the **Design** tab, in the **Document Formatting** group, select **Paragraph Spacing** to display the Paragraph Spacing menu.

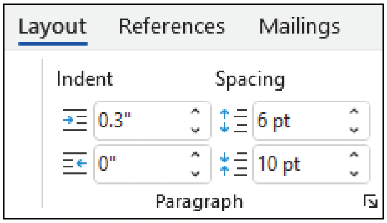

Paragraph Spacing
Style Set
Default
Built-In
No Paragraph Space
Compact
Tight
Open
Relaxed
Double
Custom Paragraph Spacing...

Each paragraph spacing option controls space around and within the paragraph

2. Select the option you want to apply to all the paragraphs in the document.

To adjust the spacing between paragraphs

1. Select all the paragraphs you want to adjust.
2. On the **Layout** tab, in the **Paragraph** group, adjust the **Spacing Before** and **Spacing After** settings.


Layout
References
Mailings
Paragraph

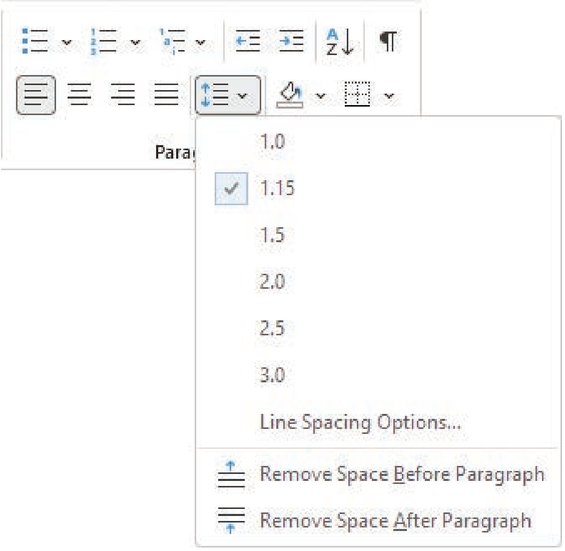
Indent
0.3"
0"

Spacing
6 pt
10 pt

Spacing is measured in points

To adjust spacing between the lines of paragraphs

- Position the cursor anywhere in the paragraph or select all the paragraphs you want to adjust. Do either of the following:
  - To make a quick adjustment to the selected paragraphs, on the **Home** tab, in the **Paragraph** group, select the **Line and Paragraph Spacing** button, and then select any of the line-spacing commands on the menu.



You can choose from preset internal line-spacing options or adjust paragraph spacing

TIP You can also adjust the space before and after selected paragraphs from the Line And Paragraph Spacing menu. Selecting one of the last two options adds or removes a preset amount of space between the selected paragraphs.

  - To make a more-specific adjustment, open the **Paragraph** dialog. Then, on the **Indents and Spacing** tab, in the **Spacing** area, make the adjustments you want to the paragraph spacing, and then select **OK**.

Configure indents

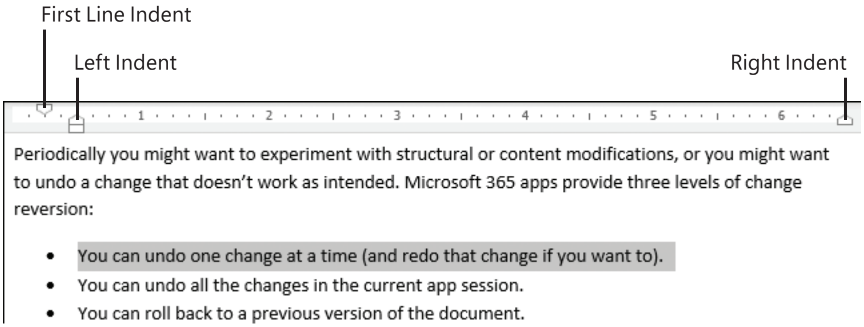
In Word, you don't define the width of paragraphs and the length of pages by defining the area occupied by the text. Instead, you define the size of the white space—the left, right, top, and bottom margins—around the text.

Although the left and right margins are set for a whole document or for a section of a document, you can vary the position of a paragraph between the margins by indenting the left or right edge of the paragraph.

A paragraph indent is the space from the page margin to the text. You can change the left indent by selecting buttons on the Home tab, or you can set the indents directly on the ruler. Three indent markers are always present on the ruler:

- **Left Indent** This defines the outermost left edge of each line of the paragraph.
- **Right Indent** This defines the outermost right edge of each line of the paragraph.
- **First Line Indent** This defines the starting point of the first line of the paragraph.

The ruler indicates the space between the left and right page margins in a lighter color than is used in the space outside of the page margins.



Periodically you might want to experiment with structural or content modifications, or you might want to undo a change that doesn't work as intended. Microsoft 365 apps provide three levels of change reversion:

- You can undo one change at a time (and redo that change if you want to).
- You can undo all the changes in the current app session.
- You can roll back to a previous version of the document.

The indent markers on the ruler

The default setting for the Left Indent and First Line Indent markers is 0.0", which aligns with the left page margin. The default setting for the Right Indent marker is the distance from the left margin to the right margin. For example, if the page size is set to 8.5 inches wide and the left and right margins are set to 1.0 inch, the default Right Indent marker is at 6.5 inches.

You can arrange the Left Indent and First Line Indent markers to create a hanging indent or a first line indent. Hanging indents are most commonly used for bulleted and numbered lists, in which the bullet or number is indented less than the main text (essentially, it is *out*dented). First line indents are frequently used to distinguish the beginning of each subsequent paragraph in documents that consist of many consecutive paragraphs of text. Both types of indents are set by using the First Line Indent marker on the ruler.

TIP The First Line Indent marker is linked to the Left Indent marker. Moving the Left Indent marker also moves the First Line Indent marker to maintain the first line indent distance. You can move the First Line Indent marker independently of the Left Indent marker to change the first line indent distance.

To display the ruler

- On the **View** tab, in the **Show** group, select the **Ruler** checkbox.

TIP In this book, we show measurements in inches. If you want to change the measurement units Word uses, open the Word Options dialog. On the Advanced page, in the Display area, select the units you want in the Show Measurements In Units Of list. Then select OK.

To indent or outdent the left edge of a paragraph

- Position the cursor anywhere in the paragraph, or select all the paragraphs you want to adjust. Then do any of the following:
  - On the **Home** tab, in the **Paragraph** group, select the **Increase Indent** or **Decrease Indent** button to move the left edge of the paragraph in 0.25-inch increments.

    TIP You cannot increase or decrease the indent beyond the margins by using the Increase Indent and Decrease Indent buttons. If you need to extend an indent beyond the margins, you can do so by setting negative indentation measurements in the Paragraph dialog.

  - Open the **Paragraph** dialog. Then, on the **Indents and Spacing** tab, in the **Indentation** area, set the indent in the **Left** box, and then select **OK**.
  - On the ruler, drag the **Left Indent** marker to the ruler measurement at which you want to position the left edge of the body of the paragraph.

To create a hanging indent or first line indent

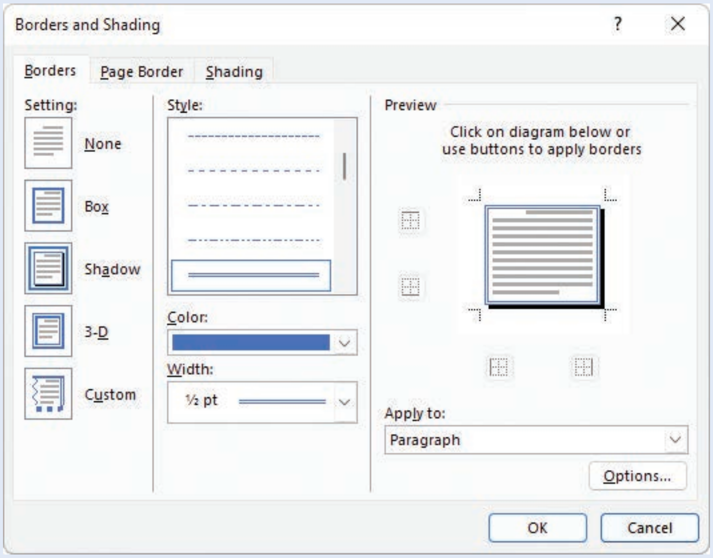
1. Position the cursor anywhere in the paragraph, or select all the paragraphs you want to adjust.
2. Open the **Paragraph** dialog. Then, on the **Indents and Spacing** tab, in the **Indents** area, select **First line** or **Hanging** in the **Special** box.
3. In the **By** box, set the amount of the indent, and then select **OK**.

Or

1. Set the left indent of the paragraph body.
2. On the ruler, drag the **First Line Indent** marker to the ruler measurement at which you want to begin the first line of the paragraph.

Configure paragraph borders and shading

To make a paragraph really stand out, you might want to put a border around it or shade its background. (For real drama, you can do both.) You can select a predefined border from the Borders menu or design a custom border in the Borders And Shading dialog.


Borders and Shading
?
Borders
Page Border
Shading
Setting:
None
Box
Shadow
3-D
Custom
Style:
Preview
Click on diagram below or use buttons to apply borders
Options...
OK
Cancel

Color:

Width: ½ pt

Apply to: Paragraph

You can customize many aspects of the border

After you select the style, color, width, and location of the border, you can select Options to specify its distance from the text.

To indent or outdent the right edge of a paragraph

- Position the cursor anywhere in the paragraph or select all the paragraphs you want to adjust. Then do either of the following:
  - On the ruler, drag the **Right Indent** marker to the ruler measurement at which you want to set the maximum right edge of the paragraph.
  - Open the **Paragraph** dialog. Then, on the **Indents and Spacing** tab, in the **Indentation** area, set the right indent in the **Right** box, and then select **OK**.

> ✓ **TIP** Unless the paragraph alignment is justified, the right edge of the paragraph will be ragged, but no line will extend beyond the right indent or outdent.

Apply character formatting

The appearance of your document helps convey not only the document's message but also information about the document's creator: you. A neatly organized document that contains consistently formatted content and appropriate graphic elements, and that doesn't contain spelling or grammatical errors, invokes greater confidence in your ability to provide any product or service.

Earlier in this chapter, you learned about methods of applying formatting to paragraphs. This topic covers methods of formatting the text of a document. Formatting that you apply to text is referred to as *character formatting*.

In Word documents, you can apply three types of character formatting:

- Individual character formats, including font, font size, font color, bold, italic, underline, strikethrough, subscript, superscript, and highlight color
- Artistic text effects that incorporate character outline and fill colors
- Preformatted styles associated with the document template, many of which not only affect the appearance of the text but also convey structural information (such as titles and headings)

When you enter text in a document, it's displayed in a specific font. By default, the font used for text in a new blank document is 11-point Calibri, but you can change the font of any text element at any time. The available fonts vary from one computer to another, depending on the apps installed. Common fonts include Arial, Verdana, and Times New Roman.

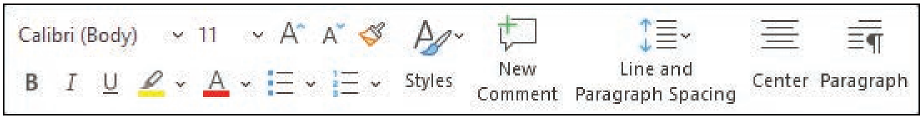
You can vary the look of a font by changing the following attributes:

- **Size** Almost every font has a range of sizes you can select from. (Sometimes you can set additional sizes beyond those listed.) The font size is measured in points, from the top of the ascenders (the letter parts that go up, like the left line of the letter *h*) to the bottom of the descenders (the letter parts that drop down, like the left line of the letter *p*).
- **Style** Almost every font has a range of font styles. The most common are regular (or plain), italic, bold, and bold italic.
- **Effects** Fonts can be enhanced by applying effects, such as underlining, small capital letters (small caps), or shadows.
- **Character spacing** You can alter the spacing between characters by pushing them apart or squeezing them together.

Although some attributes might cancel each other out, they are usually cumulative. For example, you might use a bold font style in various sizes and colors to make words stand out in a newsletter.

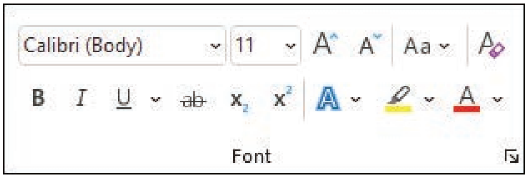
You apply character formatting from three locations:

- **Mini Toolbar** Several common formatting buttons are available on the Mini Toolbar that appears temporarily when you select text.



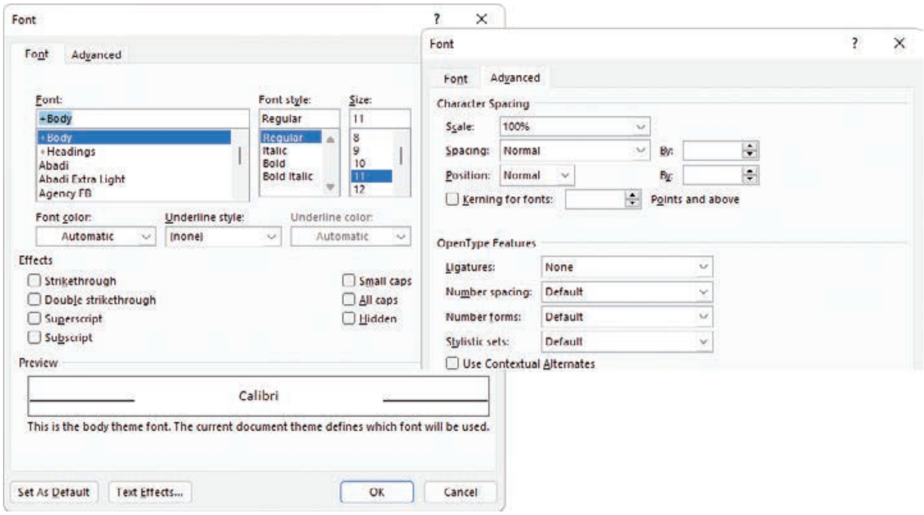
The Mini Toolbar appears temporarily when you select text, becomes transparent when you move the pointer away from the selected text, and disappears if not used

- **Font group on the Home tab** This group includes buttons for changing the font and most of the font attributes you are likely to use.



The most common font formatting commands are available on the Home tab

- **Font dialog** Less commonly applied attributes such as small caps and special underlining are available from the Font dialog.


Font
?
Font
Advanced
Set As Default
Text Effects...
OK
Cancel
Effects
Preview
Character Spacing
OpenType Features
Points and above

Font: +Body

Font style: Regular

Size: 11

Font color: Automatic

Underline style: (none)

Underline color: Automatic

☐ Strikethrough
☐ Double strikethrough
☐ Superscript
☐ Subscript
☐ Small caps
☐ All caps
☐ Hidden

Calibri

This is the body theme font. The current document theme defines which font will be used.

Scale: 100%

Spacing: Normal

Position: Normal

☐ Kerning for fonts:

Ligatures: None

Number spacing: Default

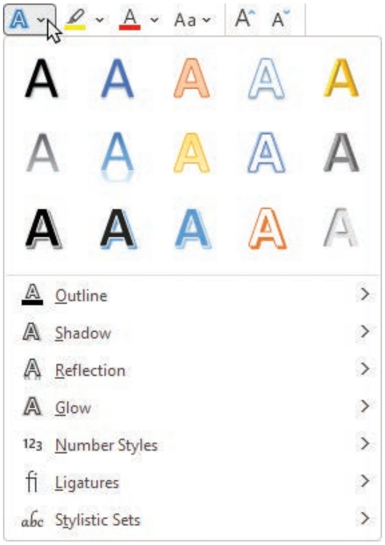
Number forms: Default

Stylistic sets: Default

☐ Use Contextual Alternates

Less-common font and character attributes can be set in the Font dialog

In addition to applying character formatting to change the look of characters, you can apply predefined text effects (sometimes referred to as *WordArt*) to a selection to add more zing. The available effects match the current theme colors.


Aa
Outline
Shadow
Reflection
Glow
Number Styles
Ligatures
Stylistic Sets

You can apply any predefined effect in the gallery or define a custom effect

These effects are somewhat dramatic, so you'll probably want to restrict their use to document titles and similar elements to which you want to draw particular attention.

To change the font of selected text

- On the **Mini Toolbar** or in the **Font** group on the **Home** tab, in the **Font** list, select the font you want to apply.

To change the font size of selected text

- Do any of the following on the **Mini Toolbar** or in the **Font** group on the **Home** tab:
  - In the **Font Size** list, select the font size you want to apply.
  - In the **Font Size** box, enter the font size you want to apply (even a size that doesn't appear in the list). Then press the **Enter** key.
  - To increase the font size in set increments, select the **Increase Font Size** button or press **Ctrl+>**.
  - To decrease the font size in set increments, select the **Decrease Font Size** button or press **Ctrl+<**.

To format selected text as bold, italic, or underlined

- On the **Mini Toolbar**, select the **Bold**, **Italic**, or **Underline** button.
- On the **Home** tab, in the **Font** group, select the **Bold**, **Italic**, or **Underline** button.
- Press **Ctrl+B** to format the text as bold.
- Press **Ctrl+I** to format the text as italic.
- Press **Ctrl+U** to underline the text.

TIP To quickly apply a different underline style to selected text, select the arrow next to the Underline button on the Home tab, and then in the list, select the underline style you want to apply.

To cross out selected text by drawing a line through it

- On the **Home** tab, in the **Font** group, select the **Strikethrough** button.

To display superscript or subscript characters

1. Select the characters you want to display in superscript or subscript form.

2. On the **Home** tab, in the **Font** group, do either of the following:
   - Select the **Subscript** button to decrease the size of the selected characters and shift them to the bottom of the line.
   - Select the **Superscript** button to decrease the size of the selected characters and shift them to the top of the line.

To apply artistic effects to selected text

- On the **Home** tab, in the **Font** group, select the **Text Effects and Typography** button, and then do either of the following:
  - In the **Text Effects and Typography** gallery, select the preformatted effect combination that you want to apply.
  - On the **Text Effects and Typography** menu, select **Outline**, **Shadow**, **Reflection**, **Glow**, **Number Styles**, **Ligatures**, or **Stylistic Sets**. Then make selections on the submenus to apply and modify those effects.

To change the font color of selected text

1. On the **Mini Toolbar**, or in the **Font** group on the **Home** tab, select the **Font Color** arrow to display the **Font Color** menu.
2. In the **Theme Colors** or **Standard Colors** palette, select a color swatch to apply that color to the selected text.

TIP To apply the Font Color button's current color, you can simply select the button (not its arrow). If you want to apply a color that's not shown in the Theme Colors or Standard Colors palette, select More Colors. In the Colors dialog, select the color you want in the honeycomb on the Standard page, select the color gradient, or enter values for a color on the Custom page.

To change the case of selected text

- On the **Home** tab, in the **Font** group, select the **Change Case** button and then select **Sentence case**, **lowercase**, **UPPERCASE**, **Capitalize Each Word**, or **tOGGLE cASE**.
- Press **Shift+F3** repeatedly to cycle through the standard case options (Sentence case, UPPERCASE, lowercase, and Capitalize Each Word).

IMPORTANT The case options vary based on the selected text. If the selection ends in a period, Word does not include the Capitalize Each Word option in the rotation. If the selection does not end in a period, Word does not include Sentence case in the rotation.

Character formatting and case considerations

The way you use character formatting in a document can influence the document's visual impact on your readers. Used judiciously, character formatting can make a plain document look attractive and professional, but excessive use can make it look amateurish and detract from the message. For example, using too many fonts in the same document is a mark of inexperience, so don't use more than two or three.

Bear in mind that lowercase letters tend to recede, so using all uppercase (capital) letters can be useful for titles and headings or for certain kinds of emphasis. However, large blocks of uppercase letters are tiring to the eye.

TIP Where do the terms *uppercase* and *lowercase* come from? Until the advent of computers, individual characters made of lead were assembled to form the words that would appear on a printed page. The characters were stored alphabetically in cases, with the capital letters in the upper case and the small letters in the lower case.

To highlight text

- Select the text you want to highlight, and then do either of the following:
  - On the **Mini Toolbar** or in the **Font** group on the **Home** tab, select the **Text Highlight Color** button to apply the default highlight color.
  - On the **Mini Toolbar** or in the **Font** group on the **Home** tab, select the **Text Highlight Color** arrow, and then select a color swatch to apply the selected highlight color and change the default highlight color.

Or

1. Without first selecting text, do either of the following:
   - Select the **Text Highlight Color** button to select the default highlight color.
   - Select the **Text Highlight Color** arrow and then select a color swatch to select that highlight color.
2. When the pointer changes to a highlighter, drag it across one or more sections of text to apply the highlight.
3. Select the **Text Highlight Color** button or press the **Esc** key to deactivate the highlighter.

To copy formatting to other text

1. Click or tap anywhere in the text that has the formatting you want to copy.
2. On the **Home** tab, in the **Clipboard** group, do either of the following:
   - If you want to apply the formatting to only one target, select **Format Painter** once.
   - If you want to apply the formatting to multiple targets, double-click **Format Painter**.
3. When the pointer changes to a paintbrush, select or drag across the text you want to apply the copied formatting to.
4. If you activated the Format Painter for multiple targets, repeat step 3 until you finish applying the formatting. Then select the **Format Painter** button once or press the **Esc** key to deactivate the tool.

To repeat the previous formatting command

- Select the text to which you want to apply the repeated formatting. Then do any of the following to repeat the previous formatting command:
  - On the **Quick Access Toolbar**, select the **Repeat** button.
  - Press **Ctrl+Y**.
  - Press **F4**.

To open the Font dialog

- On the **Home** tab, in the **Font** group, select the **Font** dialog launcher.
- Press **Ctrl+Shift+F**.

To remove character formatting

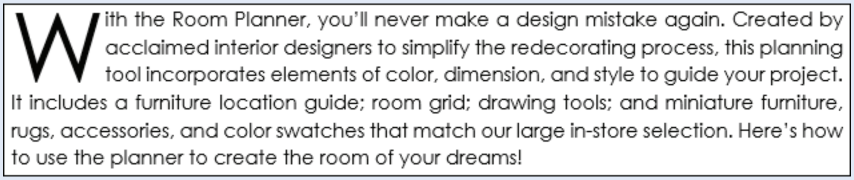
- Select the text you want to clear the formatting from. Then do any of the following:
  - Press **Ctrl+Spacebar** to remove manually applied formatting (but not styles).
  - On the **Home** tab, in the **Font** group, select the **Clear All Formatting** button to remove all styles and formatting other than highlighting from selected text.

    > **IMPORTANT** If you select an entire paragraph, the Clear All Formatting command will clear character and paragraph formatting from the paragraph and reset it to the default paragraph style.

  - On the **Home** tab, in the **Font** group, select the **Text Highlight Color** arrow and then, on the menu, select **No Color** to remove highlighting.

Format the first letter of a paragraph as a drop cap

Many books, magazines, and reports begin the first paragraph of a section or chapter by using an enlarged, decorative capital letter. Called a dropped capital, or simply a *drop cap*, this effect can be an easy way to give a document a finished, professional look. When you format a paragraph to start with a drop cap, Word inserts the first letter of the paragraph in a text box and formats its height and font in accordance with the Drop Cap options.



With the Room Planner, you'll never make a design mistake again. Created by acclaimed interior designers to simplify the redecorating process, this planning tool incorporates elements of color, dimension, and style to guide your project. It includes a furniture location guide; room grid; drawing tools; and miniature furniture, rugs, accessories, and color swatches that match our large in-store selection. Here's how to use the planner to create the room of your dreams!

By default, a drop-cap letter is the height of three lines of text

Word 365 has two basic drop-cap styles:

- **Dropped** The letter is embedded in the original paragraph.
- **In margin** The letter occupies its own column, and the remaining paragraph text is moved to the right.

To format the first letter of a paragraph as a drop cap:

1. Click anywhere in the paragraph.
2. On the **Insert** tab, in the **Text** group, select the **Drop Cap** button and then select the drop-cap style you want to apply.

To change the font, height, or distance between the drop cap and the paragraph text, select Drop Cap Options on the Drop Cap menu, and then select the options you want in the Drop Cap dialog.

If you want to apply the drop-cap format to more than the first letter of the paragraph, add the drop cap to the paragraph, click to the right of the letter in the text box, and enter the rest of the word or text that you want to make stand out. If you do this, don't forget to delete the word from the beginning of the paragraph!

To change the character spacing

1. Select the text you want to change.
2. Open the **Font** dialog, and then select the **Advanced** tab to display character spacing and typographic features.
3. In the **Spacing** list, select **Expanded** or **Condensed**.
4. In the adjacent **By** box, set the number of points you want to expand or condense the character spacing.
5. In the **Font** dialog, select **OK**.

Structure content manually

At times, it's necessary to manually position text within a paragraph. You can do this by using two different hidden characters: line breaks and tabs. These characters are visible only when the option to show paragraph marks and formatting symbols is turned on.

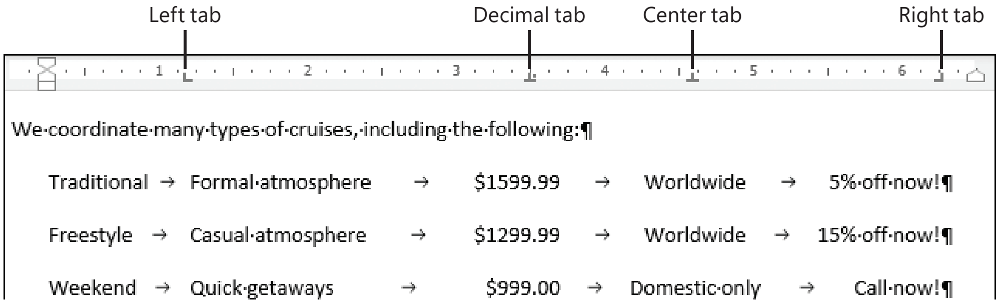
These hidden characters have distinctive appearances:

- A line break character looks like a bent left-pointing arrow (↵)
- A tab character looks like a right-pointing arrow (→)

You can use a soft line break, also known as a *soft return*, to wrap a line of a paragraph in a specific location without ending the paragraph. You might use this technique to display only specific text on a line, or to break a line before a word that would otherwise be hyphenated.

TIP Inserting a line break does not start a new paragraph, so when you apply paragraph formatting to a line of text that ends with a line break, the formatting is applied to the entire paragraph, not only to that line.

A tab stop defines the space between two document elements. For example, you can separate numbers from list items, or columns of text, by using tabs. You can then set tab stops that define the location and alignment of the tabbed text.



We·coordinate·many·types·of·cruises,·including·the·following:¶

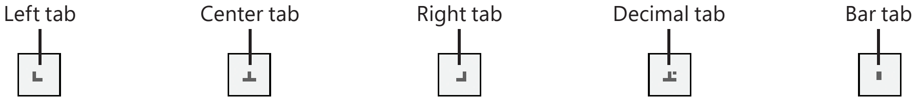
Traditional → Formal·atmosphere → $1599.99 → Worldwide → 5%·off·now!¶

Freestyle → Casual·atmosphere → $1299.99 → Worldwide → 15%·off·now!¶

Weekend → Quick·getaways → $999.00 → Domestic·only → Call·now!¶

You can align text in different ways by using tabs

You can align lines of text in different locations across the page by using tab stops. The easiest way to set tab stops is directly on the horizontal ruler. By default, Word sets left-aligned tab stops every half inch (1.27 centimeters). These default tab stops aren't shown on the ruler. To set a custom tab stop, start by selecting the Tab button (located at the intersection of the vertical and horizontal rulers) until the type of tab stop you want appears.

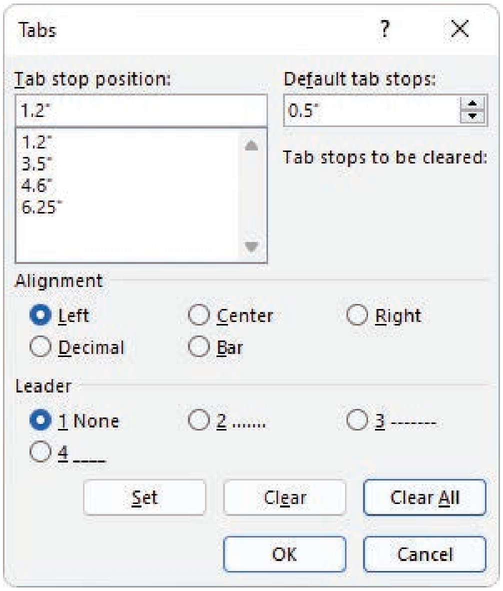


Tab setting options

You have the following tab options:

- **Left tab** Aligns the left end of the text with the tab stop.
- **Center tab** Aligns the center of the text with the tab stop.
- **Right tab** Aligns the right end of the text with the tab stop.
- **Decimal tab** Aligns the decimal point in the text (usually a numeric value) with the tab stop.
- **Bar tab** Draws a vertical line at the position of the tab stop.

If you find it too difficult to position tab stops on the ruler, you can set, clear, align, and format tab stops from the Tabs dialog.



Tab stop position: 1.2"

1.2"
3.5"
4.6"
6.25"

Default tab stops: 0.5"

Tab stops to be cleared:

Alignment

● Left ○ Center ○ Right
○ Decimal ○ Bar

Leader

● 1 None ○ 2 .... ○ 3 -------
○ 4 ____

You can specify the alignment and tab leader for each tab

You might also work from this dialog if you want to use tab leaders—visible marks such as dots or dashes connecting the text before the tab with the text after it. For example, tab leaders are useful in a table of contents to carry the eye from the text to the page number.

When you insert tab characters, the text to the right of the tab character aligns on the tab stop according to its type. For example, if you set a center tab stop, pressing the Tab key moves the text so that its center is aligned with the tab stop.

To display or hide paragraph marks and other structural characters

- On the **Home** tab, in the **Paragraph** group, select the **Show/Hide ¶** button.
- Press **Ctrl+Shift+8** (**Ctrl+***).

To insert a line break

- Position the cursor where you want to break the line. Then do either of the following:
  - On the **Layout** tab, in the **Page Setup** group, select **Breaks** and then **Text Wrapping**.
  - Press **Shift+Enter**.

To insert a tab character

- Position the cursor where you want to add the tab character, and then press the **Tab** key.

To open the Tabs dialog

1. Select any portion of one or more paragraphs that you want to manage tab stops for.
2. Open the **Paragraph** dialog.
3. In the lower-left corner of the **Indents and Spacing** tab, select the **Tabs** button.

To align a tab and set a tab stop

1. Select any portion of one or more paragraphs that you want to set the tab stop for.
2. Display the ruler, if it isn't shown, by selecting the **Ruler** checkbox in the **Show** group on the **View** tab.
3. Select the **Tab** button at the left end of the ruler to cycle through the tab stop alignments, in this order:
   - Left
   - Center
   - Right
   - Decimal
   - Bar
4. When the **Tab** button shows the alignment you want, select the ruler at the point where you want to set the tab.

TIP When you manually align a tab and set a tab stop, Word removes any default tab stops to the left of the one you set. (It doesn't remove any manually set tab stops.)

Or

1. Open the **Tabs** dialog.
2. In the **Tab stop position** box, enter the position for the new tab stop.

3. In the **Alignment** and **Leader** areas, set the options you want for this tab stop.
4. Select **Set** to set the tab, and then select **OK**.

To change the position of an existing custom tab stop

- Drag the tab marker on the ruler to the left or right.
- Open the **Tabs** dialog. In the **Tab stop position** list, select the tab stop you want to change. Select the **Clear** button to clear the existing tab stop. Enter the replacement tab stop position in the **Tab stop position** box, select **Set**, and then select **OK**.

To remove a custom tab stop

- Drag the tab marker off of the ruler.
- In the **Tabs** dialog, select the custom tab stop in the **Tab stop position** list, select **Clear**, and then select **OK**.

Create and modify lists

Lists are paragraphs that start with a character—usually a number or bullet—and are formatted with a hanging indent so that the character stands out on the left end of each list item. Fortunately, Word takes care of the formatting of lists for you. You simply indicate the type of list you want to create.

When the order of items is not important—for example, for a list of people or supplies—a bulleted list is the best choice. When the order is important—for example, for sequential steps in a procedure—you should create a numbered list.

You can format an existing set of paragraphs as a list or create the list as you enter text into the document. After you create a list, you can modify, format, and customize the list as follows:

- You can move items around in a list, insert new items, or delete unwanted items. If the list is numbered, Word automatically updates the numbers.
- You can modify the indentation of the list. You can change both the overall indentation of the list and the relationship of the first line to the other lines.

- For a bulleted list, you can sort list items alphabetically in ascending or descending order, change the bullet symbol, or define a custom bullet (even a picture bullet).
- For a numbered list, you can change the number style to use different punctuation, roman numerals, or letters, or define a custom style, and you can specify the starting number.

To format a new bulleted or numbered list as you enter content

- With the cursor at the position in the document where you want to start the list, do either of the following:
  - To start a new bulleted list, enter * (an asterisk) at the beginning of a paragraph, and then press the **Spacebar** or the **Tab** key before entering the list item text.
  - To start a new numbered list, enter **1.** (the number 1 followed by a period) at the beginning of a paragraph, and then press the **Spacebar** or the **Tab** key before entering the list item text.

  When you start a list in this fashion, Word automatically formats the text as a bulleted or numbered list.

  When you press Enter to start a new item, Word continues the formatting to the new paragraph. Typing text and pressing Enter adds subsequent bulleted or numbered items. To end the list, press Enter twice, or select the Bullets arrow or Numbering arrow in the Paragraph group on the Home tab, and then in the gallery, select None.

TIP If you want to start a paragraph with an asterisk or number but don't want to format the paragraph as a bulleted or numbered list, select the AutoCorrect Options button that appears after Word changes the formatting, and then in the list, select the appropriate Undo option. You can also select the Undo button on the Quick Access Toolbar or press Ctrl+Z.

To convert paragraphs to bulleted or numbered list items

1. Select the paragraphs that you want to convert to list items.
2. On the **Home** tab, in the **Paragraph** group, do either of the following:
   - Select the **Bullets** button to convert the selection to a bulleted list.
   - Select the **Numbering** button to convert the selection to a numbered list.

To create a list with multiple levels

1. Start creating a bulleted or numbered list.
2. When you want the next list item to be at a different level, do either of the following:
    - To create the next item one level lower (indented more), press the **Tab** key at the beginning of that paragraph before you enter the lower-level list item text.
    - To create the next item one level higher (indented less), press **Shift+Tab** at the beginning of the paragraph before you enter the higher-level list item text.

    In the case of a bulleted list, Word changes the bullet character for each item level. In the case of a numbered list, Word changes the type of numbering used, based on a predefined numbering scheme.

TIP For a multilevel list, you can change the numbering pattern or bullets by selecting the Multilevel List button in the Paragraph group on the Home tab and then selecting the pattern you want, or you can define a custom pattern by selecting Define New Multilevel List.

To modify the indentation of a list

- Select the list items whose indentation you want to change, and do any of the following:
    - On the **Home** tab, in the **Paragraph** group, select the **Increase Indent** button to move the list items to the right.
    - In the **Paragraph** group, select the **Decrease Indent** button to move the list items to the left.
    - Display the ruler and drag the indent markers to the left or right.

TIP You can adjust the space between the bullets and their text by dragging only the Hanging Indent marker.

SEE ALSO For information about paragraph indentation, see “Apply paragraph formatting” earlier in this chapter.

To sort bulleted list items alphabetically

1. Select the bulleted list items whose sort order you want to change.
2. On the **Home** tab, in the **Paragraph** group, select the **Sort** button to open the Sort Text dialog.
3. In the **Sort by** area, select **Ascending** or **Descending**. Then select **OK**.

To change the bullet symbol

1. Select the bulleted list whose bullet symbol you want to change.
2. On the **Home** tab, in the **Paragraph** group, select the **Bullets** arrow.
3. In the **Bullets** gallery, select the new symbol you want to use to replace the bullet character that begins each item in the selected list.

To define a custom bullet

1. In the **Bullets** gallery, select **Define New Bullet**.
2. In the **Define New Bullet** dialog, select the **Symbol**, **Picture**, or **Font** button, and then select from the wide range of options.
3. Select **OK** to apply the new bullet style to the list.

To change the number style

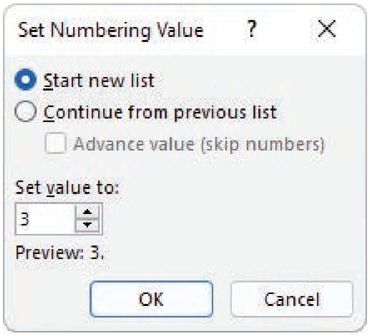
1. Select the numbered list whose number style you want to change.
2. On the **Home** tab, in the **Paragraph** group, select the **Numbering** arrow to display the Numbering gallery.
3. Make a new selection to change the style of the number that begins each item in the selected list.

To define a custom number style

1. In the **Numbering** gallery, select **Define New Number Format**.
2. In the **Define New Number Format** dialog, do either of the following:
    - Change the selections in the **Number Style**, **Number Format**, or **Alignment** boxes.
    - Select the **Font** button and then select from the wide range of options.
3. Select **OK** to apply the new numbering style to the list.

To start a list or part of a list at a predefined number

1. Place the cursor within an existing list, in the list paragraph whose number you want to set.
2. Display the **Numbering** gallery, and then select **Set Numbering Value** to open the Set Numbering Value dialog.
3. Do either of the following to permit custom numbering:
    - Select **Start new list**.
    - Select **Continue from previous list**, and then select the **Advance value (skip numbers)** checkbox.
4. In the **Set value to** box, enter the number you want to assign to the list item. Then select **OK**.



Set Numbering Value

● Start new list

○ Continue from previous list

☐ Advance value (skip numbers)

Set value to:

3

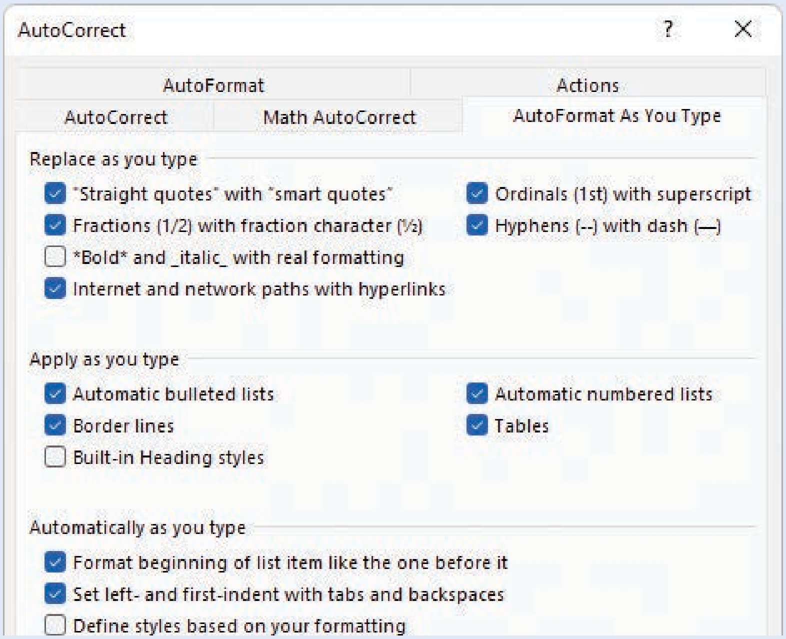
Preview: 3.

You can start or restart a numbered list at any number

Format text as you type

The Word list capabilities are only one example of the app's ability to intuit how you want to format an element based on what you type. You can learn more about these and other AutoFormatting options by exploring the AutoCorrect dialog, which you can open from the Proofing page of the Word Options dialog.

The AutoFormat As You Type page shows the options Word implements by default, including bulleted and numbered lists.



Replace as you type

- ☑ "Straight quotes" with "smart quotes"
- ☑ Fractions (1/2) with fraction character (½)
- ☐ *Bold* and _italic_ with real formatting
- ☑ Internet and network paths with hyperlinks
- ☑ Ordinals (1st) with superscript
- ☑ Hyphens (--) with dash (—)

Apply as you type

- ☑ Automatic bulleted lists
- ☑ Border lines
- ☐ Built-in Heading styles
- ☑ Automatic numbered lists
- ☑ Tables

Automatically as you type

- ☑ Format beginning of list item like the one before it
- ☑ Set left- and first-indent with tabs and backspaces
- ☐ Define styles based on your formatting

You can select and clear options to control automatic formatting behavior

One interesting option in this dialog is Border Lines. When this checkbox is selected, typing three consecutive hyphens (---) or three consecutive underscores (___) and pressing Enter draws a single line across the page. Typing three consecutive equals signs (===) and pressing Enter draws a double line. Typing three consecutive tildes (~~~) and pressing Enter draws a zigzag line.

Apply built-in styles to text

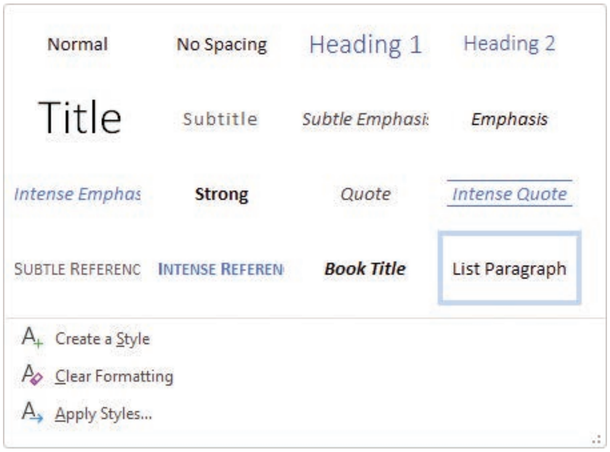
You don’t have to know much about character and paragraph formatting to format your documents in ways that will make them easier to read and more professional looking. With a couple of mouse clicks or screen taps, you can easily change the look of words, phrases, and paragraphs by using styles. More importantly, you can build a document outline that is reflected in the Navigation pane and use it to create a table of contents.

Apply styles

Styles can include character formatting (such as font, size, and color), paragraph formatting (such as line spacing and outline level), or a combination of both. Styles are stored in the template that is attached to a document.

By default, blank new documents are based on the Normal template. The Normal template includes a standard selection of styles that fit the basic needs of most documents. These styles include nine heading levels, various text styles including those for multiple levels of bulleted and numbered lists, index and table of contents entry styles, and many specialized styles such as those for hyperlinks, quotations, placeholders, captions, and other elements.

By default, the most common predefined styles are available in the Styles gallery on the Home tab. You can add styles to the gallery or remove those that you don’t often use.

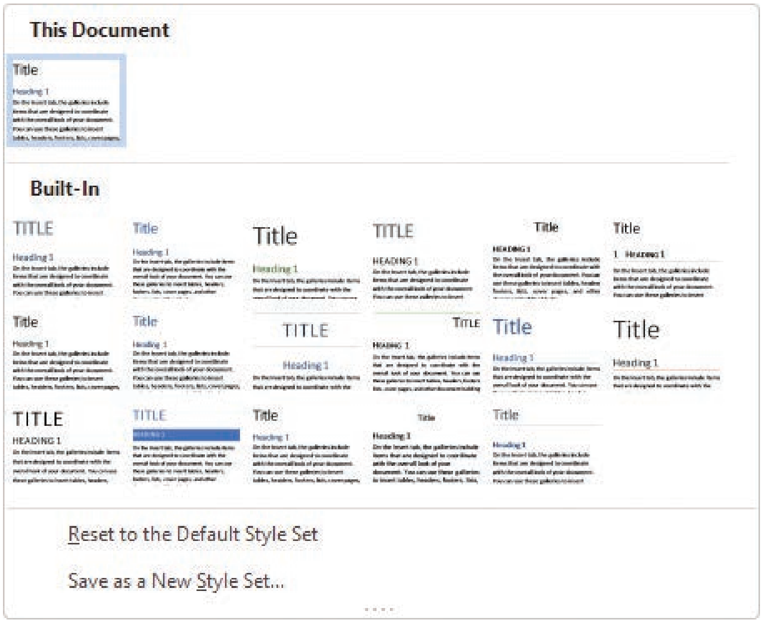

Normal
No Spacing
Heading 1
Heading 2
Title
Subtitle
Subtle Emphasi
Emphasis
Intense Emphas
Strong
Quote
Intense Quote
SUBTLE REFERENC
INTENSE REFEREN
Book Title
List Paragraph
Create a Style
Clear Formatting
Apply Styles...

The Styles gallery in a new, blank document based on the Normal template

Styles stored in a template are usually based on the Normal style and use only the default body and heading fonts associated with the document's theme, so they all go together well. For this reason, formatting document content by using styles produces a harmonious effect. After you apply named styles, you can easily change the look of an entire document by switching to a different style set that contains styles with the same names but different formatting.

SEE ALSO For information about document theme elements, see "Change the document theme" later in this chapter.

Style sets are available from the Document Formatting gallery on the Design tab.

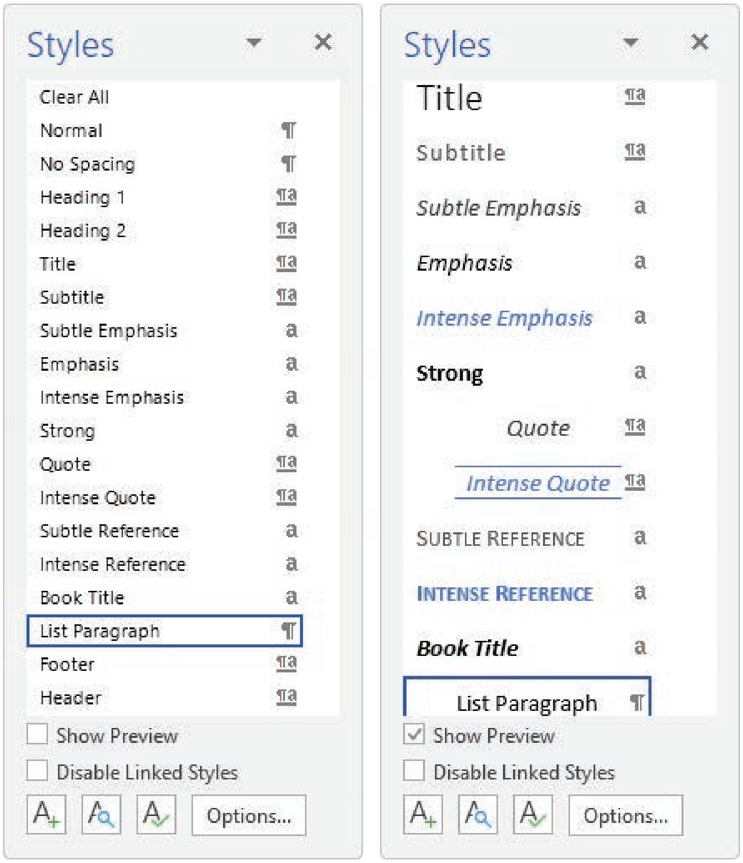


Pointing to a style set in the gallery displays a live preview of the effects of applying that style set to the entire document

TIP Style sets provide a quick and easy way to change the look of an existing document. You can also modify style definitions by changing the template on which the document is based.

To open the Styles pane

- On the **Home** tab, select the **Styles** dialog launcher.

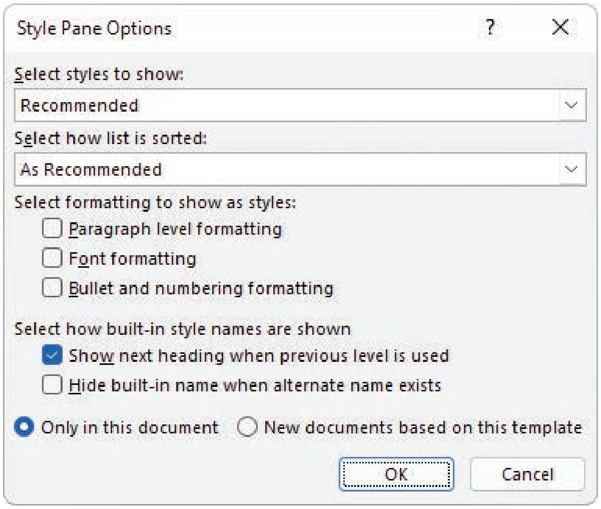

Styles
Clear All
Normal
No Spacing
Heading 1
Heading 2
Title
Subtitle
Subtle Emphasis
Emphasis
Intense Emphasis
Strong
Quote
Intense Quote
Subtle Reference
Intense Reference
Book Title
List Paragraph
Footer
Header
☐ Show Preview
☐ Disable Linked Styles
Options...
Styles
Title
Subtitle
Subtle Emphasis
Emphasis
Intense Emphasis
Strong
Quote
Intense Quote
SUBTLE REFERENCE
INTENSE REFERENCE
Book Title
List Paragraph
☑ Show Preview
☐ Disable Linked Styles
Options...

The Styles pane can display style names or previews

TIP If the Styles pane floats above the page, you can drag it by its title bar to the right or left edge of the app window to dock it.

To change which styles are displayed in the Styles pane

1. Open the Styles pane, and then select **Options**.



Style Pane Options

Select styles to show:
Recommended

Select how list is sorted:
As Recommended

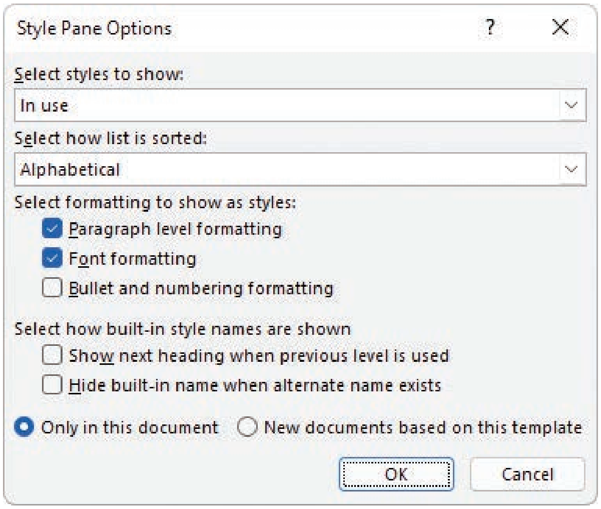
Select formatting to show as styles:
☐ Paragraph level formatting
☐ Font formatting
☐ Bullet and numbering formatting

Select how built-in style names are shown
☑ Show next heading when previous level is used
☐ Hide built-in name when alternate name exists

● Only in this document ○ New documents based on this template

To make it easier to find specific styles, sort the list alphabetically

2. In the **Style Pane Options** dialog, do any of the following, and then select **OK**:
   - In the **Select styles to show** list, select one of the following:
     - **Recommended** Displays styles that are tagged in the template as recommended for use
     - **In use** Displays styles that are applied to content in the current document
     - **In current document** Displays styles that are in the template that is attached to the current document
     - **All styles** Displays built-in styles, styles that are in the attached template, and styles that were brought into the document from other templates
   - In the **Select how list is sorted** list, select **Alphabetical**, **As Recommended**, **Font**, **Based on**, or **By type**.
   - In the **Select formatting to show as styles** area, select each checkbox for which you want to display variations from named styles.
   - In the **Select how built-in style names are shown** area, select the checkbox for each option you want to turn on.



Style Pane Options

Select styles to show: In use

Select how list is sorted: Alphabetical

Select formatting to show as styles:

☑ Paragraph level formatting
☑ Font formatting
☐ Bullet and numbering formatting

Select how built-in style names are shown

☐ Show next heading when previous level is used
☐ Hide built-in name when alternate name exists

● Only in this document ○ New documents based on this template

Displaying paragraph-level and font formatting exposes deviations from style definitions

To display or hide style previews in the Styles pane

- Open the Styles pane, and then select or clear the **Show Preview** checkbox.

To add a style to the Styles gallery

- In the Styles pane, point to the style, select the arrow that appears, and then select **Add to Style Gallery**.

To remove a style from the Styles gallery

- In the Styles pane, point to the style, select the arrow that appears, and then select **Remove from Style Gallery**.
- In the **Styles** gallery, right-click or long-press (tap and hold) the style, and then select **Remove from Style Gallery**.

To apply a built-in style

1. Select the text or paragraph to which you want to apply the style.

> **TIP** If the style you want to apply is a paragraph style, you can position the cursor anywhere in the paragraph. If the style you want to apply is a character style, you must select the text.

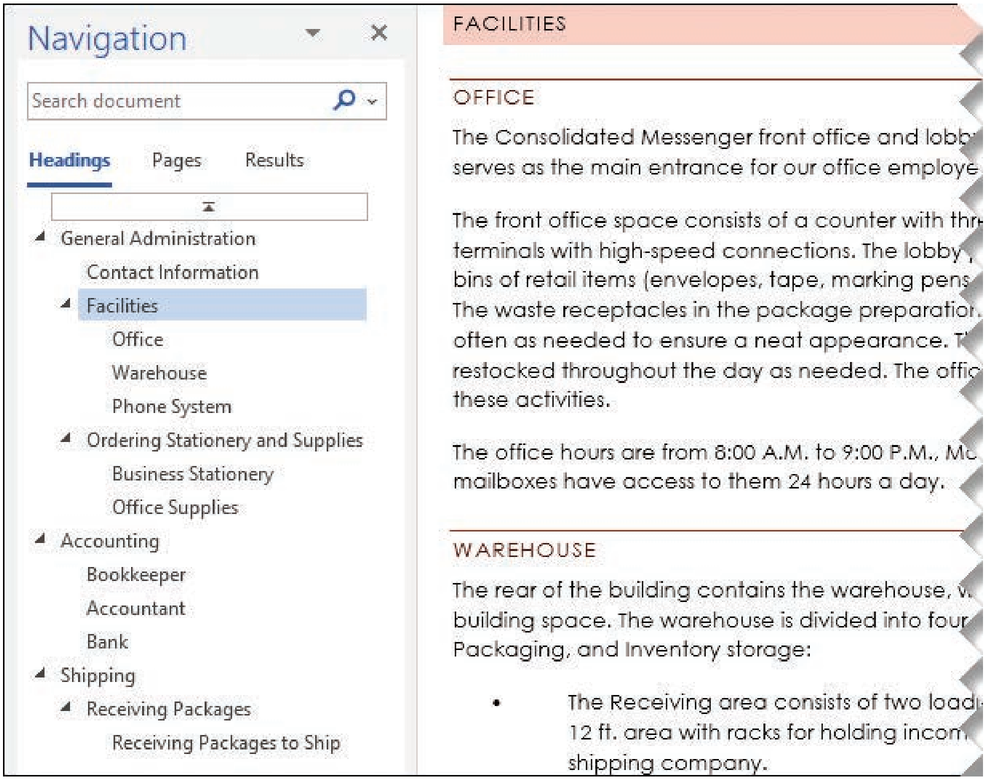
2. In the **Styles** gallery on the **Home** tab, or in the Styles pane, select the style you want to apply.

To change the style set

1. On the **Design** tab, in the **Document Formatting** group, select the **More** button to display all the style sets (if necessary).
2. Point to any style set to preview its effect on the document.
3. Select the style set you want to apply.

Manage outline levels

Styles can be used for multiple purposes: to affect the appearance of the content, to build a document outline, and to tag content as a certain type so that you can easily locate it.


Navigation
Search document
Headings
Pages
Results
General Administration
Contact Information
Facilities
Office
Warehouse
Phone System
Ordering Stationery and Supplies
Business Stationery
Office Supplies
Accounting
Bookkeeper
Accountant
Bank
Shipping
Receiving Packages
Receiving Packages to Ship

FACILITIES

OFFICE

The Consolidated Messenger front office and lobb
serves as the main entrance for our office employe

The front office space consists of a counter with thr
terminals with high-speed connections. The lobby
bins of retail items (envelopes, tape, marking pens
The waste receptacles in the package preparatio
often as needed to ensure a neat appearance. T
restocked throughout the day as needed. The offic
these activities.

The office hours are from 8:00 A.M. to 9:00 P.M., M
mailboxes have access to them 24 hours a day.

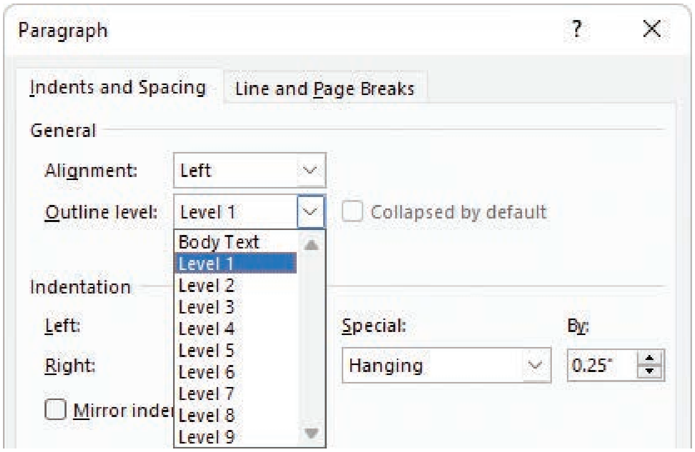
WAREHOUSE

The rear of the building contains the warehouse, w
building space. The warehouse is divided into four
Packaging, and Inventory storage:

- The Receiving area consists of two load
12 ft. area with racks for holding incom
shipping company.

Heading styles define a document's outline

Each paragraph style has an associated Outline Level setting. Outline levels include Body Text and Level 1 through Level 9. Most documents use only body text and the first two, three, or four outline levels.


Paragraph
?
Indents and Spacing
Line and Page Breaks
General
Indentation
Left:
Right:
Mirror inde
Body Text
Level 1
Level 2
Level 3
Level 4
Level 5
Level 6
Level 7
Level 8
Level 9

Alignment: Left

Outline level: Level 1

☐ Collapsed by default

Special: Hanging

By: 0.25"

Most documents use only two to four of the outline levels

Paragraphs that have the Level 1 through Level 9 outline levels become part of the hierarchical structure of the document. They appear as headings in the Navigation pane and act as handles for the content that appears below them in the hierarchy. You can collapse and expand the content below each heading and move entire sections of content by dragging the headings in the Navigation pane.

To display the document outline in the Navigation pane

- In the Navigation pane, select **Headings** to display the document structure.

TIP Only headings that are styled by using document heading styles, or other styles that have outline levels applied, appear in the Navigation pane.

To expand or collapse the outline in the Navigation pane

- In the Navigation pane, do either of the following:
  - If there is a white triangle to the left of a heading, select it to expand that heading to show its subheadings.
  - If there is a downward-angled black triangle to the left of a heading, select it to collapse the subheadings under that heading.

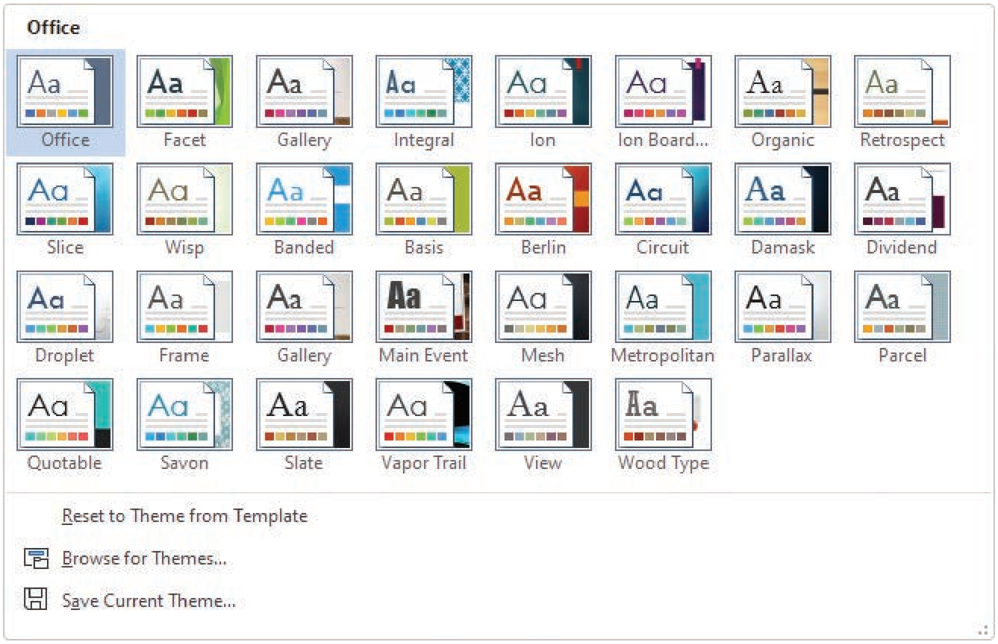
TIP If there is no triangle next to a heading, that heading does not have subheadings.

To expand or collapse sections in the document

- In a document that contains styles, point to a heading to display a triangle to its left. Then do either of the following:
  - If the triangle is a downward-angled gray triangle, select the triangle to hide the content that is within the heading.
  - If the triangle is a white triangle, select the triangle to display the hidden document content.

Change the document theme

Every document you create is based on a template, and the look of the template is controlled by a theme. The theme is a combination of coordinated colors, fonts, and effects that visually convey a certain tone. To change the look of a document, you can apply a different theme from the Themes gallery.

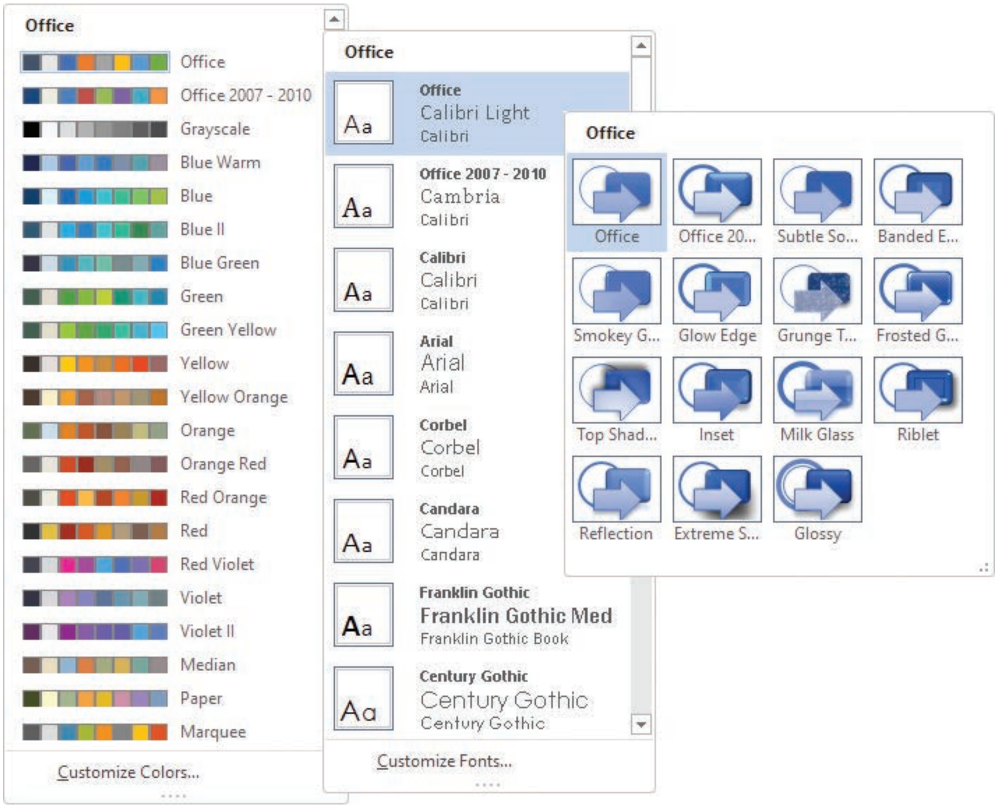

Office
Office
Facet
Gallery
Integral
Ion
Ion Board...
Organic
Retrospect
Slice
Wisp
Banded
Basis
Berlin
Circuit
Damask
Dividend
Droplet
Frame
Gallery
Main Event
Mesh
Metropolitan
Parallax
Parcel
Quotable
Savon
Slate
Vapor Trail
View
Wood Type
Reset to Theme from Template
Browse for Themes...
Save Current Theme...

The default installation of Word 365 offers 30 themes to choose from

Each theme has a built-in font set and color set, and an associated effect style.

- Each font set includes two font definitions: one for headings and one for body text. In some font sets, the heading and body fonts are the same.
- Each color in a color set has a specific role in the formatting of styled elements. For example, the first color in each set is applied to the Title and Intense Reference styles, and different shades of the third color are applied to the Subtitle, Heading 1, and Heading 2 styles.

If you like the background elements of a theme but not the colors or fonts, you can mix and match theme elements.


Office
Office
Office 2007 - 2010
Grayscale
Blue Warm
Blue
Blue II
Blue Green
Green
Green Yellow
Yellow
Yellow Orange
Orange
Orange Red
Red Orange
Red
Red Violet
Violet
Violet II
Median
Paper
Marquee
Customize Colors...
Office
Aa
Office
Calibri Light
Calibri
Aa
Office 2007 - 2010
Cambria
Calibri
Aa
Calibri
Calibri
Calibri
Aa
Arial
Arial
Arial
Aa
Corbel
Corbel
Corbel
Aa
Candara
Candara
Candara
Aa
Franklin Gothic
Franklin Gothic Med
Franklin Gothic Book
Aa
Century Gothic
Century Gothic
Century Gothic
Customize Fonts...
Office
Office
Office 20...
Subtle So...
Banded E...
Smokey G...
Glow Edge
Grunge T...
Frosted G...
Top Shad...
Inset
Milk Glass
Riblet
Reflection
Extreme S...
Glossy

Word 365 offers thousands of different combinations for creating a custom theme that meets your exact needs

> **TIP** In addition to colors and fonts, you can control the subtler design elements associated with a theme, such as paragraph spacing and visual effects.

If you create a combination of theme elements that you would like to use with other documents, you can save the combination as a new theme. By saving the theme in the default Document Themes folder, you make the theme available in the Themes gallery. However, you don't have to store custom themes in the Document Themes folder; you can store them anywhere on your hard disk, on removable media, or in a network location.

TIP The default Document Themes folder is stored within your user profile. On a default freestanding installation, the folder is located at C:\Users\<*user name*>\AppData\Roaming\Microsoft\Templates\Document Themes. In a corporate environment with managed computer configurations, the user profile folder might be located elsewhere.

By default, Word applies the Office theme to all new, blank documents. In Word 365, the Office theme uses a primarily blue palette, the Calibri font for body text, and Calibri Light for headings. If you plan to frequently use a theme other than the Office theme, you can make that the default theme.

TIP If multiple people create corporate documents for your company, you can ensure that everyone's documents have a common look and feel by assembling a custom theme and making it available to everyone. Use theme elements that reflect your corporate colors, fonts, and visual style, and then save the theme to a central location or send the theme file by email and instruct your colleagues to save it to the default Document Themes folder.

To apply a built-in theme to a document

- On the **Design** tab, in the **Document Formatting** group, select the **Themes** button, and then select the theme you want to apply.

TIP If you have manually applied formatting to document content, the theme does not override the manual formatting. To ensure that all document elements are controlled by the theme, select Reset To The Default Style Set on the Document Formatting menu.

To change theme elements in a document

- On the **Design** tab, in the **Document Formatting** group, do any of the following:
    - Select **Colors** (the ScreenTip says *Theme Colors*), and then select the color set you want to apply.
    - Select **Fonts** (the ScreenTip says *Theme Fonts*), and then select the font set you want to apply.
    - Select **Effects** (the ScreenTip says *Theme Effects*), and then select the effect style you want to apply.

To save a custom theme

1. Apply a base theme, and then modify the theme colors, fonts, and effects as you want them.
2. On the **Design** tab, in the **Document Formatting** group, select **Themes**.
3. At the bottom of the **Themes** menu, select **Save Current Theme** to display the contents of the Document Themes folder in the **Save Current Theme** dialog.
4. Accept the theme name that's in the **File name** box or replace the suggested name with one that's more descriptive. Then select **Save**.

To apply a custom theme

1. Display the **Themes** menu. If you have created a custom theme, the Themes menu now includes a Custom area that contains your theme.
2. Select the theme to apply it to the document.

To change the default theme

1. In the document, apply the theme you want to use as the default theme.
2. On the **Design** tab, in the **Document Formatting** group, select **Set as Default**.

To apply a theme from a nonstandard location

1. On the **Design** tab, in the **Document Formatting** group, select **Themes**.
2. At the bottom of the **Themes** menu, select **Browse for Themes**.
3. In the **Choose Theme or Themed Document** dialog, browse to the theme you want to apply, and then select **Open**.

To find the location of your Document Themes folder

1. On the **Design** tab, in the **Document Formatting** group, select **Themes**.
2. At the bottom of the **Themes** menu, select **Save Current Theme**.
3. In the **Save Current Theme** dialog, select the icon at the left end of the address bar to display the full path to the Document Themes folder.

To delete a custom theme

- Open File Explorer, browse to the **Document Themes** folder, and delete the theme file.
- In Word, display the **Themes** menu, right-click the custom theme, and then select **Delete**.

Note that the second method removes the theme choice from the gallery but does not remove the theme file from the Document Themes folder.

Key points

- You can format many aspects of a paragraph, including its indentation, alignment, internal line spacing, preceding and following space, border, and background. Within a paragraph, you can control the content structure by using hidden line breaks and tabs, and the appearance of the content by changing the size, color, style, effects, and spacing of the text.
- You can apply paragraph and character formatting manually, or you can format multiple elements of a paragraph, and control the outline level of the content, by using styles.
- You can change the formatting applied by all the styles within a document by changing the document theme or any individual element of the theme, such as the theme colors, theme fonts, or theme effects.
- To make a set of items or instructions stand out from the surrounding text, you can format it as an ordered (numbered) or unordered (bulleted) list.

SEE ALSO This chapter is from the full-length book *Microsoft Word Step by Step (Office 2021 and Microsoft 365)* (Microsoft Press, 2022). Please consult that book for information about features of Word that aren't discussed in this book.

Practice tasks

Before you can complete these tasks, you must copy the book's practice files to your computer. The practice files for these tasks are in the **Office365SBS\Ch03** folder. You can save the results of the tasks in the same folder.

The introduction includes a complete list of practice files and download instructions.

Apply paragraph formatting

Open the **FormatParagraphs** document, display formatting marks, and then perform the following tasks:

1. Display the rulers and adjust the zoom level to display most or all of the paragraphs in the document.
2. Select the first two paragraphs (*Welcome!* and the next paragraph) and center them between the margins.
3. Select the second paragraph (*We would like*…) and apply a first-line indent.
4. Select the third paragraph (*Please take a few*…). Format the paragraph so its edges are flush against the left and right margins. Then indent the paragraph by a half inch on the left and on the right.
5. Indent the *Be careful* paragraph by 0.25 inches.
6. Simultaneously select the *Pillows*, *Blankets*, *Towels*, *Limousine winery tour*, and *In-home massage* paragraphs. Change the paragraph spacing to remove the space after the paragraphs.
7. At the top of the document, apply an outside border to the *Please take a few minutes* paragraph.
8. Save and close the document.

Apply character formatting

Open the **FormatCharacters** document, and then perform the following tasks:

1. In the second bullet point, underline the word *natural*. Then repeat the formatting command to underline the word *all* in the fourth bullet point.
2. In the fourth bullet point, select anywhere in the word *across*. Apply a thick underline to the word in a way that also assigns the **Thick underline** format to the **Underline** button. Then apply the thick underline to the word *departments*.
3. Apply bold formatting to the *Employee Orientation* heading.
4. Copy the formatting, and then paint it onto the *Guidelines* subtitle, to make the subtitle a heading.
5. Select the *Guidelines* heading, and apply the following formatting:
   - Change the font to **Impact**.
   - Set the font size to **20** points.
   - Apply the **Small caps** font effect.
   - Expand the character spacing by **10** points.
6. Change the font color of the words *Employee Orientation* to **Green, Accent 6**.
7. Select the *Community Service Committee* heading, and apply the following formatting:
   - Outline the letters in the same color you applied to *Employee Orientation*.
   - Apply an **Offset Diagonal Bottom Left** outer shadow. Change the shadow color to **Green, Accent 6, Darker 50%**.
   - Fill the letters with the **Green, Accent 6** color, and then change the text outline to **Green, Accent 6, Darker 25%**.

   You have now applied three text effects to the selected text by using three shades of the same green.
8. In the first bullet point, select the phrase *the concept of service* and apply a **Bright Green** highlight.
9. In the fifth bullet point, simultaneously select the words *brainstorming*, *planning*, and *leadership*, and change the case of all the letters to uppercase.
10. Save and close the document.

Structure content manually

Open the **StructureContent** document, display formatting marks, and then perform the following tasks:

1. Display the rulers and adjust the zoom level to display most or all of the paragraphs in the document.
2. In the second paragraph (*We would like*...), insert a line break immediately after the comma and space that follow the word *cottage*.
3. Select the *Pillows*, *Blankets*, *Towels*, and *Dish towels* paragraphs. Insert a left tab stop at the **2**-inch mark and clear any tab stops to the left of that location.
4. In the *Pillows* paragraph, replace the space before the word *There* with a tab marker. Repeat the process to insert tabs in each of the next three paragraphs. The part of each paragraph that follows the colon is now aligned at the 2-inch mark, producing more space than you need.
5. Select the four paragraphs containing tabs. Change the left tab stop from the **2**-inch mark to the **1.25**-inch mark. Then, on the ruler, drag the **Hanging Indent** marker to the tab stop at the **1.25-inch** mark (the Left Indent marker moves with it) to cause the second line of the paragraphs to start in the same location as the first line. Finally, press the **Home** key to release the selection so you can review the results.
6. At the bottom of the document, select the three paragraphs containing dollar amounts. Set a **Decimal Tab** stop at the **3**-inch mark. Then replace the space to the left of each dollar sign with a tab to align the prices on the decimal points.
7. Hide the formatting marks to better display the results of your work.
8. Save and close the document.

Create and modify lists

Open the **CreateLists** document, display formatting marks and rulers, and then perform the following tasks:

1. Select the first four paragraphs below *The rules fall into four categories*. Format the selected paragraphs as a bulleted list. Then change the bullet character for the four list items to the one composed of four diamonds.
2. Select the two paragraphs below the *Definitions* heading. Format the selected paragraphs as a numbered list.
3. Select the first four paragraphs below the *General Rules* heading. Format the paragraphs as a second numbered list. Ensure that the new list starts with the number 1.
4. Format the next three paragraphs as a bulleted list. (Notice that Word uses the bullet symbol you specified earlier.) Indent the bulleted list as a subset of the preceding numbered list item.
5. Format the remaining three paragraphs as a numbered list. Ensure that the list numbering continues from the previous numbered list.
6. Locate the *No large dogs* numbered list item. Create a new second-level numbered list item (**a**) from the text that begins with the word *Seeing*. Then create a second item (**b**) and enter **The Board reserves the right to make exceptions to this rule.**
7. Create a third list item (**c**). Promote the new list item to a first-level item, and enter **All pets must reside within their Owners' Apartments.** Notice that the *General Rules* list is now organized hierarchically.
8. Sort the three bulleted list items in ascending alphabetical order.
9. Save and close the document.

Apply built-in styles to text

Open the **ApplyStyles** document in Print Layout view, and then perform the following tasks:

1. Scroll through the document to review its content. Notice that the document begins with a centered title and subtitle, and there are several headings throughout.

2. Display the Navigation pane. Notice that the Headings page of the pane does not reflect the headings in the document because the headings are formatted with manually applied formatting instead of styles.
3. Open the Styles pane and dock it to the right edge of the app window.
4. Set the zoom level of the page to fit the page content between the Navigation pane and the Styles pane.
5. Apply the **Title** style to the document title, *All About Bamboo*.
6. Apply the **Subtitle** style to the *Information Sheet* paragraph.
7. Apply the **Heading 1** style to the first bold heading, *Moving to a New Home*. Notice that the heading appears in the Navigation pane.
8. Hide the content that follows the heading. Then redisplay it.
9. Apply the **Heading 1** style to *Staying Healthy*. Then repeat the formatting to apply the same style to *Keeping Bugs at Bay*.
10. Scroll the page so that both underlined headings are visible. Select the *Mites* and *Mealy Bugs* headings. Then simultaneously apply the **Heading 2** style to both selections.
11. Configure the Styles pane to display all styles, in alphabetical order.
12. Move to the beginning of the document.
13. In the first paragraph of the document, select the company name *Wide World Importers*, and apply the **Intense Reference** style.
14. In the second paragraph, near the end of the first sentence, select the word *clumping*, and apply the **Emphasis** style. Then, at the end of the sentence, apply the same style to the word *running*.
15. Close the Navigation pane and the Styles pane. Then configure the view setting to display both pages of the document in the window.
16. Apply the **Basic (Elegant)** style set to the document. Change the view to **Page Width** and notice the changes to the styled content.
17. Save and close the document.

Change the document theme

Open the **ChangeTheme** document, and then perform the following tasks:

1. Apply the **Facet** theme to the document.
2. Change the theme colors to the **Orange** color scheme.
3. Change the theme fonts to the **Georgia** theme set.
4. Save the modified theme in the default folder as a custom theme named **My Theme**. Verify that the custom theme is available on the **Themes** menu.
5. Save and close the document.

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