

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 another in a document. The benefits are:

- Easy consistent formatting to use.
- Select all text with the same style.
- Change the formatting of text without using a style.
- Create a Table of Contents based on the default heading style that has been assigned a style.
- Out of context text in a document is highlighted.
- 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 shortcuts to create or use styles:

Character, Paragraph, Linked Styles

Character style: **Ctrl+Shift+L** to consider the applied font style a paragraph.

Paragraph style: **Ctrl+Shift+P** to apply the applied font and paragraph formatting to paragraphs.

Linked styles: Can be created when a character or paragraph style.

Applying Character and Paragraph Styles

1. Select the text or paragraph that requires a style.
2. Apply a linked object to the text or paragraph, select the style. To apply a linked object to a paragraph, select the style in the Paragraph Styles group of the Styles task pane.
3. Choose **Home > Styles > Style** from the Styles group, hover over the style to see a preview.

Displaying the Quick Style Gallery

Ctrl+Q to show the Quick Style gallery or **Ctrl+Shift+Q** to refresh it.

Creating a Style

1. Select the text or paragraph that you want to create the style for.
2. In the **Home > Styles > Styles** group, click **Home > Styles > New Style**.
3. Type a name for the new style. The name must be unique. To create a paragraph style, choose **Paragraph Styles** in the **Style Type** list.

Displaying the Styles Pane

Choose **Home > Styles > Styles** in the Styles group, or press **Ctrl+Shift+S**.

Character styles have a **Character** icon. Paragraph styles have a **Paragraph** icon. The icon indicates a style can be applied to text or a paragraph.

Changing Styles

1. Select or click a paragraph with the desired formatting.
2. Right-click on the text of the paragraph at the top, select the **Quick Style** gallery in the Styles pane.
3. Choose **Update Style** from the **Quick Style** gallery.

Applying Tabular Styles

1. Right-click on the text.
2. Choose **Update Style** from the **Quick Style** gallery.

Deleting a Style

1. In the Styles pane, right-click on the style you want to delete.
2. Click **DELETE** (or **DELETE**) in the **Quick Style** gallery. If the **Delete** option is not available, the **Delete** option is disabled for the style. To delete the style, you must first select all text using the style.

Switching All Text with the Same Style

1. In the Quick Style gallery in the Styles pane, click **SELECT ALL WITH THIS STYLE**.

All text assigned to the style will be switched. To compare how a standard text function, such as **Delete**, **Copy**, or **Paste**.

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 change it. To show it as a type of formatting, such as **Heading 1**, **Section 1**, or **Section 2**:

1. In the Styles pane, click **SHOW AS STYLE**.
2. Under **SHOW FORMATTING TO SHOW AS STYLE**, choose the type of formatting to show.
3. Click **YES, START APPLYING PROTECTIVE**.

To remove the style, click **STOP APPLYING PROTECTIVE** in the **RESTRICTED EDITING** pane.

Importing Styles

1. Click **Import Styles** in the Styles group to display the **Import Styles** dialog box.
2. Click **Import Styles** in the **Import Styles** dialog box.
3. Click **Import Styles**.

Working as displayed. Only text containing the style in the source document. The style formatting in the style in the target document is applied.

4. Click the **Import Styles** button to import the style. The **Import Styles** button changes to **Import Styles**.
5. Click **Import Styles** button. Follow the steps in the list. If the document is not a template, choose **Import Styles** in the **Import Styles** dialog box.
6. Click **Import Styles** in the **Import Styles** dialog box.

Select the style to import. The style is imported into the document.

Using Master Styles with Styles

Master styles are styles that are used to create other styles. They are used to create other styles. They are used to create other styles.

To add numbering to an existing style

1. In the Quick Style gallery in the Styles pane, click **Home > Styles > New Style**.
2. Click **Home > Styles > New Style** from the **Quick Style** gallery.
3. Select the style to be numbered.
4. Click **Home > Styles > New Style** from the **Quick Style** gallery.

Adding Styles to the Default List

1. In the Quick Style gallery in the Styles pane, click **Home > Styles > New Style**.
2. Click **Home > Styles > New Style** from the **Quick Style** gallery.

Applying Tabular Styles

1. Select the text to be formatted.
2. Choose **Home > Styles > Styles** in the Styles group.

Restricting Formatting

To restrict formatting, you can restrict the formatting that can be applied to text. To restrict formatting, you can restrict the formatting that can be applied to text.

1. Choose **Home > Styles > Styles** in the Styles group.
2. Click **Restrict Formatting** in the **Restrict Formatting** pane.
3. Click **Restrict Formatting** in the **Restrict Formatting** pane.
4. Click **Restrict Formatting** in the **Restrict Formatting** pane.

Creating a Table of Contents

1. Place the cursor at the end of the document.
2. Click **References > Table of Contents > Table of Contents**.
3. Choose **Table of Contents > Table of Contents**.
4. If the **Table of Contents** dialog box is displayed, click **Table of Contents**.

Updating a Table of Contents

1. Click **References > Table of Contents > Update Table of Contents**.
2. Click **References > Table of Contents > Update Table of Contents**.
3. Click **Update**.

Preparing an Index

Indexing a document allows you to search for words and phrases in the document. To create an index, you must first create an index.

1. Click **References > Index > Index**.
2. Click **References > Index > Index**.
3. Click **References > Index > Index**.
4. Click **References > Index > Index**.

To make an index entry

1. Set the cursor at the end of the document. Or, if you are using a table of contents, set the cursor at the end of the entry to be indexed.
2. Click **References > Index > Index**.
3. Click **References > Index > Index**.
4. Click **References > Index > Index**.

To make index entries using a word list

1. Click **References > Index > Index**.
2. Click **References > Index > Index**.
3. Click **References > Index > Index**.
4. Click **References > Index > Index**.

Generating an Index

1. Place the cursor at the end of the document.
2. Click **References > Index > Index**.
3. Click **References > Index > Index**.
4. Click **References > Index > Index**.

Updating and Deleting

1. Click **References > Index > Index**.
2. Click **References > Index > Index**.

Expanding/Collapsing in Print Layout View

Use **Print Layout View** to expand/collapse the document. To expand/collapse the document, you can use the **Expand/Collapse** button.

1. Click **View > Print Layout View**.
2. Click **View > Print Layout View**.

Viewing & Structuring your Document Using the Navigation Pane

The **Navigation Pane** shows the structure of your document. To view the structure of your document, you can use the **Navigation Pane**.

1. Click **View > Navigation Pane**.
2. Click **View > Navigation Pane**.

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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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