

Lecture 6

Styles

A style allows Word to apply the formatting you have set up to a document all at once instead of clicking one at a time –

Two types:

Paragraph -- control formatting of paragraph, fonts, tabs, etc.

Character -- individual characters – overrides paragraph styles.

To see the styles used,

TOOLS

OPTIONS

VIEW

Set style space greater 0" (.75")

Word has over 90 built-in styles – startup is NORMAL style. The easiest way to add styles to your document is to use one that already exists.

On existing text – select it.

NORMAL

Left CLICK the arrow in the style box . The five most common styles are given.

CHOOSE STYLE by clicking on it.

To see all the styles:

FORMAT

STYLE

LIST all styles

Most people would rather apply the styles later after they have finished typing. Word with auto format will do that based on following:

Headings -- one line of text without period but with paragraph

Bullets and numbered

Lists – lines beginning with * and as parts of bulleted list

Body text -- anything not already formatted

FORMAT

AUTO FORMAT

and Word will try to auto format what it can

Modifying Existing Styles

FORMAT

STYLE -- choose style

MODIFY -- change what you like

This will change the style in the existing document. If you add the changed style to a template—the change takes place in all new documents you create.

Creating a New Style

You may need a style for a customized operation such as chapter headings—so we will create it.

The easiest way to create a style is to format a block of text the exact way you want it – select the text.

Click inside the STYLE dropdown box.

Type in new name in style box. Then ENTER.

Added to this document only.

Footnotes and Endnotes

--Notes that provide more information about specific text in your documents. Footnotes appear at the bottom of the current page.

To insert a standard footnote, have cursor where footnote mark is to be and press

CNTRL ALT F INSERT FOOT NOTE

A small screen opens at the bottom of the page and you can type in your footnote text. On page layout it is at the bottom of page. CLOSE to end footnote or if in page layout—just move cursor.

For Endnotes

CNTRL ALT E

(stay in normal mode—on page layout, you will be shifted all the way to the end page).

If you want to edit the footnotes or endnotes later, double click on the marker and the pane will appear

Also VIEW
FOOTNOTES

For endnotes

VIEW
FOOTNOTES
--choose ALL ENDNOTES in selection box.

Customizing Footnotes and Endnotes

In a document with only a few footnotes, you may wish to use custom footnote marks – a special character instead of a number or letter.

Place cursor where you want footnote

INSERT
FOOTNOTE

The endnote/footnote dialog box appears

- choose footnote or endnote
- click custom mark (can put in on own)
- press symbol button – choose symbol, then OK
(WP typographic symbols)

Controlling Numbering and Location

Word automatically numbers footnotes 1, 2, 3 consecutively through document

INSERT
FOOTNOTE
OPTIONS

You may then choose placement, numbering format, starting number and whether to restart at each page or section – changes all non-custom footnotes.

Controlling Separators

By default, **Word 2000** separates footnotes from document by inserting line ≈ 1/3 width page margin.

If a footnote is long it jumps to the next page, Word separates it from text on that page as well as in a continuation separator across entire bottom width of page.

You can change the appearance of the separator Display footnote pane by double clicking any footnote ref. Mark.

From dropdown box on pane – FOOTNOTE SEPARATOR

- current setting appears
- edit the element
- close

Headers and Footers

Headers and footers contain text that repeats on every page. Date, time, filename.

To create
VIEW
Header and Footer

You now see the header and footer toolbar and the template or space where they will occur.

Notice also, we are in page layout view. The view contains a preset center tab and right tab.

Tabs will L, C, R place text

The tool bar helps you insert commonly used text.

Insert AUTOTEXT

Various texts that you can use:

inserts page number field

number of pages

page number dialog box
date

time

page set up dialog box

hide text toggle

links and unlinks headers and footers

previous }
next } sections footers

CLOSE

Page numbering

Format for numbers

Chapter number -- highlights options

Numbering - cont or restart