Kennesaw State University

University Information Technology Services

Microsoft Office Word 2016 for Windows

Formatting Your Document

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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Microsoft Office: Word 2016 for Windows
Formatting Your Document

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Introduction

This booklet is the companion document to the Word 2016: Formatting Your Document workshop. The booklet will show users how to apply preset styles and modify them, how to insert tables, headers, footers, and page numbers, and how to use section breaks in your document.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Create styles and use them to format document text.
- Create and modify tables.
- Insert section breaks in a document.
- Format the document text as columns.

Using Styles

A Style is a predefined combination of font style, color, and size that you can use to format the text in your document. Using styles can help you create documents that have a more professional, and consistent, appearance. Some styles (like the built-in heading styles) can be used to easily navigate your document, or insert a table of contents.

You can use the styles available in Word, modify them, or create your own style and save it to use every time you need it.

Applying a Style

1. Select the **text** that you want to format.
2. Click the **Home** tab (See Figure 1).
3. In the *Home* tab, scroll through the styles with the **up and down arrows** (See Figure 1).
4. Click the desired **style** to apply (See Figure 1).

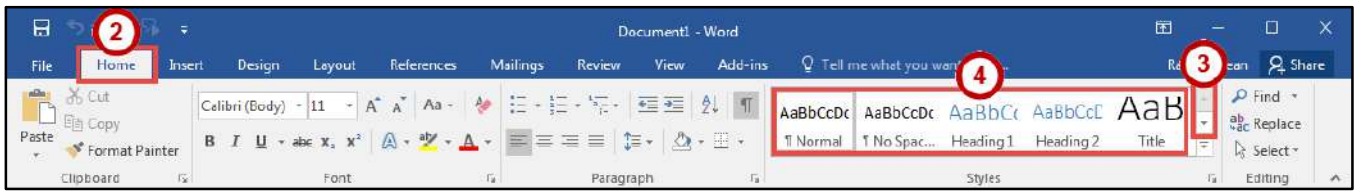


Figure 1 - Styles on Ribbon

Note: You can also access your styles from the *Mini Toolbar*. After selecting your text, the *Mini Toolbar* will appear. Click the **Styles** button on the right.

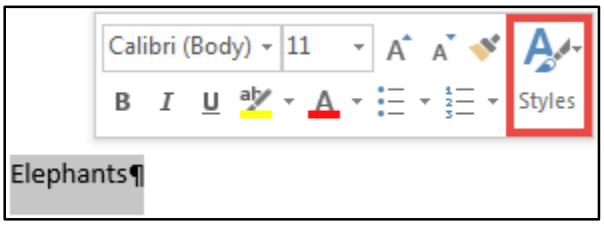


Figure 2 - Styles on Mini Toolbar

Modifying a Style Using the Ribbon

An easy way to modify your styles is to apply any formatting changes to your selected text, then to apply the change to a preset style. The following explains how to modify a style using the ribbon:

1. Select the **text** that you want to format.
2. Format the selected text with the new attributes that you want (e.g. Bold, 10pt, Times New Roman font, and Red lettering).
3. Click the **Home** tab (See Figure 3).
4. On the *Home* tab, right-click the **style** you wish to modify (See Figure 3).
5. In the drop-down menu, click **Update (Style to modify) to Match Selection** (See Figure 3).
6. Your style will be updated to match your selection.

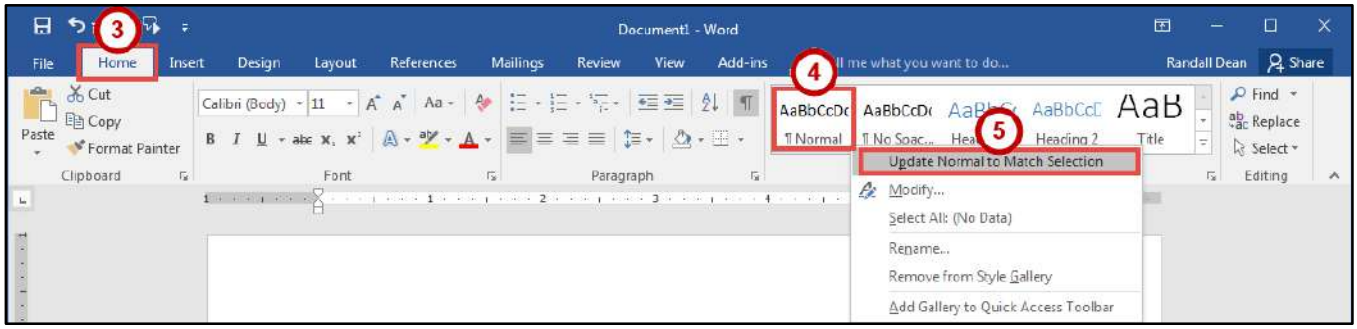


Figure 3 - Update Style to Match Selection

Modifying a Style Using the Styles Dialog Box

1. Click the **Home** tab (See Figure 4).
2. On the *Home* tab, right-click the **style** you wish to modify (See Figure 4).
3. In the drop-down menu, click **Modify** (See Figure 4).

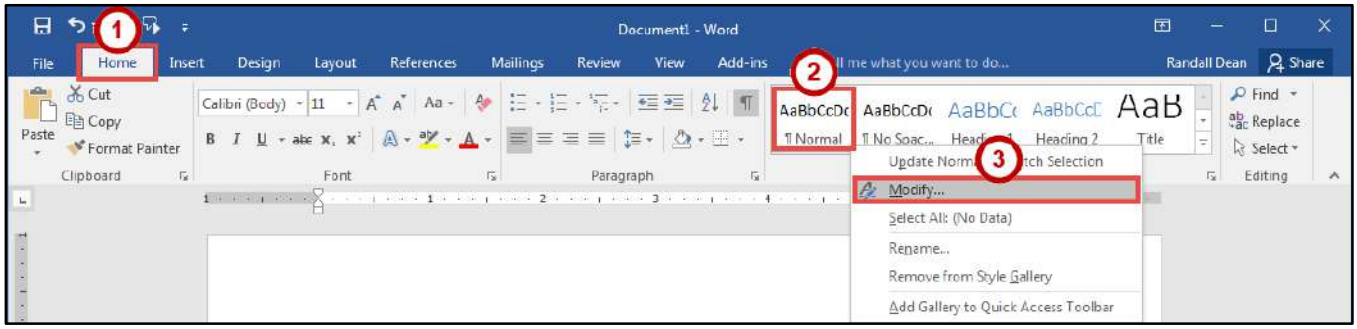
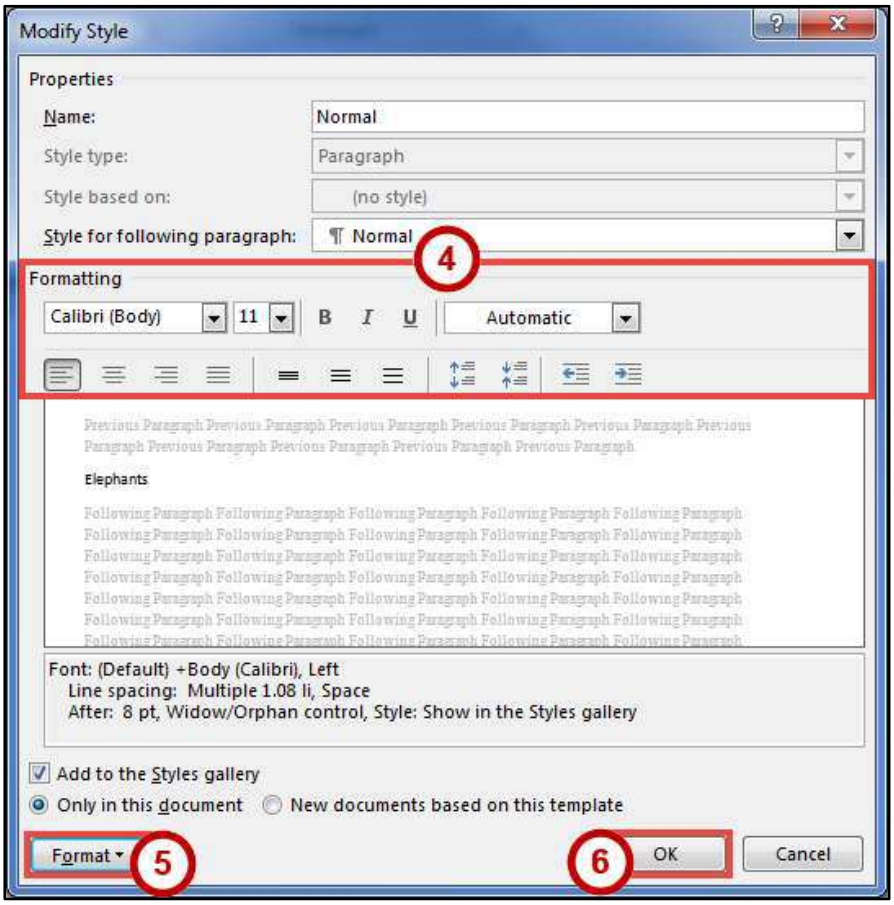


Figure 4 - Modify Style

4. In the *Modify Style* dialog box, select the **new attributes** that you want to apply to the style (See Figure 5).
5. For further options, click the **Format** button (See Figure 5).
6. Click the **OK** button (See Figure 5).


Modify Style
Properties
Name:
Normal
Style type:
Paragraph
Style based on:
(no style)
Style for following paragraph:
¶ Normal
4
Formatting
Calibri (Body)
11
B
I
U
Automatic
Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph
Elephants
Following Paragraph Following Paragraph Following Paragraph

5. In the *Style* drop-down menu, click **Create a Style**.

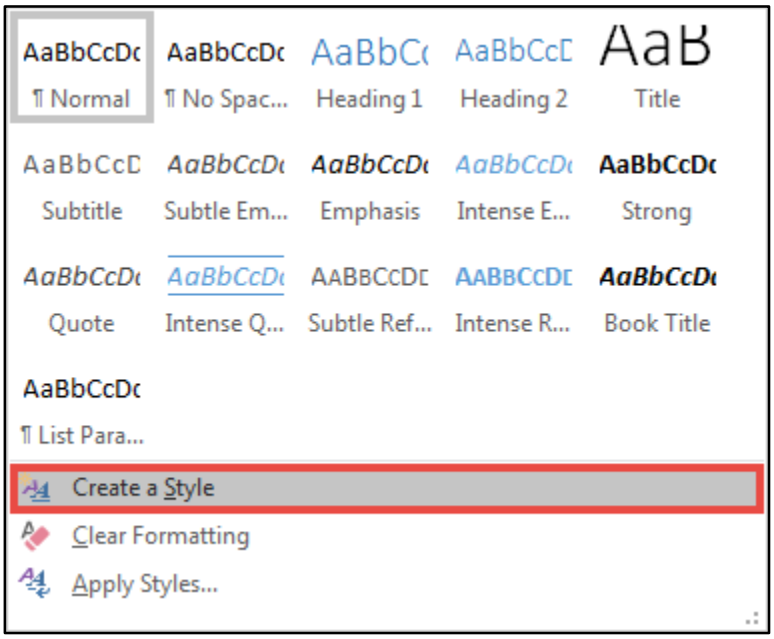


Figure 7 - Create a Style

6. In the *Create New Style from Formatting* dialog box, type a **Name** for your style (See Figure 8).
7. Click the **OK** button (See Figure 8).

Figure 8 - Create New Style from Formatting Dialog Box

8. Your new style can be selected from within the *Styles* on the *Home* tab.

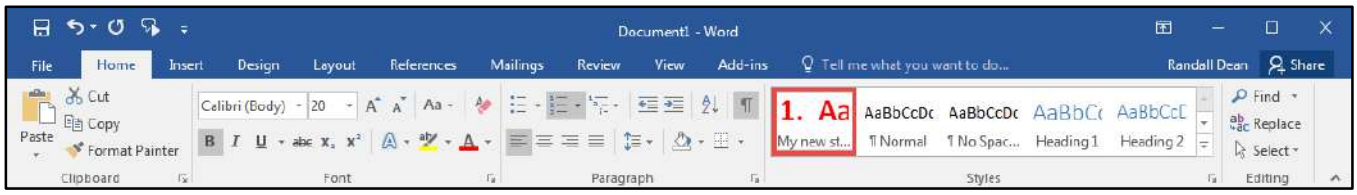


Figure 9 - My New Style

Tables

Tables are useful for presenting text information and numerical data in a neat and orderly fashion. A Table consists of rows and columns that intersect to form boxes called cells, which you can then fill with text, numbers, or graphics. You can also format your table for added effect (e.g. make the lines within the table visible or invisible).

Creating a Table Using the Table Menu

1. Click the **Insert** tab (See Figure 10).
2. Click the **Table** icon (See Figure 10).
3. In the *Insert Table* drop-down menu, move your mouse pointer over the **boxes** until you have the number of rows and columns that you want in the table (See Figure 10).

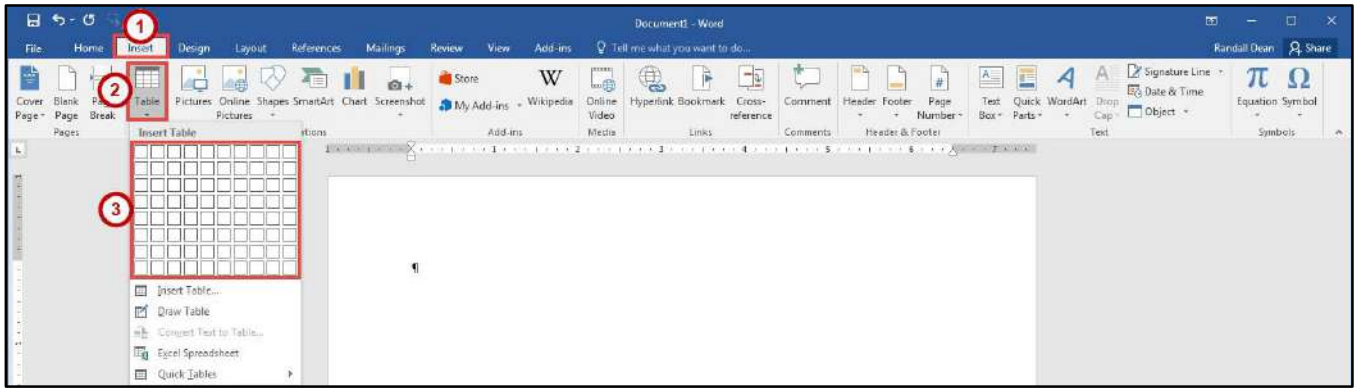


Figure 10 - Table Icon

4. The *Live Preview* feature will show what the table will look like in your document. Click to **confirm** your table.

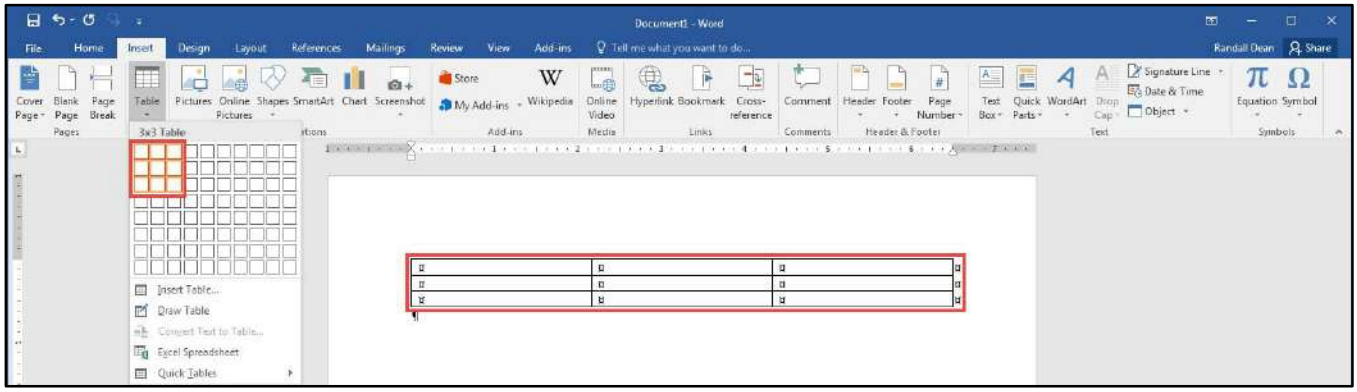


Figure 11 - Click to Confirm Your Table

5. Your table will be placed within your document.

Note: This method will only allow you to create a table up to 10x8 in size. To create a table with more rows and columns, see Creating a Table Using the Insert Table Command.

Creating a Table Using the Insert Table Command

If you need to create a table that contains more than 10 columns and/or 8 rows, then you can use the *Insert Table* command to designate how many columns and rows to enter into your table. The following instructions explain how to create a table using the Insert Table Command:

1. Click the **Insert** tab (See Figure 12).
2. Click the **Table** icon (See Figure 12).
3. In the *Insert Table* drop-down, click **Insert Table** (See Figure 12).

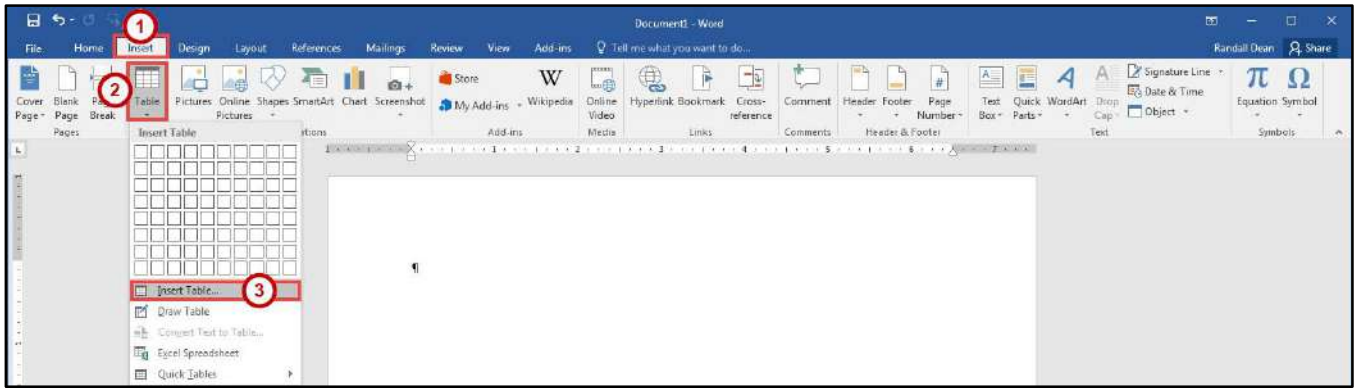


Figure 12 - Insert Table

4. In the *Insert Table* dialog box, enter the **Number of columns and rows** for the table (See Figure 13).
5. Click the **OK** button (See Figure 13).

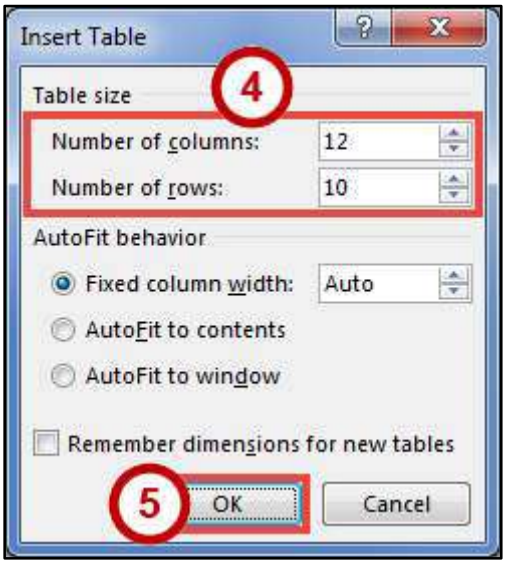


Figure 13 - Insert Table Dialog Box

Creating a Table Using the Drawing Tools

If you want more control over the shape of your table's columns and rows, you can also draw your own table. The following explains how to create a table using the *drawing tools*.

1. Click the **Insert** tab (See Figure 14).
2. Click the **Table** icon (See Figure 14).
3. In the *Insert Table* drop-down menu, click **Draw Table** (See Figure 14).

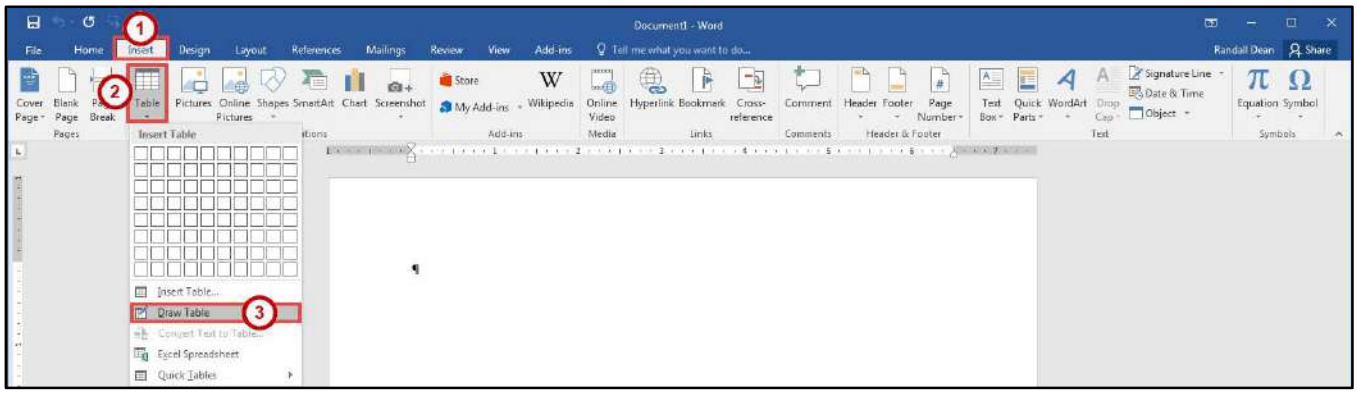


Figure 14 - Draw Table

4. The mouse pointer will change to a pencil icon. Click and drag the **pencil** to draw the outer border of the table.

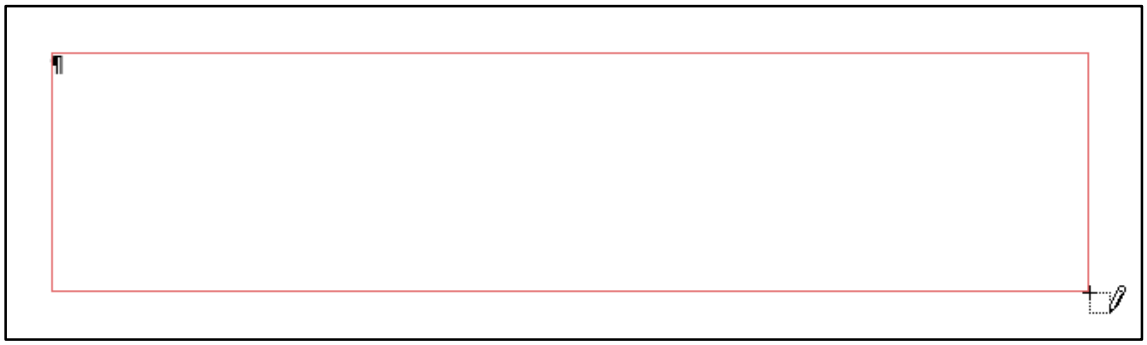


Figure 15 - Drawing a Table

5. Click and drag the **pencil** to draw lines within the border to create cells.

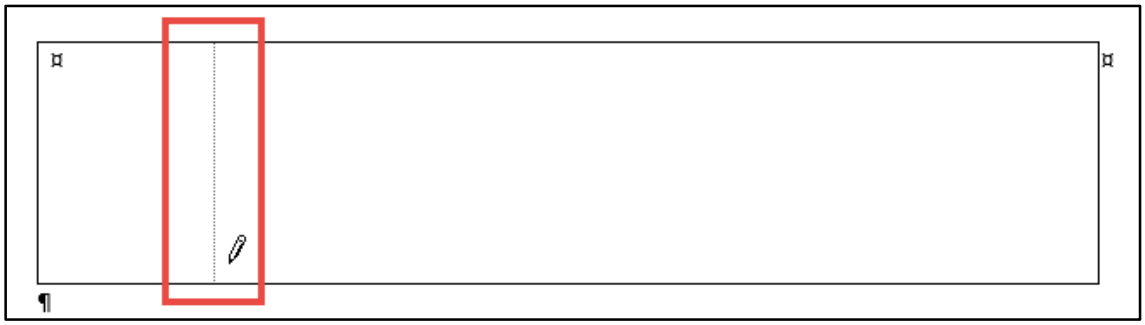


Figure 16 - Drawing Table Lines

6. Press the **ESC** key to return to the regular mouse pointer.

Accessing the Table Tools

Tables have their own set of editing tools accessible by a context sensitive tab on the *Ribbon*. To access this tab, click a table in your document and the *Table Tools* tab will appear in the *Ribbon*. From these tabs, you can modify the *Design* or the *Layout* of your tables.

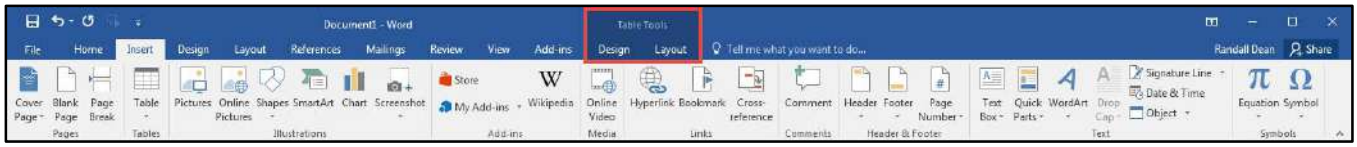


Figure 17 - Table Tools

Splitting Cells

1. Click in the **cell(s)** that you want to split.
2. Click the **Layout** tab for *Table Tools* (See Figure 18).
3. In the *Table Tools - Layout* tab, click **Split Cells** (See Figure 18).

Figure 18 - Split Cells

4. In the *Split Cells* dialog box, enter the N**umber of rows and columns** into which you want to split the cells (See Figure 19).
5. Click **OK** button (See Figure 19).

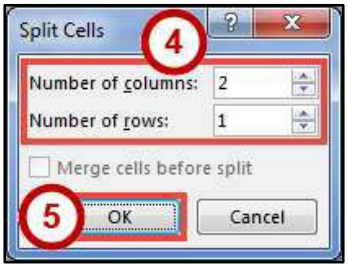


Figure 19 - Split Cells Dialog Box

Merging Cells

1. Select the **cells** that you want to merge.
2. Click the **Layout** tab for *Table Tools* (See Figure 20).
3. In the *Table Tools - Layout* tab, click **Merge Cells** (See Figure 20).

Figure 20 - Merge Cells

Inserting Rows and Columns

The following section explains how to insert additional rows and columns into a table.

Using Insert Controls to Quickly add Rows and Columns

The *Insert Controls* allow you to quickly add rows and columns to your table using a mouse. The *Insert Controls* will appear right outside your table when you move your cursor above or the left of two existing columns or rows. The following explains how to use the *Insert Controls* to add a row to your table:

1. Hover your cursor just to the left of two existing rows (See Figure 21).
2. The *Insert Control* option will appear. Click the **Insert Control** to add a row (See Figure 21).

Note: For inserting columns using *Insert Controls*, hover just above two existing columns and click the **Insert Control**.

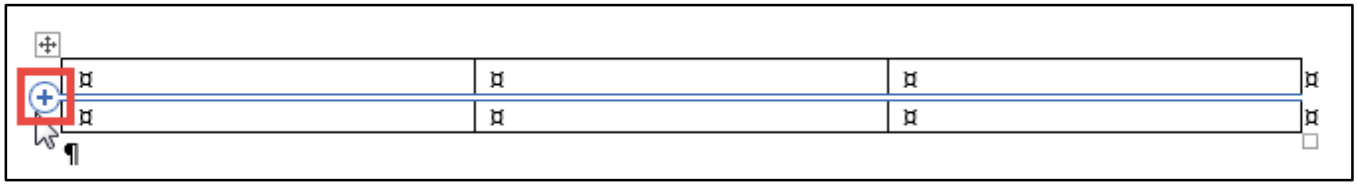


Figure 21 - Insert Controls

Using the Table Tools Layout Tab to Insert Rows and Columns

1. Click in the **cell** that you want to insert a row or column around.
2. Click the **Layout** tab for *Table Tools* (See Figure 22).
3. In the *Table Tools - Layout* tab, click **Insert (Above, Below, Left, Right)** to insert a row or column (See Figure 22).

Figure 22 - Insert Rows or Columns

Using the Table Tools Layout Tab Rows & Columns Dialog Box

1. Click in the **cell** that you want to insert a row or column around.
2. Click the **Layout** tab for *Table Tools* (See Figure 23).
3. In the *Table Tools - Layout* tab, click the **Dialog Box launcher** for the *Rows & Columns* group (See Figure 23).

Figure 23 - Rows & Columns Dialog Box Launcher

4. In the *Insert Cells* dialog box, click one of the **last two options** to insert a row or column (See Figure 24).
5. Click the **OK** button (See Figure 24).

Note: You can also select *Shift cells right* or *Shift cells down* to insert a single cell.

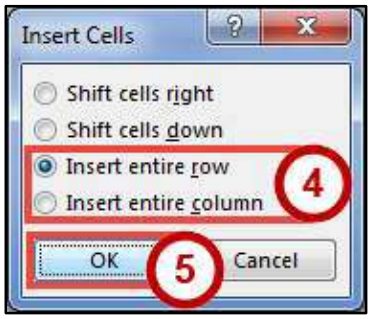


Figure 24 - Insert Cells Dialog Box

Deleting Cells, Rows, Columns, and Tables

1. Select the **rows, columns, cells, or whole table** that you want to delete.
2. Click the **Layout** tab for *Table Tools* (See Figure 25).
3. In the *Table Tools - Layout* tab, click **Delete** (See Figure 25).
4. In the *Delete* drop-down menu, click **Delete (Cells, Columns, Rows, or Table)** (See Figure 25).

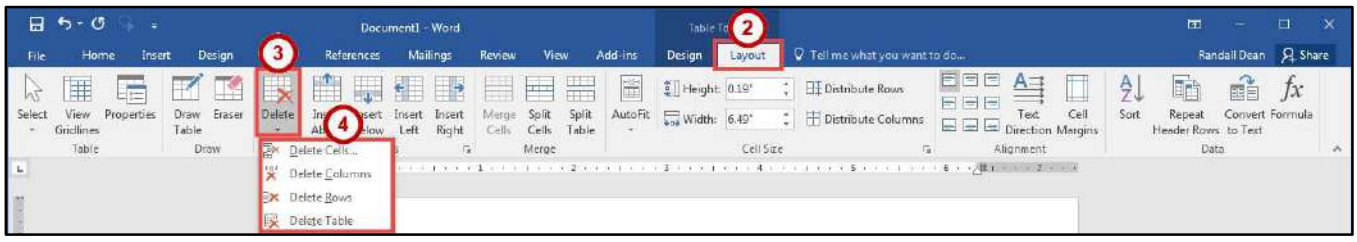


Figure 25 - Table Delete Options

Changing Cell Size

There are three ways to change the size of rows and columns in a table; either by setting the dimensions, dragging the cell borders, or by distributing your rows and/or columns.

Setting the Dimensions

1. Click in the **cell** inside the row or column where the size needs to be adjusted.
2. Click the **Layout** tab for *Table Tools* (See Figure 26).
3. In the *Table Tools - Layout* tab, change the **measurement** in the height and/or width fields (See Figure 26).

Figure 26 - Cell Size

Distribute Rows and Columns Evenly

1. Select the **rows** or **columns** you want to distribute evenly.
2. Click the **Layout** tab for *Table Tools* (See Figure 27).
3. In the *Table Tools - Layout* tab, click **Distribute Rows** or **Distribute Columns** (See Figure 27).

Figure 27 - Distribute Rows or Columns

Dragging the Cell Borders

To change the cell size by dragging, hover your mouse cursor over the border of the column or row you wish to change. The cursor will change to a resize cursor. **Left-click and drag** to resize your column or row.

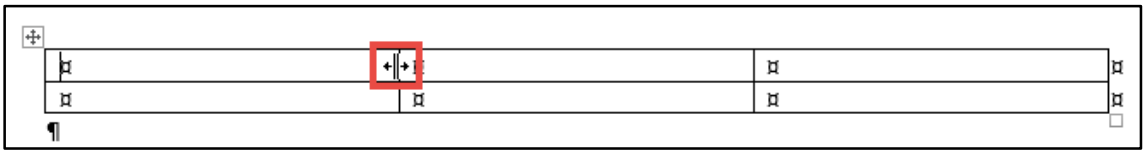


Figure 28 - Dragging Cell Borders

Add Text Wrapping to a Cell

As you type text into a cell, the column will expand to accommodate your entry. If you want the text to wrap inside the cell (move down when it hits the column border), the following steps will explain how to enable text wrapping:

1. Select the **cell(s)** in your table to add text wrapping.
2. Click the **Layout** tab for *Table Tools* (See Figure 29).
3. In the *Table Tools - Layout* tab, click **Dialog Box launcher** for the *Cell Size* group (See Figure 29).

Figure 29 - Cell Size Dialog Box Launcher

4. In the *Table Properties* dialog box, click the **Cell** tab (See Figure 30).
5. Click the **Options** button (See Figure 30).

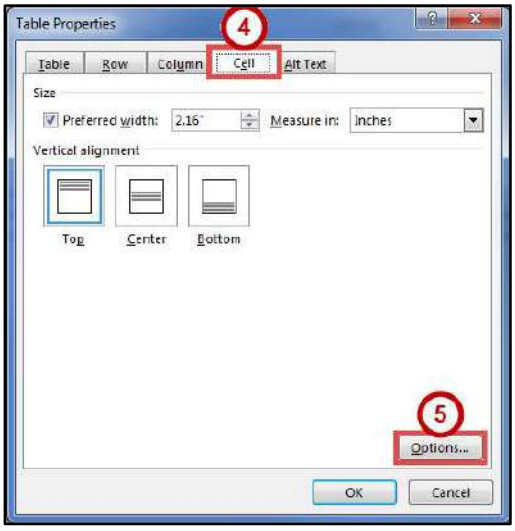


Figure 30 - Table Properties Dialog Box

6. The *Cell Options* window will open. Click the **box** next to *Wrap text* (See Figure 31).
7. Click the **OK** button (See Figure 31).

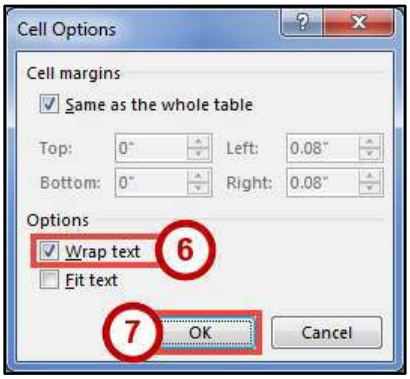


Figure 31 - Cell Options

8. In the *Table Properties* dialog box, click the **OK** button.

Moving a Table

1. Click in the **table**.
2. Move the mouse over the **Table Selector** in the top left corner of the table.

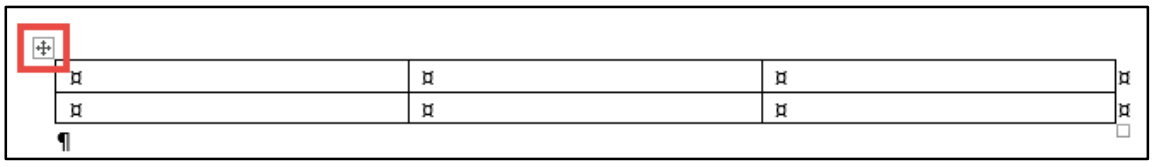


Figure 32 - Table Selector

3. Left-click and drag the **table** to the new location within the document.

Altering the Design of Your Table

The *Table Tools - Design* tab contains tools for altering the design of your table by adding preset table styles (e.g. banded columns, highlighted total row, etc.), shading options, and changing the color and style of your borders. The *Table Tools - Design* tab is shown in the *Ribbon* by first selecting a table.

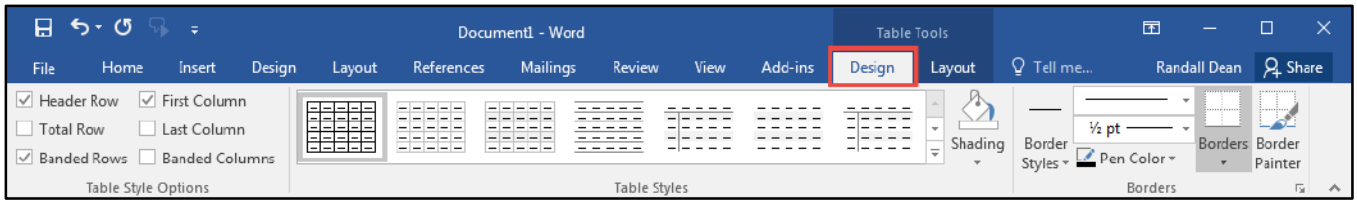


Figure 33 - Table Tools Design Tab

Adding Table Styles

1. Click in the **table**.
2. Click the **Design** tab for *Table Tools* (See Figure 34).
3. In the *Table Tools - Design* tab, scroll through the styles with the **up and down arrows** (See Figure 34).

4. Click the desired **table style** to apply (See Figure 34).

Note: You can hover over a *Table Style* to see a live preview.

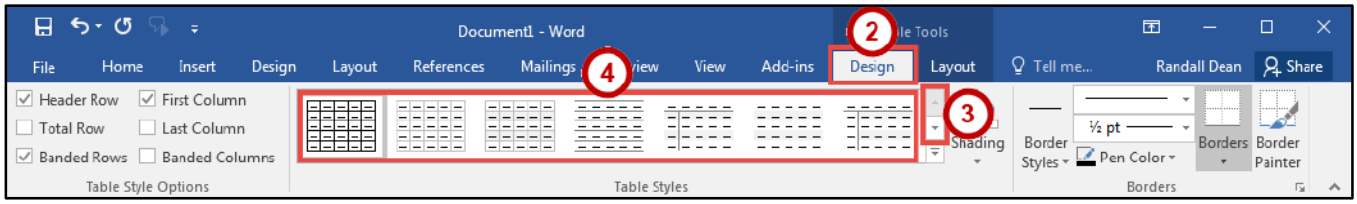


Figure 34 - Table Styles

5. You can further customize the *Table Style* by selecting **options** under the *Table Style Options*.

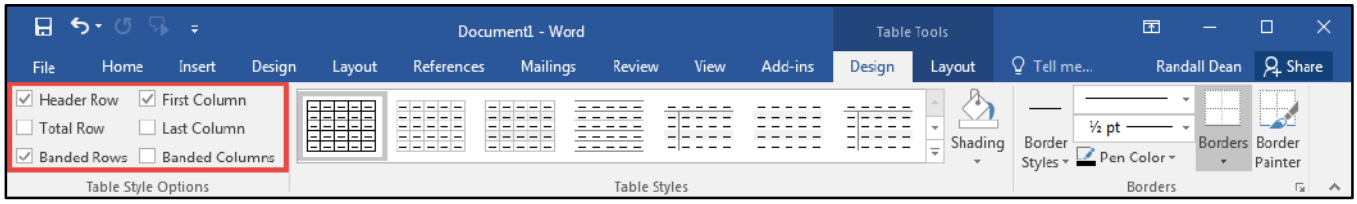


Figure 35 - Table Style Options

Headers and Footers

Headers and Footers allow you to add information (e.g. name, title of document, etc.) within the top or bottom margins of your document, and will repeat on every page for your document. The following explains how to insert a simple header:

1. Click the **Insert** tab (See Figure 36).
2. In the *Insert* tab, click **Header** (See Figure 36).
3. In the *Header* drop-down, select a **Header** from the list (See Figure 36).

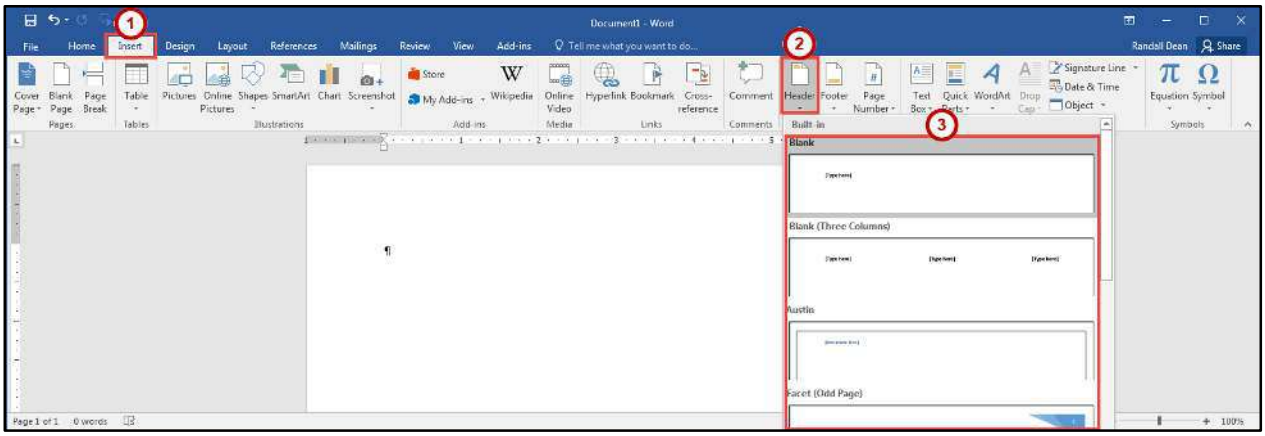


Figure 36 - Insert Header

4. The *Header* will be inserted into your document. Type your **information** into the header.

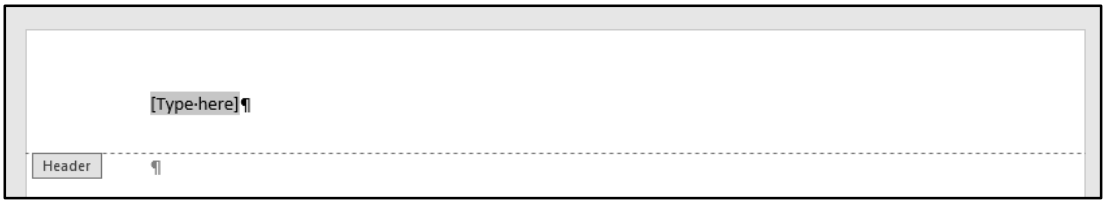


Figure 37 - Header Inserted

5. While editing your header, the *Header & Footer Tools - Design* tab will open. You will not be able to return to the body of your document until you close the *Header & Footer Tools* (See Figure 38).
6. To close the *Header & Footer Tools* tab and return to editing your document, click the **Close Header and Footer** button (See Figure 38).

Note: To return to editing your *Header*, double-click within the **Header** to select it.
Note: The steps for inserting a footer into your document are the same. Follow steps 1-6 above; selecting the **Footer** option instead.

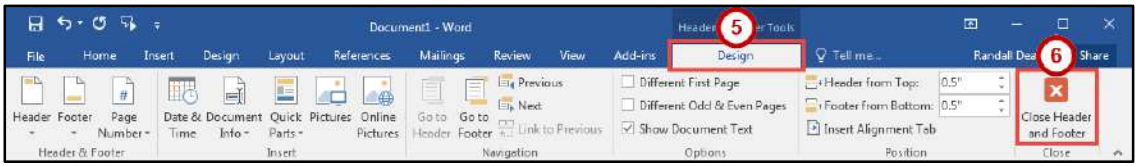


Figure 38 - Close Header & Footer Tools

Inserting Page Numbers

Word provides a simple tool for adding page numbers to your document. The *insert page number* tool also provides a selection of simple, and colorful options for your page numbers. The following explains how to insert page numbers into the bottom page of your document:

1. Click the **Insert** tab (See Figure 39).
2. In the *Insert* tab, click **Page Number** (See Figure 39).
3. In the *Page Number* drop-down menu, click **Bottom of Page** (See Figure 39).
4. In the *Bottom of Page* drop-down menu, select a **Page Number** from the list (See Figure 39).

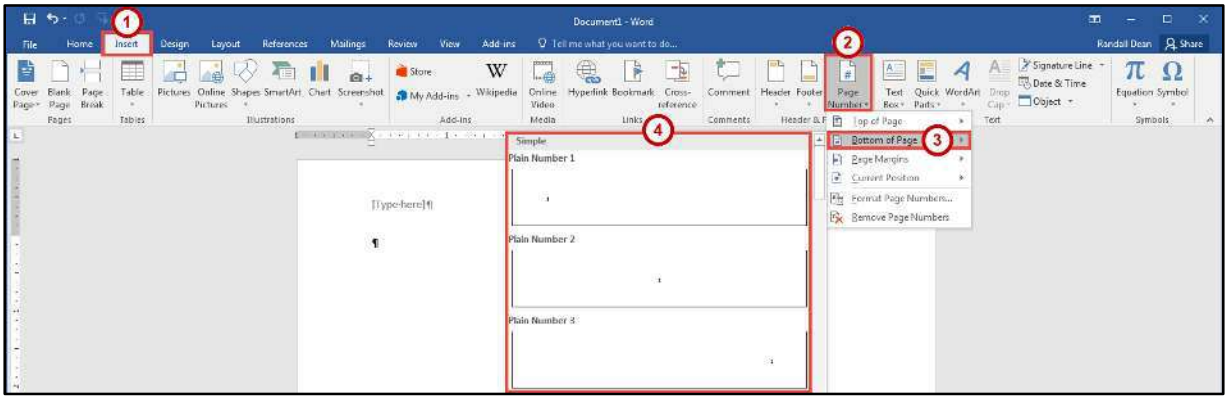


Figure 39 - Page Number

Section Breaks

A *section break* is a partition in a document that allows you to apply different layout and formatting options to different sections of the document, allowing for more control over the document's format and style. For example, section breaks can be used to start a new section on the next page, allowing you to maintain your spacing between sections. There are four types of section breaks: next page; continuous; even page; and odd page.

Inserting a Section Break

1. Click at the **end of a page** in the document.
2. Click the **Layout** tab (See Figure 40).
3. In the *Page Layout* tab, click **Breaks** (See Figure 40).
4. In the *Breaks* drop-down menu, select **Next Page** from the list under *Section Breaks* (See Figure 40).

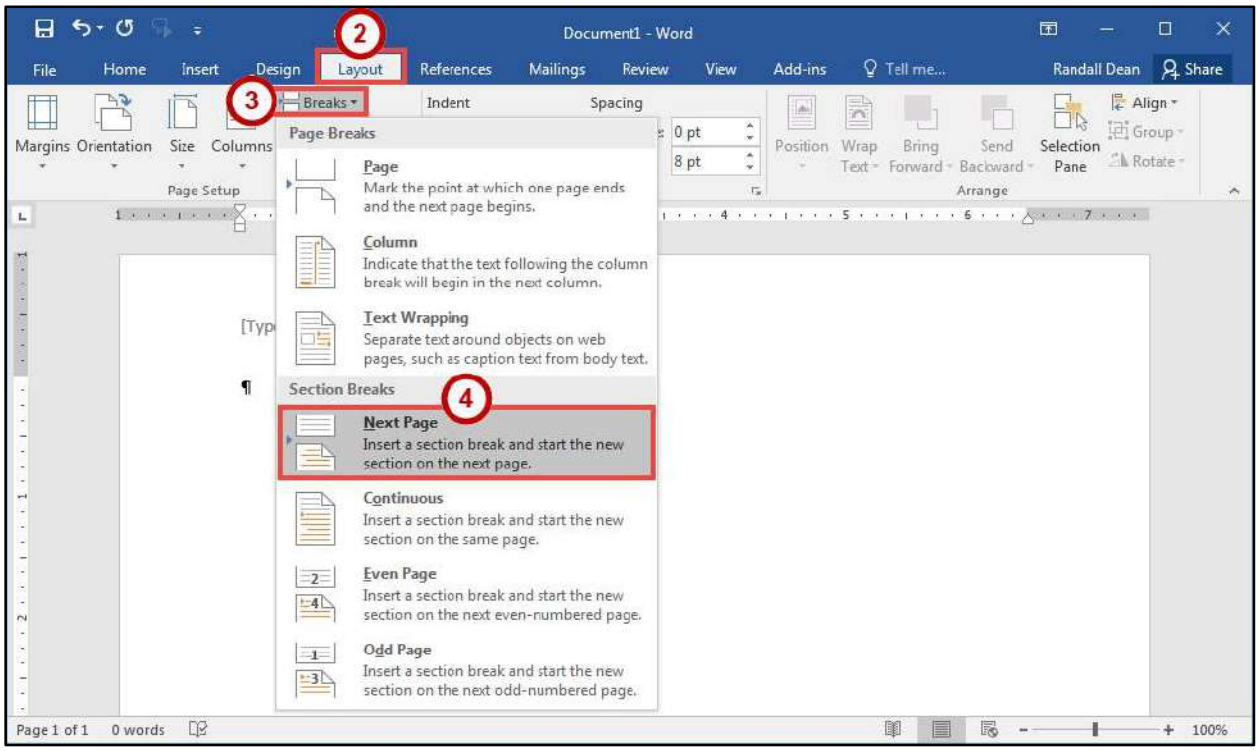


Figure 40 - Next Page Section Break

Note: Breaks inserted into your document will be hidden from view. In the *Home* tab, click the **Show/Hide** button under the *Paragraph* group.

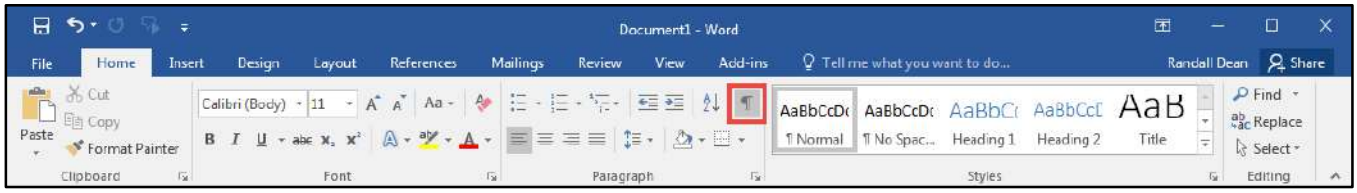


Figure 41 - Show/Hide

Using Section Breaks to Alter Page Numbering

The following example describes how to use a section break to display different page numberings in separate sections of a document. For example, you are creating a research paper with a title page and table of contents. You would like to have page numbers on the pages of the paper itself, but not on the title page or table of contents.

1. Click at the **end** of the table of contents page.
2. Click the **Layout** tab (See Figure 42).
3. In the *Page Layout* tab, click **Breaks** (See Figure 42).
4. In the *Breaks* drop-down menu, select **Continuous** from the list under *Section Breaks* (See Figure 42).

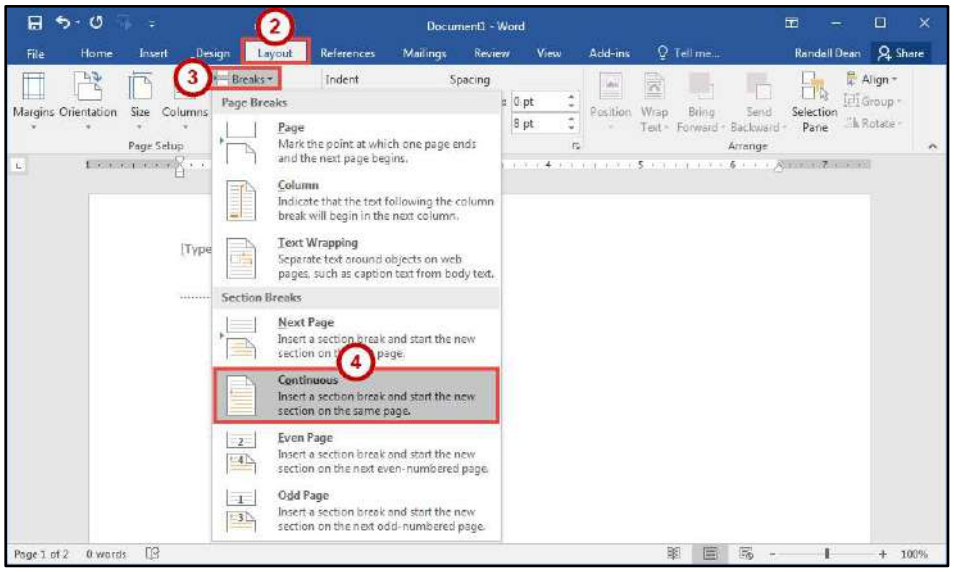


Figure 42 - Continuous Section Break

5. Click the **Insert** tab (See Figure 43).
6. In the *Insert* tab, click **Page Number** (See Figure 43).
7. In the *Page Number* drop-down menu, click **Bottom of Page** (See Figure 43).
8. In the *Bottom of Page* drop-down menu, select a **Page Number** from the list (See Figure 43).

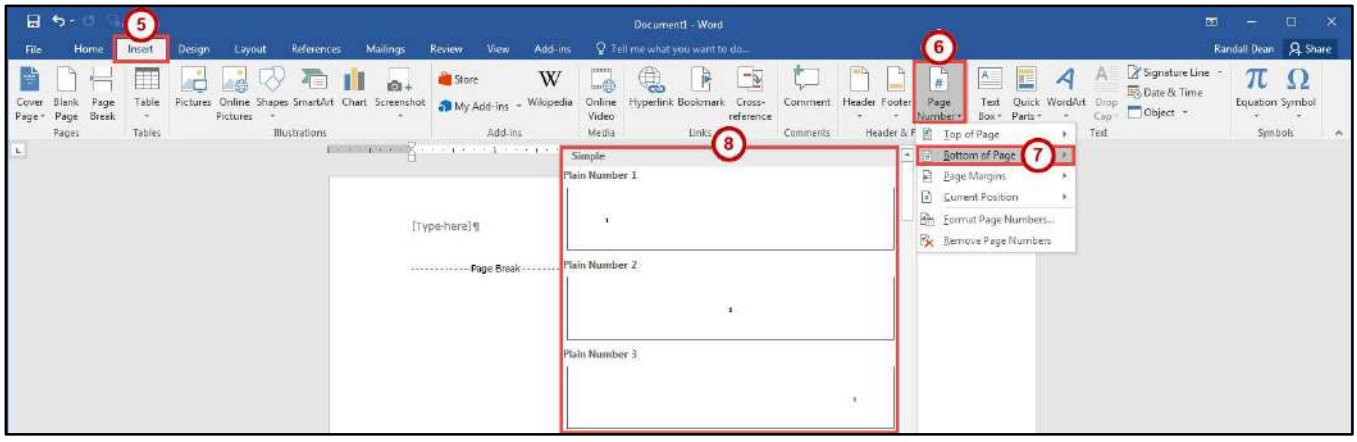


Figure 43 - Insert Page Number

9. You should now see a *Section 1* header and footer on the *table of contents* page, and a *Section 2* header and footer on the following page. The *Section 2* header and footer should also be labeled *Same as Previous* (See Figure 44).
10. Click in the **Footer -Section 2-** to select it (See Figure 44).
11. In the *Header & Footer Tools - Design* tab, click the **Link to Previous** button (this will break the link between the two sections) (See Figure 44).

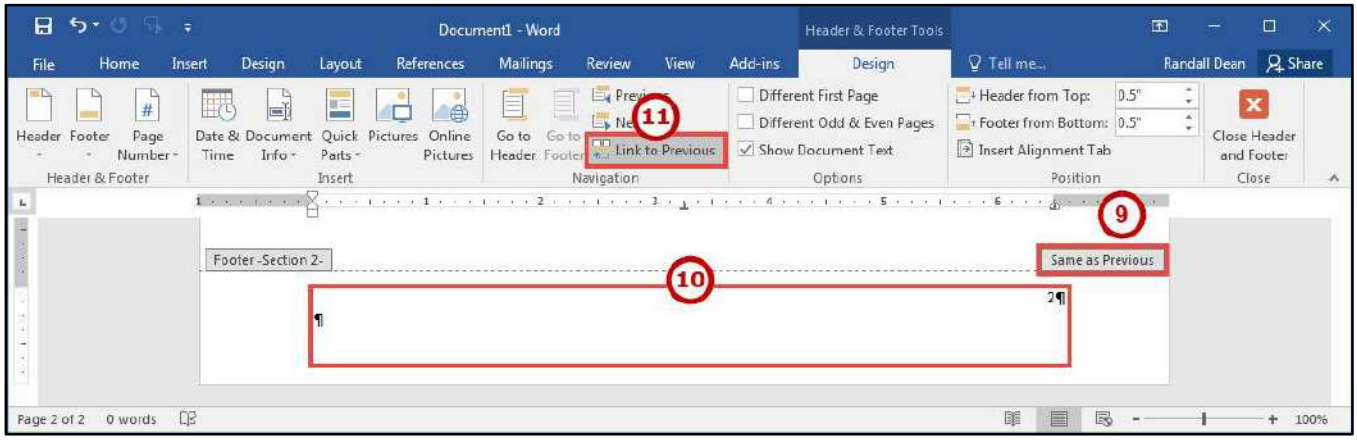


Figure 44 - Link to Previous

12. Select the page number in the *Footer -Section 1-* and **delete** it.
13. Click in the **Footer -Section 2-** to select it.
14. In the *Header & Footer Tools - Design* tab, click **Page Number** (See Figure 45).
15. Click **Format Page Numbers** (See Figure 45).

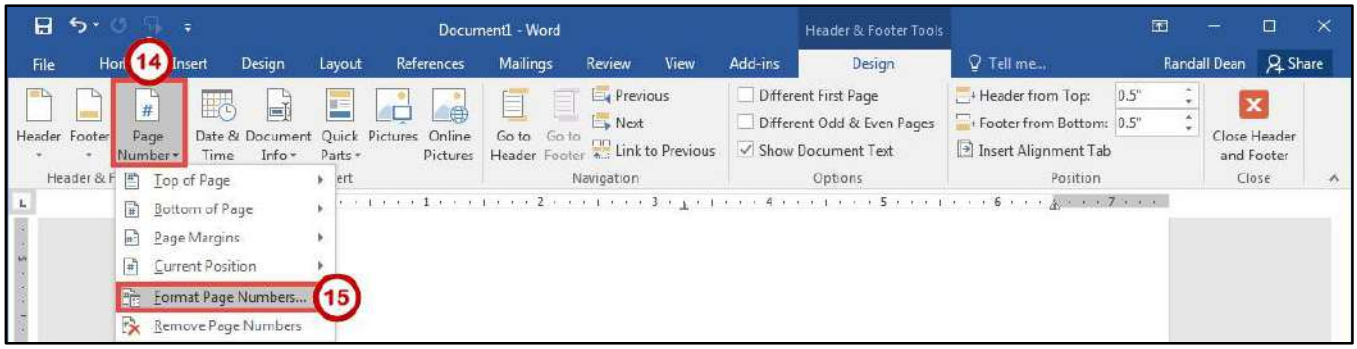


Figure 45 - Format Page Numbers

16. In the *Page Number Format* dialog box, in the *Start at* box **enter 1** (See Figure 46).
17. Click the **OK** button (See Figure 46).

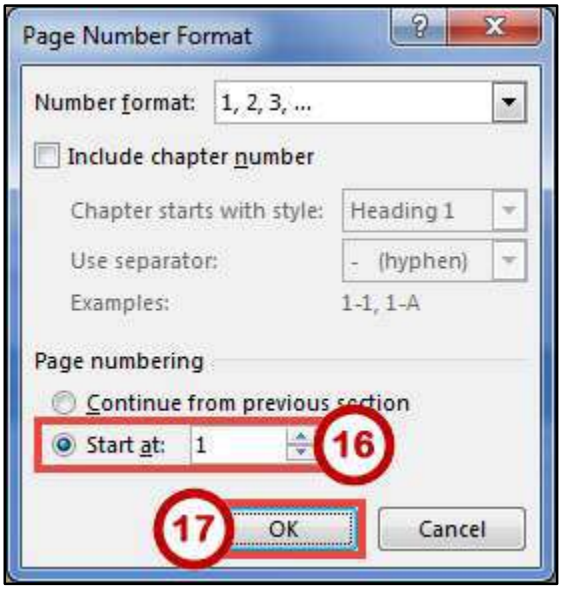


Figure 46 - Page Number Format Dialog Box

Removing a Section Break

1. Click the **Home** tab (See Figure 47).
2. In the *Home* tab, click the **Show/Hide** button (See Figure 47).

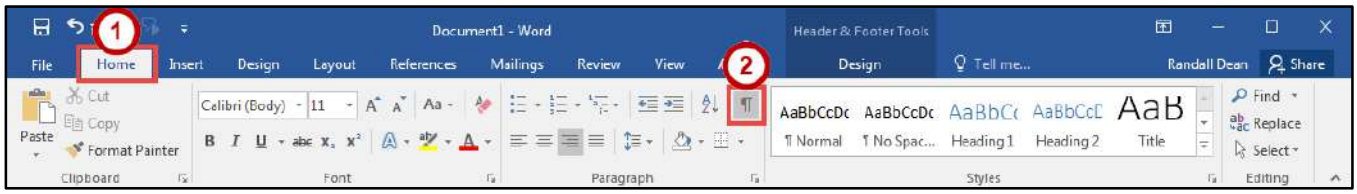


Figure 47 - Show/Hide

3. The section break will be revealed. Select the **section break** in your document.
4. Press the **Delete** key on your keyboard.

Columns

You can use Word's "columns" feature to create a newsletter-style layout for a document. You can create the column structure before you start typing, and then enter the text; however, you may find it easier to type the text in paragraph format, and then apply the paragraph structure. Either way, the text always flows from one column to the next.

Creating Columns

The following explains how to create columns within your document:

Note: If you don't want to apply columns to specific areas of your document, insert section breaks to separate that text from area of the document that will include columns. Insert section breaks before and after the text that you want to format as columns (See Section Breaks for more information).

1. Click **inside the section** that you want to format into columns.
2. Click the **Layout** tab (See Figure 48).
3. In the *Layout* tab, click **Columns** (See Figure 48).
4. In the *Columns* drop-down menu, select the **number of columns** to create (See Figure 48).

Figure 48 - Choose Number of Columns

Accessing Additional Column Options

Additional column options are available to further customize your columns (e.g. separate columns by a line, varying lengths for columns, multiple columns). The following shows how to access the column options.

1. Click the **Layout** tab (See Figure 49).
2. In the *Layout* tab, click **Columns** (See Figure 49).
3. In the *Columns* drop-down menu, click **More Columns** (See Figure 49).

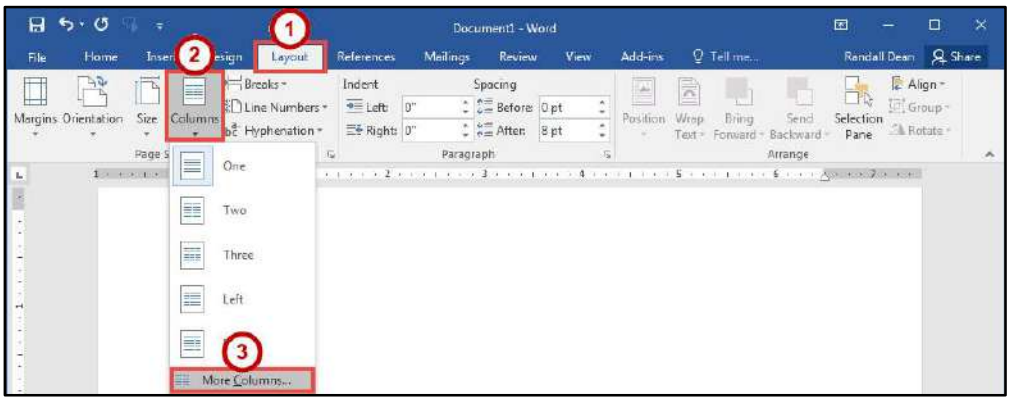


Figure 49 - More Columns

4. In the *Columns* dialog box, make your changes as necessary (See Figure 50).
5. Click the **OK** button (See Figure 50).

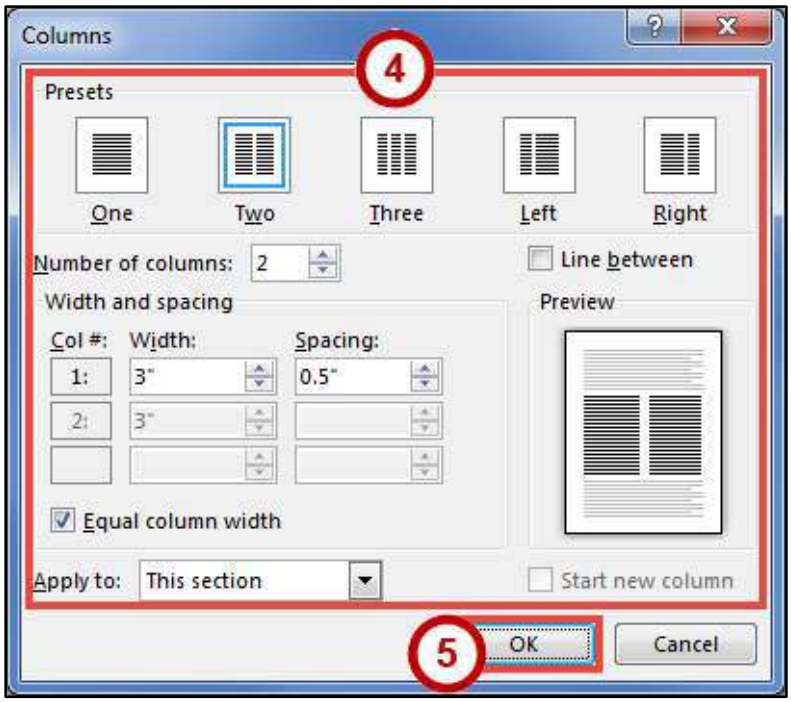


Figure 50 - Columns Dialog Box

Additional Help

For additional support, please contact the KSU Service Desk:

KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: http://uits.kennesaw.edu

KSU Student Helpdesk

- Phone: 470-578-3555
- Email: studenthelpdesk@kennesaw.edu
- Website: http://uits.kennesaw.edu