Making the Most of Microsoft Word:
Hands-on Activities for Applying Styles to Maximize Organization and Presentation.

Goals
• Learn how to apply styles to organize a document.
• Learn how to customize styles to meet presentation needs.
• Learn some of the advantages of working in outline view
• Learn how to create a Table of Contents from a styled document.

Shortcut Keystroke Summary
Ctrl + Home – Go to very beginning of document.
Ctrl + C – copy selected text.
Ctrl + V – paste selected text.
Ctrl + A – select all.
Ctrl + Shift + S – apply style.
Ctrl + Shift + right arrow – select entire next word
Ctrl + F – Find
Ctrl + H – Hunt (find and replace)
Ctrl + Shift + Heading # – apply heading level #
Ctrl + Shift + N – apply the normal style

Working Document
The Republic of Plato (335 pages)

The Task – prepare the document for submission according to the following Submission guidelines:
1. Table of Contents with page number references for Sections.
2. Format document with following specifications:
   • Title – Tahoma 16 pt, bold, centered.
   • Section headings – Time New Roman, 14 pt, left aligned.
   • Characters names – Tahoma 12 pt, left aligned, italic.
   • Main text – Arial 10 pt., double spaced.
Exercise # 1 – Go to the working documents folder, and open the Republic-not_syled.doc.
For today’s class we will work in Microsoft Word with the 1901 version of Republic of Plato. Several versions are available in the folder with various amounts of styling applied. If you fall behind the class, please ask which version would “catch you up.”

Exercise # 2 – Apply the Styles
Styles can be applied in a variety of ways, through keyboard shortcuts, through the the dropdown list on the toolbar menus, or through the Task Pane.

Step 1 – Open Task window for Styles and Formatting. Go to Format > Styles and Formatting, or click on the double A icon.

Step 2 – Format the Title as Heading 1.
   a) Select the title text, “The Republic of Plato (1901 edition)”.
   b) Apply the style, “Heading 1” by selecting it from the Styles and Formatting list on the right side of the page, (or use the keyboard shortcut Ctrl + Shift + 1).

Step 3 – Format the Section Headings as Heading 2.
   c) Select the word “Contents”, apply the style, “Heading 2” by selecting from the Styles and Formatting list on the right side of the page, (or use the shortcut Ctrl + Shift + 2).
   d) Select the text, “Of Wealth, Justice, Moderation, and their Opposites”
   e) Copy this text, using the keyboard shortcut Ctrl + C, or using one of the other copy methods.
f) Find the text where it appears as a Section Heading. Use Ctrl + F to get the Find Dialogue box, then Ctrl + V to paste the desired text into the Find field.

h) Return to the beginning of the document using the shortcut, Ctrl + Home.

i) Repeat steps e through h, using the text “The Individual, the State, and Education”.

Use a “Hunt” to Format – A second method for applying styles using Find and Replace.

j) Select and copy the next text, “The Arts in Education.”

k) Open Find and Replace using the shortcut, Ctrl + H.

l) Paste the text into both text boxes in the Dialogue box.

m) Select the button labeled “More.”

n) Select the button labeled “Format”, picking the “Styles” option.

o) From the style option dialogue box, select “Heading 2”. This will specify that the text will be replaced with the same text, but styled as “Heading 2” when you select the “Replace” button.

p) Use Ctrl + Home to return to the top of the document.

q) Continue through the remaining Section Headings, copying the text into the two text boxes using the Hunt method until all Section Headings are formatted as Heading 2.

Note: Format will remain specified in the Find and Replace dialogue box until you specify otherwise using the “No Formatting” button.
Step 4 – Format the Character Names as Heading 3.

In order to do this most easily, we will take advantage of using the additional tools provided in Outline View to condense the information we are viewing, and Outline View’s ability to easily assign a Heading level. Using Show Level will allow the page to as an outline of only Headings 1 and 2, so instead of 355 pages, it will appear as one page.

r) Open Outline View (go to View > Outline or use the shortcut, Ctrl + Alt + O).
s) On the Toolbar, select “Show Level 2.”

t) The page in outline view will show the Character names as Heading 2 inline with the Section Headings. Position your cursor after the section heading and press enter to bring the character names to a new line.
u) Use the Tab key to demote the headings to a Heading 3.

Note: In outline view, Tab key and Shift + Tab key will demote and promote heading levels.
v) Continue with steps 4t and 4u until all character names are formatted as Heading 3.

Exercise #3 – Modify the Styles

Step 1 – Modify Heading 1 to be Tahoma 16 pt, bold and centered.
a) Select Heading 1 in the Styles and Formatting Task Pane.
b) Use right click or the dropdown arrow to get the alternate menu, select Modify.

c) From the Formatting dropdown list select “Tahoma”, and ensure that 16 pt is specified, and that the “B” for bold font is also selected. In addition, choose the multiple-line icon that represents centered text.

d) Select “Automatically update” checkbox, and select the OK button.

**Step 2 – Modify Heading 2 to be Time New Roman, 14 pt, left-aligned.**

e) Select Heading 2 in the Styles and Formatting Task Pane.
f) Use right click or the dropdown arrow to get the alternate menu, select Modify.
g) From the Formatting dropdown list select “Times New Roman.” Select 14 pt, and that the “B” for bold font is also selected. In addition, choose the farthest left multiple-line icon that represents left-aligned text.
h) Select “Automatically update” checkbox, and select the OK button.

**Step 3 – Modify Heading 3 to be Tahoma 12 pt, left-aligned, italic.**

i) Select Heading 3 in the Styles and Formatting Task Pane.
j) Use right click or the dropdown arrow to get the alternate menu, select Modify.
k) From the Formatting dropdown list select “Tahoma.” Select 12 pt, and that the “I” for italic font is also selected. Check that the farthest left multiple-line icon that represents left-aligned text.
l) Select “Automatically update” checkbox, and select the OK button.

**Exercise #3 – Create a Table of Contents (TOC).**

Creating a Table of Contents is easy once styles have been assigned. All you need to do is to determine how many heading levels you want to reference and where you want the TOC to appear. For this document we will reference Heading 2 level content in the TOC.

**Step #1 – Select location for TOC.**

a) Select the text that is numbered Roman numeral I-X, as this is where the TOC will be located.
Step #2 – Insert the TOC.

b) Go to the menu Insert > Reference > Index and Tables (Alt + I, N, D).

c) Select the tab labeled “Table of Contents”.

d) Adjust Show levels to be 2. Select the OK button. Table of Contents will appear where cursor was located.