

#### 4.03 Demonstrate advanced word processing concepts and functions.



### Defining Styles and Automatically Creating Table of Contents and Indexes

#### Styles

- The use of styles in MS Word will allow a user to quickly \_\_\_\_\_ a document \_\_\_\_\_ and professionally.

#### Applying Styles

- Place the cursor in the \_\_\_\_\_ where the \_\_\_\_\_ will be applied.
- Click the **Style** drop-down menu on the \_\_\_\_\_ toolbar and select a \_\_\_\_\_ by clicking on it.
- To apply the same style to \_\_\_\_\_ paragraphs, double click the **Format Painter** button on the \_\_\_\_\_ toolbar and click in all the paragraphs that the style should be applied to.
- Press the **ESC** key to turn off the Format Painter.
- Choose from a larger \_\_\_\_\_ of styles from the **Style** dialog box.
- Click in the \_\_\_\_\_ where the style is to be added.
- Select **Format, Styles and Formatting** from the menu bar.
- From the **List** drop-down menu, choose \_\_\_\_\_ to view all the styles available.
- The styles are displayed in the **Styles** list.
- \_\_\_\_\_ each style by clicking once on the name.
- Select the style to apply to the paragraph and click **Apply**.

#### Creating a New Style

- A \_\_\_\_\_ style can be created from \_\_\_\_\_ formatted text.
- Place the cursor in the desired paragraph where the new style can be set.
- Click the **Style** box on the formatting toolbar so the style name is Selected.
- Delete the text in the field and type the \_\_\_\_\_ of the new style.
- Press the **ENTER** key to save the new style.
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#### Modifying a Style

- An existing style can be changed or modified.
- Select **Format, Styles and Formatting** from the menu bar.
- Select the style from the **Styles** list that needs to be \_\_\_\_\_.
- Click the **Modify** button.
- Use the same methods to change the style from the **Modify Style** dialog box that were used for the New Style box.
- To only \_\_\_\_\_ the style, type a new name in the **Name** field.
- Click **OK** when finished with the modifications.
- Click **Apply** to update the style in the document.

### Deleting a Style

- Only styles that have been created by a \_\_\_\_\_ can be \_\_\_\_\_.
- Default styles created by MS Word \_\_\_\_\_ be deleted.
- Select **Format, Styles and Formatting** from the menu bar
- Select the style from the Styles list that needs to be \_\_\_\_\_.
- Click the Delete button.
- Click Yes to delete the style.
- Click Close on the dialog box.

### Using the Task Pane

- The \_\_\_\_\_ Pane is an office feature that offers shortcuts.
- The Task Pane can be used for styles to:
  - Select.
  - Modify.
  - Delete.

### Use of Styles

Styles can quickly and easily assist in:

- \_\_\_\_\_ a document.
- Creating a \_\_\_\_\_ Creating an Outline.
- Creating \_\_\_\_\_ and Numbered Lists.

### Table of Contents

- Use the “heading” \_\_\_\_\_.
- MS Word will generate a Table of Contents \_\_\_\_\_.
- To create a Table of Contents go to:
  - Insert, References, \_\_\_\_\_ and Tables.
- If you've already applied \_\_\_\_\_ styles to your headings, you can tell Microsoft Word which styles to use when it's building the table of contents.
- Click where you want to insert the table of contents.
- On the **Insert** menu, point to **References**, and click **Index and Tables**.
- Click the **Table of Contents** tab.
- Click **Options**.
- Under **Available styles**, find a style you've applied to \_\_\_\_\_ in your document.
- Under **TOC level**, to the right of the style name, enter a number from 1 to 9 to indicate the level you want that heading style to represent.
- If you want to use only custom styles, remove the TOC level numbers for the built-in styles, such as Heading 1.
- Repeat steps for each heading style you want to include in the table of contents.
- Click **OK**.
- To use one of the available designs, click a design in the **Formats** box.

## Outline

- An outline is a type of \_\_\_\_\_ or order list.
- To create an outline use the “heading” \_\_\_\_\_.
- View the document in \_\_\_\_\_ e mode.
- Go to:
  - View and Outline
- Text can be adjusted to various levels as a means of indenting information.
- Symbols and indentations in outline mode show you how a document is \_\_\_\_\_.
- Makes it easy to quickly \_\_\_\_\_ a document.

## Index

- An index lists the \_\_\_\_\_ and \_\_\_\_\_ discussed in a document, along with the \_\_\_\_\_ they appear on.
- To create an index, you mark the index \_\_\_\_\_ in your document and then build the index.
- To Mark Entries:
  - Select the word.
  - Go to Insert, References, and Select the Index tab.
  - Click on Mark Entry.
- You can create an index entry:
  - For an individual word, phrase, or symbol.
  - For a topic that spans a \_\_\_\_\_ of pages.
- After you've \_\_\_\_\_ all the index entries, you choose an index design and build the finished index.
- Word then collects the index entries, sorts them \_\_\_\_\_, references their page numbers, finds and removes duplicate entries from the same page, and displays the index in the document.
- Once you mark an index entry, Microsoft Word adds a special \_\_\_\_\_ (Index Entry) field to your document.

## Modifying the Index

- The font, color, and typeface of index entries can be \_\_\_\_\_ at any time.

## Updating an Index

- An index can be updated by striking \_\_\_\_\_ on the keyboard.
- New words/phrases can be \_\_\_\_\_ and updated at any time.