



University Information
Technology Services

Microsoft Office Word 2013

Formatting your Document

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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University Information Technology Services

Microsoft Office Word 2013

Formatting your Document

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Introduction

This booklet is the companion document to the Word 2013: 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 2013, modify them, or create your own style and save it to use every time you need it.

Applying a Style

The following explains how to apply a style:

1. Select the text that you want to format.
2. On the *Home* tab, in the *Styles* group, scroll through the styles with the up and down arrows (See Figure 1).

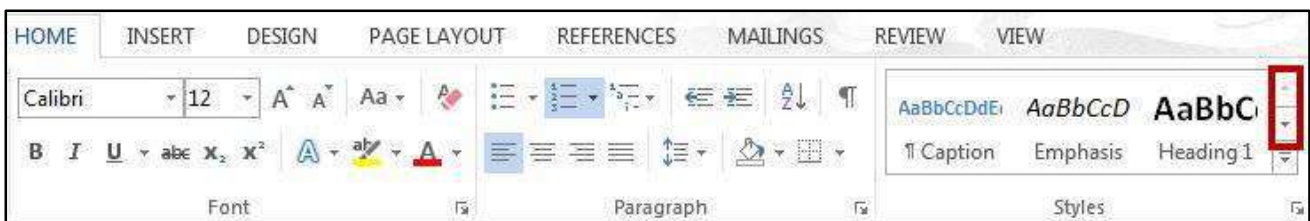


Figure 1 - Scrolling through Styles

3. Click on the desired **style** to apply.

Note: You can also access your styles from the *Quick Access Toolbar*. After selecting your text, the *Quick Access Toolbar* will appear. Click the **Styles** button on the right (See Figure 2).

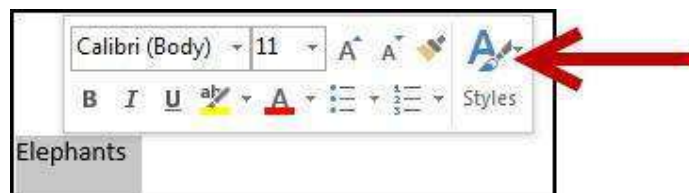


Figure 2 - Selecting Styles from the Quick Access Toolbar

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. On the *Home* tab, in the *Styles* group, right-click the **style** you wish to modify.
4. A dropdown menu will appear. Click on **Update (Style to modify) to Match Selection** (See Figure 3).

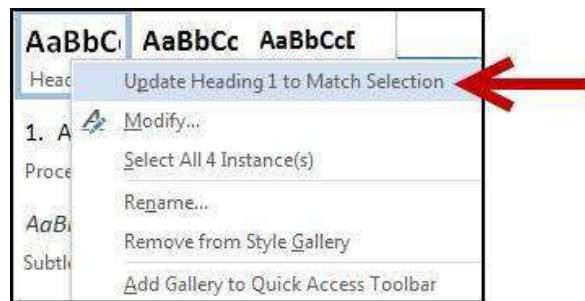


Figure 3 - Update Style to Match Selection

5. Your style will be updated to match your selection.

Modifying a Style Using the Styles Dialog Box

The following explains how to modify a style using the *Styles Dialog Box*:

1. In the *Home* tab under the *Style* grouping, right-click the **style** you wish to modify.
2. A dropdown menu will appear. Click on **Modify...** (See Figure 4).

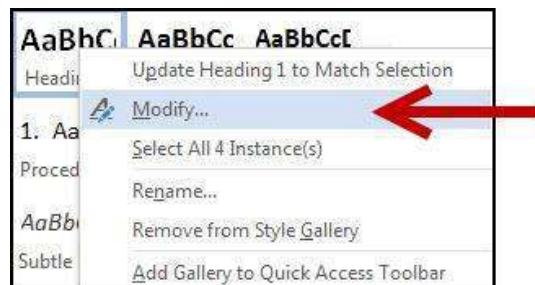


Figure 4 - Modify Style

3. The *Modify Style* dialog box will appear.

4. In the Modify Style dialog box, select the new attributes that you want to apply to the style (See Figure 5).

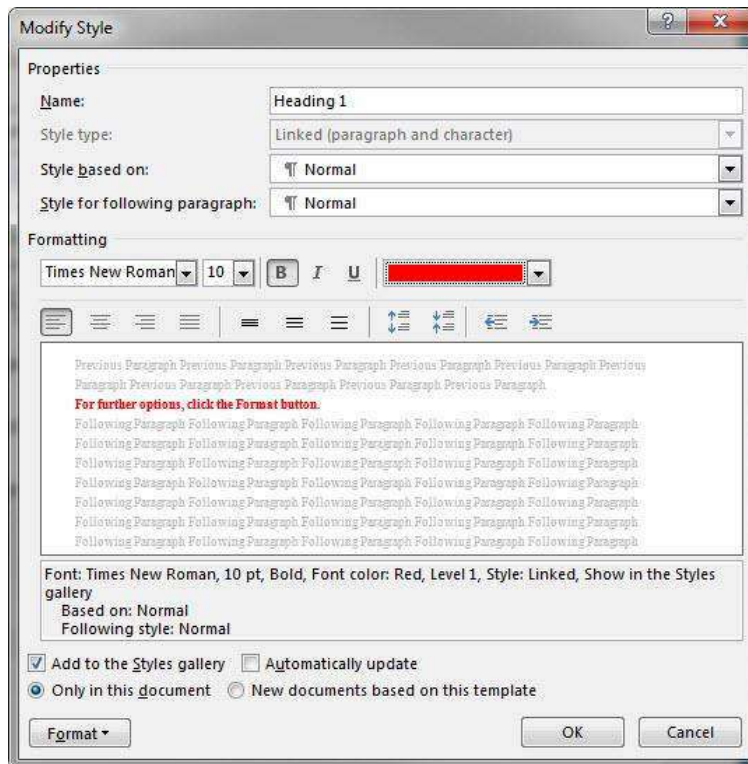
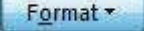


Figure 5 - Modify Style Dialog Box

5. For further options, click the Format button. 
6. When finished, click the **OK** button to apply your changes.

Creating your own Custom Style

In addition to modifying existing styles, you can also create your own custom styles. The following explains how to create a custom style:

1. Select the text that you want to format as a new style.
2. Format the selected text with the attributes that you want.
3. In the *Home* tab under the *Style* grouping, click the **dropdown** arrow (See Figure 6).



Figure 6 - Styles Dropdown Arrow

4. A dropdown menu will appear. Click on **Create a Style** (See Figure 7).

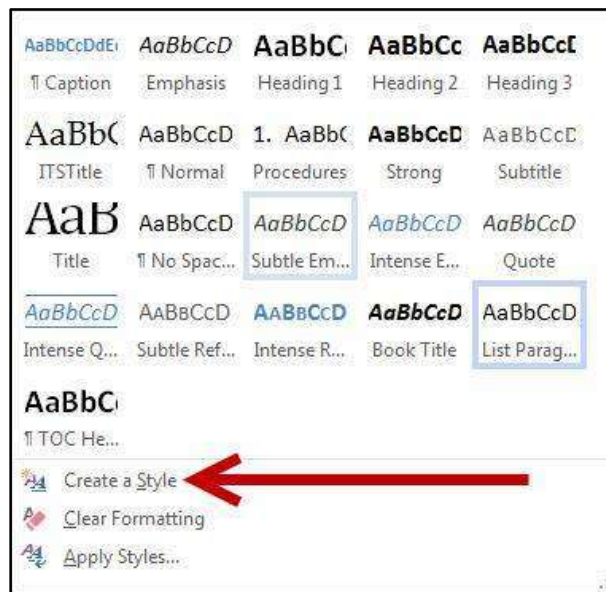


Figure 7 - Create a Style

5. The *Create New Style from Formatting* window will appear. Enter a **new name** for your style in the *Name:* field (See Figure 8).



Figure 8 - Create New Style from Formatting

6. Click the **OK** button to create the new style.
7. Your new style can be selected from within the *styles grouping* on the *Home* tab (See Figure 9).



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

The following explains how create a table using the Table Menu:

1. Click the **Insert** tab.



2. Click the **Table** icon. A dropdown menu with additional options will appear (See Figure 10).

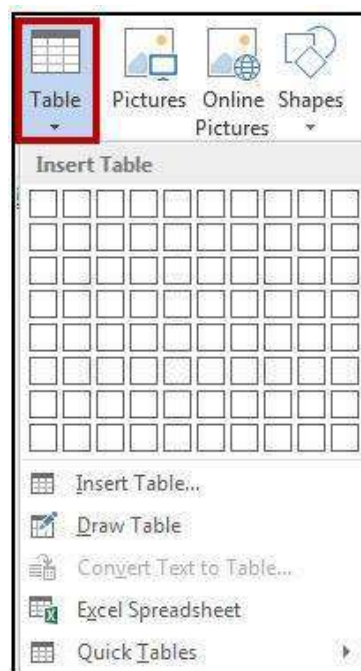


Figure 10 - Table Icon

3. Under *Insert Table*, move your mouse pointer over the boxes until you have the number of rows and columns that you want in the table.

- The *Live Preview* feature will show what the table will look like in your document. Click to **confirm** your table (See Figure 11).

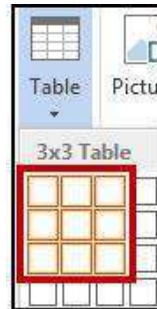


Figure 11 - Click to Confirm your Table

- 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:

- Click the **Insert** tab.



- Click the **Table** icon. A dropdown menu with additional options will appear.
- Click on **Insert Table...** (See Figure 12).



Figure 12 - Insert Table...

4. The *Insert Table* dialog box will appear. Enter the number of columns and rows desired for the table (See Figure 13).

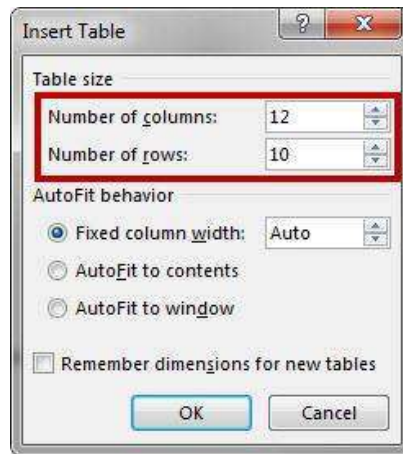


Figure 13 - Insert Table Dialog Box

5. Click the **OK** button to confirm. Your table will be inserted into your document.

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. 
2. Click the **Table** icon. A dropdown menu with additional options will appear.
3. Click on **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.

- Click and drag the pencil to draw lines within the border to create cells (See Figure 15).

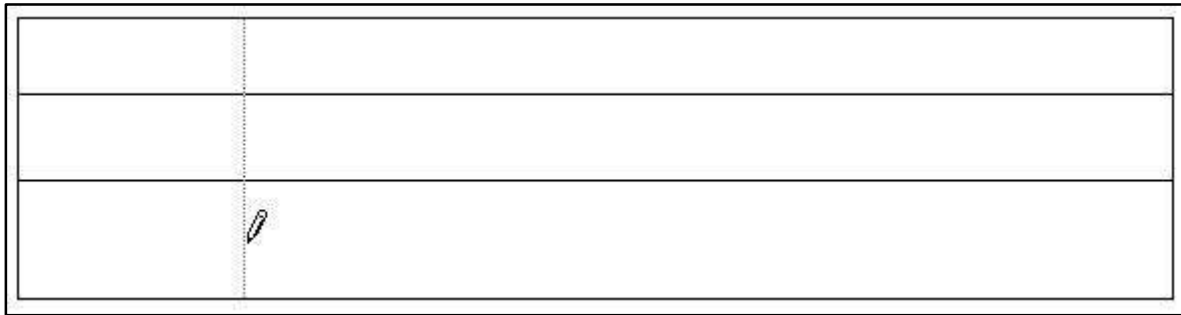


Figure 15 - Drawing a Table

- 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 on 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 (See Figure 16).



Figure 16 - Table Tools

Formatting the Layout of your Table

Split Cells

The following explains how to split cells in a table:

- Click in the cell that you want to split, or select multiple cells.
- In the *Table Tools – Layout* tab, under the *Merge* group, click on **Split Cells** (See Figure 17).

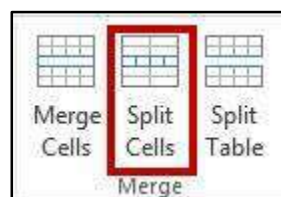


Figure 17 - Split Cells

3. The *Split Cells* dialog box will appear. Set the number of rows and columns into which you want to split the cells (See Figure 18).

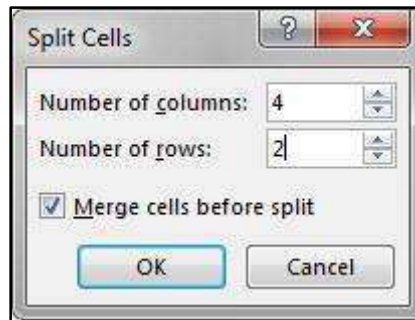


Figure 18 - Split Cells Dialog Box

4. Click on **OK**. The selected cells will now be split.

Merging Cells

The following explains how to merge cells in a table:

1. Select the cells that you want to merge.
2. In the *Table Tools – Layout* tab, under the *Merge* group, click on **Merge Cells** (See Figure 19).

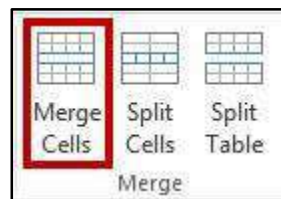


Figure 19 - Merge Cells

3. The selected cells will be merged into one.

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* are new to Word 2013 and 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 20).

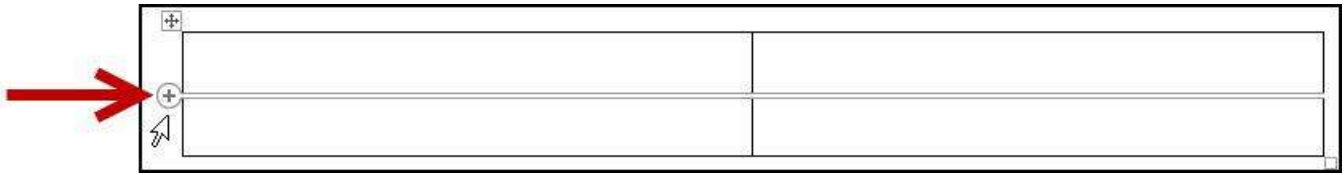


Figure 20 - Insert Controls

2. The *Insert Control* option will appear. Click on the **Insert Control** to add a row.

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

Using the tools in the Rows & Columns group

The following explains how to use the tools under the *Rows & Columns* group to add rows and columns to a table:

1. Within your table, click on a cell.
2. In the *Table Tools – Layout* tab, under the *Rows & Columns* group, click on one of the options as show in Figure 21 to insert a row or column.

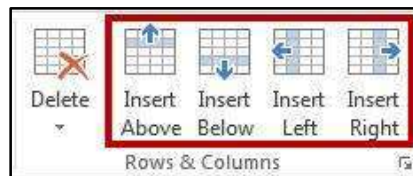


Figure 21 - Insert Rows & Columns

3. Your row/column will be inserted into your table. To add additional rows/columns, repeat steps 1-3.

Using the dialog box in the Rows & Columns group

The following explains how to use the dialog box under the *Rows & Columns* group to add rows and columns to a table:

1. Within your table, click on a cell.

2. In the *Table Tools – Layout* tab, under the *Rows & Columns* group, click on the **Dialog Box launcher** (See Figure 22).

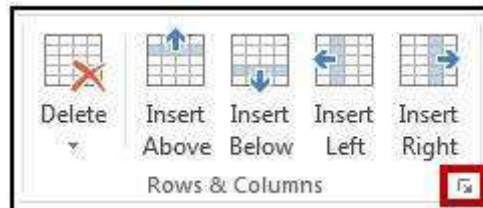


Figure 22 - Rows & Columns Dialog Box Launcher

3. The *Insert Cells Dialog Box* will appear. Click on one of the **last two options** to insert a row/column (See Figure 23).

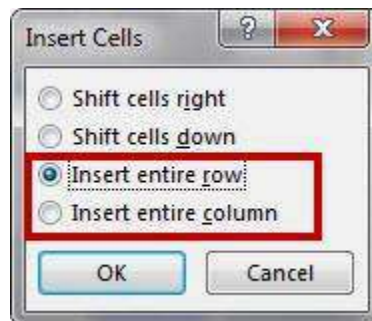


Figure 23 - Insert Cells Dialog Box

4. Click the **OK** button.

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

Deleting Cells, Rows, Columns, and Tables

The following explains how to delete cells, rows, columns, and tables:

1. Select the **rows, columns, cells, or whole table** that you want to delete.
2. In the *Table Tools – Layout* tab, under the *Rows & Columns* group, click **Delete** (See Figure 24).

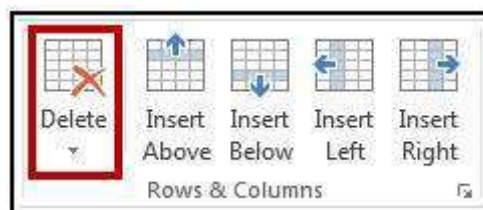


Figure 24 - Delete Rows and Columns

3. A dropdown menu will appear with additional options. Click on one of the selections (See Figure 25).

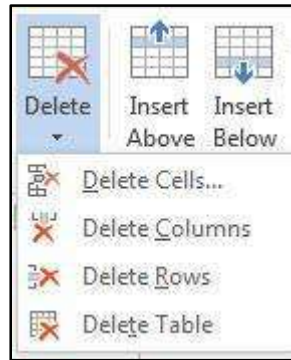


Figure 25 - Delete Options

4. Your selection will be applied to your table.

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 inside the row or column where the size needs to be adjusted.
2. In the *Table Tools – Layout* tab, under the *Cell Size* group, change the measurement in the height and/or width fields (See Figure 26).

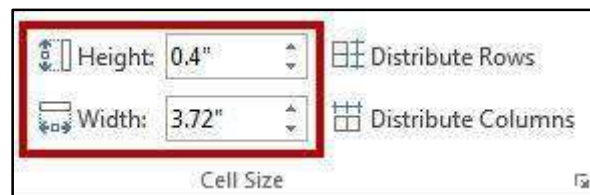


Figure 26 - Cell Size: Height & Width

3. Your changes will be applied to your selected row or column.

Note: Distribute Rows & Distribute Columns will distribute the measurement you set evenly across all rows or columns (See Figure 28).

Dragging the Cell Borders

To change the cell size by dragging, hover your mouse cursor over the border of the column/row you wish to change. The cursor will change to a resize cursor (↔ or ⇕). Left click and drag to resize your column/row (See Figure 27).

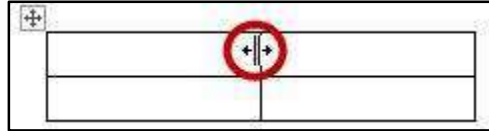


Figure 27 - Dragging Cell Borders

Distribute Rows and Columns Evenly

1. To distribute your rows and columns evenly, select the rows/columns in your table.
2. In the *Table Tools – Layout* tab, under the *Cell Size* group, click on **Distribute Rows** or **Distribute Columns** (See Figure 28).

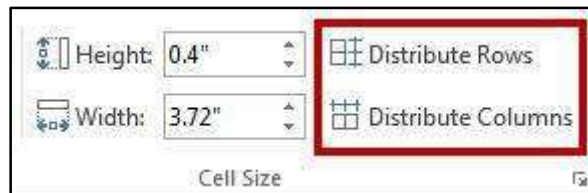


Figure 28 - Distribute Rows & Columns

3. Your rows/columns will be distributed evenly.

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 cells in your table to add text wrapping.
2. In the *Table Tools – Layout* tab, under the *Cell Size* group, click the **dialog box** launcher (See Figure 29).

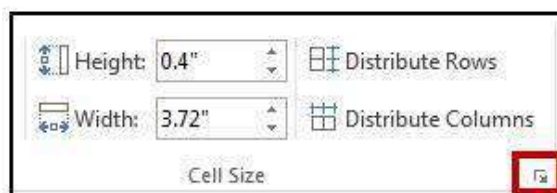


Figure 29 - Cell Size Dialog Box

3. The *Table Properties* box will open. Click the **Options** button (See Figure 30).

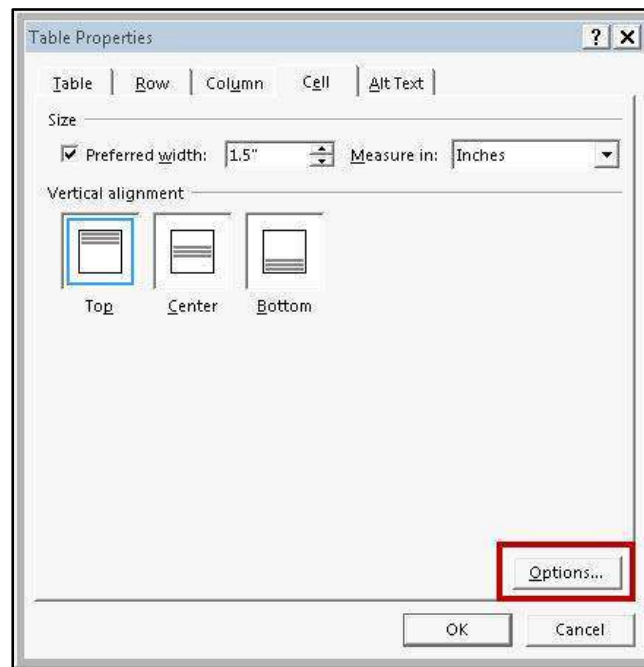


Figure 30 - Table Properties: Options

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

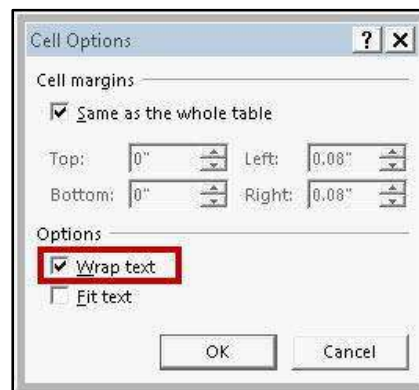


Figure 31 - Cell Options: Wrap Text

5. Click **OK** to close *Cell Options*, and then click **OK** to close *Table Properties*.

Moving a Table

The following explains how to move a table:

1. Click on the **table**.

2. Move the mouse over the **Table Selector** in the top left corner of the table (See Figure 32).

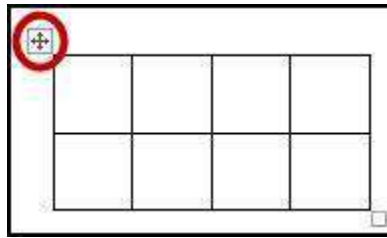


Figure 32 - Table Selector

3. Click and drag the **table** to the new location in 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

Adding Table Styles

The following shows how to add a *table style* to an existing table in your document:

1. Select the **table** to add a *table style*.
2. In the *Table Tools – Design* tab, under the *Table Styles* group, scroll through the styles with the **up and down** arrows (See Figure 34).

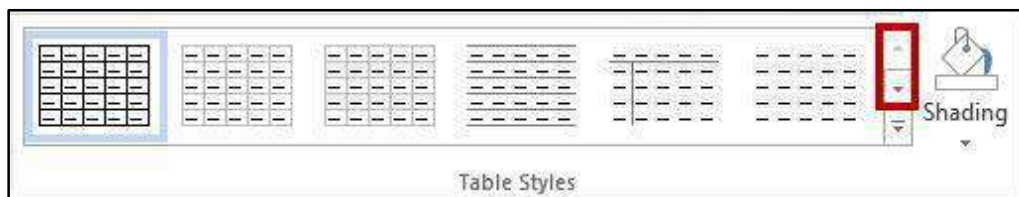


Figure 34 - Table Styles Selection

3. Hover over a *style* to see a live preview.
4. Click on the desired **table style** to apply.

5. You can further customize the *table style* by selecting options under the *Table Style Options* (See Figure 35).

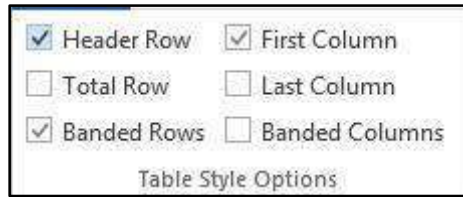


Figure 35 - Table Style Options

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.



2. In the *Header & Footer* group, click on **Header** (See Figure 36).



Figure 36 - Insert Header

3. A dropdown menu will appear with a list of headers to choose from. Click on one of the **headers** (See Figure 37).

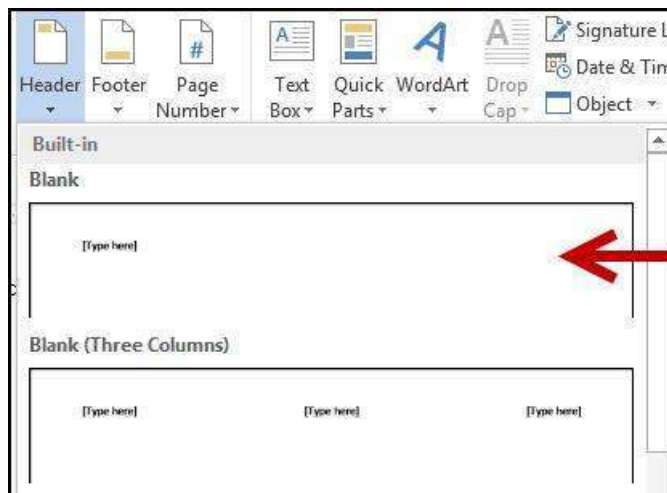


Figure 37 - Choose a Header

- The header will be inserted into your document. Type your information into the header (See Figure 38).

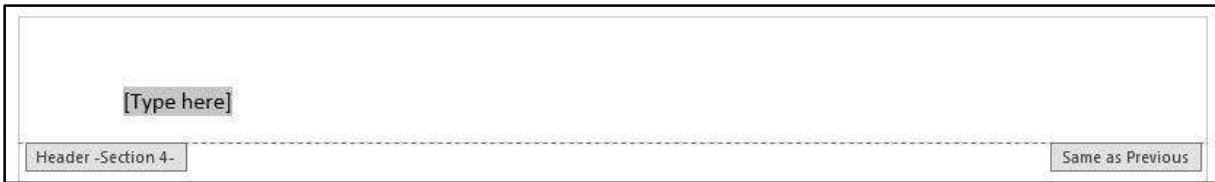


Figure 38 - Header Inserted

- 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 39).



Figure 39 - Header & Footer Tools: Design

- To close the *Header & Footer Tools* tab and return to editing your document, click on the **Close Header and Footer** button (See Figure 40).



Figure 40 - Close Header and Footer

- 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 1-7 above; selecting the **footer** option instead.

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:

- Click the **Insert** tab.



2. In the *Header & Footer* group, click on the **Page Number** button (See Figure 41).



Figure 41 - Page Number

3. A dropdown will appear with a list of positions for page numbers. Click on **Bottom of page** to access additional options (See Figure 42).

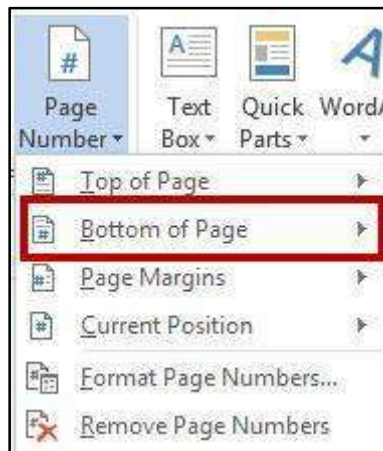


Figure 42 - Bottom of Page

4. A list of page numbers will appear. Click on a **page number** to select it (See Figure 43).

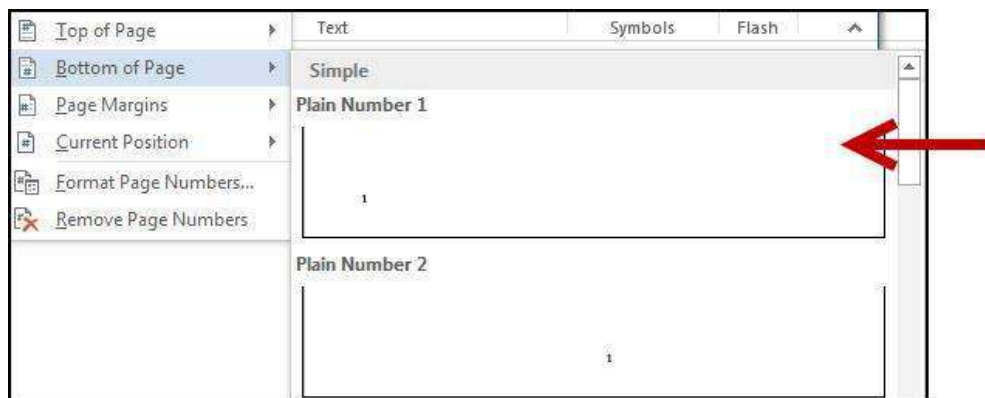


Figure 43 - Select Page Number

5. The page number will be inserted into your document. To resume editing the body of your document, click the **Close Header and Footer** button in the *Header & Footer Tools* tab.

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

The following will show how to insert a *next page section break*:


1. Place your cursor in your document where you want the section break to begin.
2. Click the Page Layout tab. 
3. In the *Page Setup* group, click **Breaks** (See Figure 44).



Figure 44 - Breaks

4. A dropdown menu will appear with a list of *Page Breaks* and *Section Breaks*. Under *section breaks*, click on **Next Page** (See Figure 45).

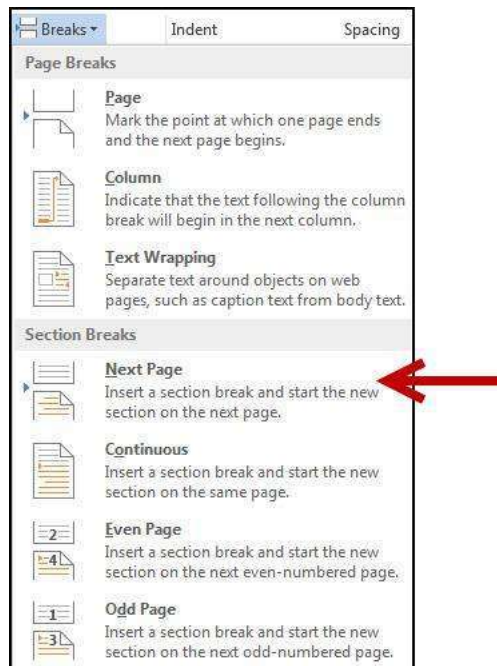


Figure 45 - Select Next Page Section Break

5. The *Next Page Section Break* has been added to your document.

Note: Breaks inserted into your document will be hidden from view. To view, click the **Show/Hide** button on the *Home* tab under the *Paragraph* grouping (See Figure 46).

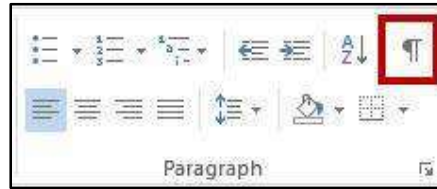


Figure 46 - Show/Hide

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. The following steps explain how to do this:

1. Click at the end of the table of contents page.

2. Click on the **Page Layout** tab.



3. Click on **Breaks** and select a **Continuous Break** (See Figure 47). A *Continuous Break* will be inserted into the document.

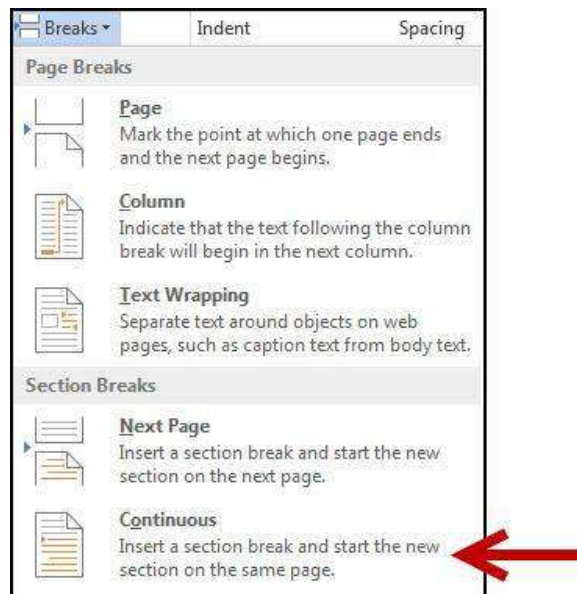


Figure 47 - Continuous Break

4. Click the **Insert** tab.



5. In the Header & Footer group, click **Page Number** (See Figure 48).

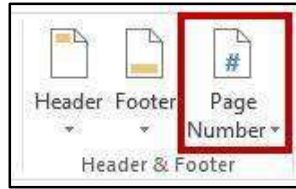


Figure 48 - Insert Page Number

6. Select a page number from the list. The page numbers will be added and your cursor will be placed into the header/footer.

7. 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 49).

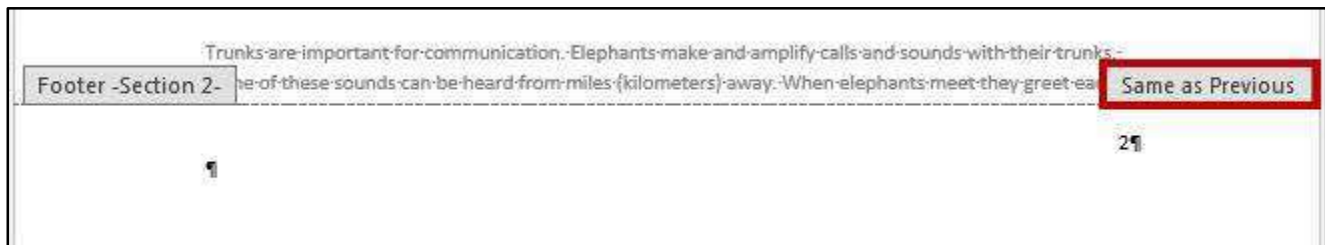


Figure 49 - Same as Previous

8. Click in the **Section 2 footer** to select it.

9. In the *Navigation* group of the *Header & Footer Tools* contextual tab, click the **Link to Previous** button (this will break the link between the two sections) (See Figure 50).

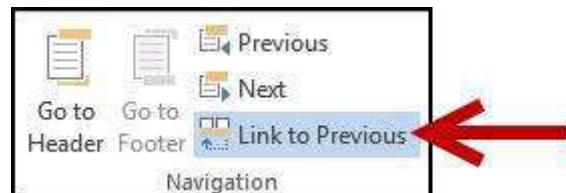


Figure 50 - Link to Previous

10. Select the page number in the *Section 1* footer and **delete**.

11. Click in the **Section 2 footer**.

12. In the *Header & Footer* group of the *Header & Footer Tools* contextual tab, click **Page Number**.

13. Click on **Format Page Numbers** (See Figure 51).

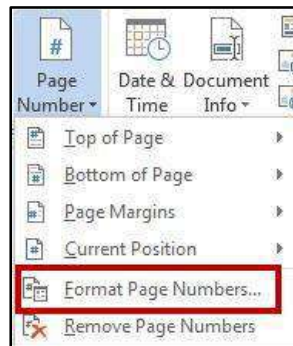


Figure 51 - Format Page Numbers...

14. The *Page Number Format* dialog box will appear. Under Page Numbering section, click **Start at:** and enter "0" in the box (See Figure 52).



Figure 52 - Page Number Format Dialog Box

15. Click the **OK** button.

Removing a Section Break

The following explains how to remove a section break:

1. Click the Show/Hide button on the Home tab (See Figure 53).

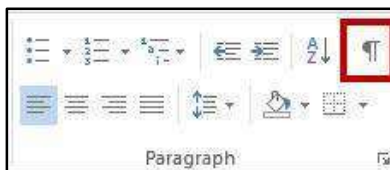


Figure 53 - Show/Hide Button

2. The section break will be revealed. Select the **section break** in your document.

3. Press the **Delete** key.

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 Page Layout tab. 

3. In the *Page Setup* group, click on **Columns** (See Figure 54).



Figure 54 - Columns

4. A dropdown list will appear. Select the **number of columns** to create (See Figure 55).

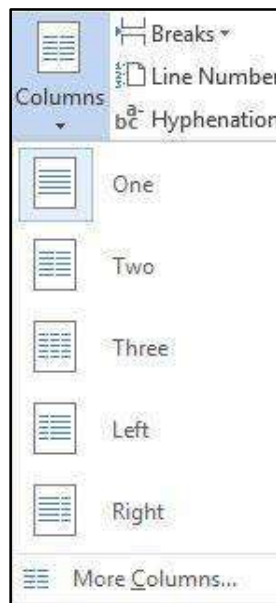


Figure 55 - Choose Number of Columns

5. The selected option will be applied to your document.

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 Page Layout tab.



2. In the *Page Setup* group, click on **Columns**.

3. A dropdown list will appear. Click on **More Columns...** (See Figure 56).



Figure 56 - More Columns...

4. The *Column dialog box* will open. Make your changes as necessary (See Figure 57).

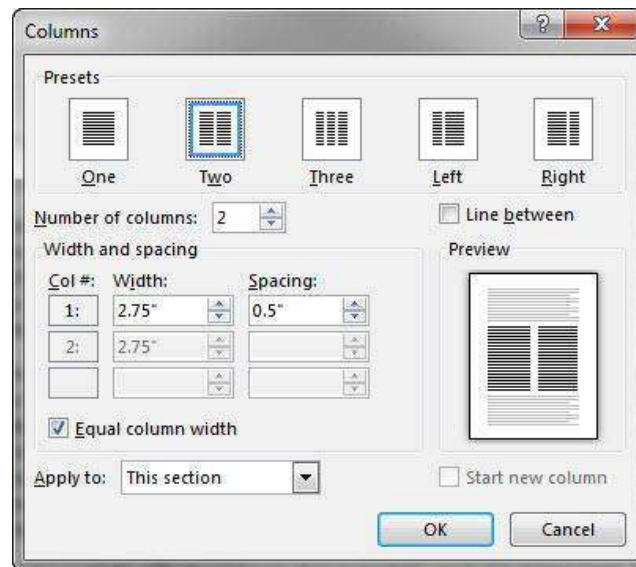


Figure 57 - Column Options

5. Click on **OK**.

Additional Help

For additional help or installation issues, please contact the KSU Service Desk (Faculty & Staff) or the KSU Student Help Desk (Students).

KSU Service Desk for Faculty & Staff

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

KSU Student Help Desk

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