

# Microsoft Word 2013 Advanced Quick Reference: Styles & Long Documents (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

**Word 2013 Advanced** **Styles & Working with Long Documents**

**Using Styles**

A style is a named group of formatting that can be applied and updated from one place to many other instances throughout a document.

- Apply consistent formatting to text.
- Select all text with the same style.
- Change the text style of text without using a style.
- Change a Table of Contents to update from a default template that has been updated in the past.
- Out of a manual list to update the document list.
- With multiple heading styles, see the structure of your document in the table of contents and navigation or opened parts of your document.

You can use the style gallery to create new ones.

**Character, Paragraph, Linked Styles**

Character styles: Use to consider the applied font face and size.

Paragraph styles: Use to consider the applied font and paragraph formatting (e.g., margins).

Linked styles: Can be used when a character or paragraph style.

**Applying Character and Paragraph Styles**

- Select the text or paragraph that requires a style.
- To apply a linked character or paragraph style, select the text. To apply a linked paragraph style, select the text and the paragraph.
- Choose a style from the style gallery.

**Importing Styles**

- Click **Import Styles** in the **Styles** group to display the **Import Styles** task pane.
- Click **Import Styles** in the **Import Styles** task pane to open the **Import Styles** dialog box.
- Click **Import Styles** in the **Import Styles** dialog box to import the styles.
- Click **Import Styles** in the **Import Styles** dialog box to import the styles.
- Click **Import Styles** in the **Import Styles** dialog box to import the styles.

**Creating a Table of Contents**

- Place the cursor at the end of the document.
- Click **Table of Contents** in the **References** group to open the **Table of Contents** task pane.
- Click **Table of Contents** in the **Table of Contents** task pane to open the **Table of Contents** dialog box.
- Click **Table of Contents** in the **Table of Contents** dialog box to create the table of contents.

**Updating a Table of Contents**

- Click **Table of Contents** in the **References** group to open the **Table of Contents** task pane.
- Click **Table of Contents** in the **Table of Contents** task pane to update the table of contents.

**Preparing an Index**

- Click **Index** in the **References** group to open the **Index** task pane.
- Click **Index** in the **Index** task pane to open the **Index** dialog box.
- Click **Index** in the **Index** dialog box to create the index.



## Synopsis

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use styles and other features useful for long documents in Microsoft Office Word 2013. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Using Styles; Character, Paragraph, Linked Styles; Applying Character and Paragraph Styles; Creating a Style; Displaying the Styles Pane; Changing Styles; Deleting a Style; Selecting All Text with Same Style; Adding Styles to the Default Style List; Showing Formatting as Styles to "Clean Up" a Document; Importing Styles; Using Numbered Lists with Styles; Applying Table Styles; Jumping to a Specific Element (Page, Section, Comment, etc.); Creating Multilevel Numbered Lists; Expand/Collapse In Print Layout View; Viewing & Structuring your Document Using the Navigation Pane; Outlining; Restricting Formatting; Finding and Replacing Formats; Finding and Replacing Special Characters (Tabs, Spaces, etc.); Options when Pasting; Inserting Entire Documents; Creating a Table of Contents; Updating a Table of Contents; Creating an Index; Generating an Index; Updating an Index; Creating a Bookmark; Going to/Selecting Bookmarked Text; Using Bookmarks to Refer to Pages; Section Breaks: Inserting a Section Break; Changing Page Numbering Mid-Document; Changing Headers and Footers; Changing Page Setup in a Section; Inserting a Footnote/Endnote. This guide is one of several available for Word 2013: Word 2013 Introduction (ISBN 978-1936220816); Word 2013 Intermediate (ISBN 978-1936220823); Word 2013 Templates & Forms (ISBN 978-1936220847); and Word 2013 Advanced.

## Book Information

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> Microsoft Office

## Customer Reviews

Over the past 15 or so years, I have become fairly proficient using Microsoft Word. Now that I am retired, and am doing more writing, I wanted to more fully explore the capabilities Word offers. This MS Word 2013 Advanced Quick Reference card provides me much of the information I sought in an easy to use format that I keep with my computer in my home office. I only use some of the advanced functions listed on the card infrequently, and used to forget how to do something after a period of time. Now I have a reference guide that I can turn to when needed, so I can focus on what I am writing, not how I am going to format it. I have found this to be very useful, and has save me a lot of time. I recommend this strongly to anyone wanting to learn more advanced Word capabilities.

Excellent for long documents, using Outline's structure - a must have for students with complicated thesis, writers and would be writers, and other smarty pants....

Quick delivery and contains lots of "quick" information to get things done in the 2013 version of Microsoft Word.

This product is a great review and help sheet for Microsoft Word, I plan on using this sheet for future reference.

A lot of useful information on two pages. Clearly presented.

This is helpful for a quick snapshot of a skill or place to go without having to U-tube it....

Good reference help.

These are wonderful! I love having them and are a great part of my teaching material. I definitely recommend picking these up!

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