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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 several other instances throughout a document.

- Apply consistent formatting to text.
- Select all text with the same style.
- Change the formatting of text without using a style.
- Change a Table of Contents to update from a default template that has been updated online.
- Out of a manual table to update the document style.
- With custom heading styles, see the structure of your document in the Navigation pane and collapse or expand parts of your document.

You can use the following shortcuts to create or use styles:

Character, Paragraph, Linked Styles

Character style: Ctrl+Shift+L (to consider the applied format a paragraph).

Paragraph style: Ctrl+Shift+P (to consider the applied format a paragraph).

Linked styles: Ctrl+Shift+L (to consider the applied format a paragraph).

Applying Character and Paragraph Styles

- Select the text or paragraph that requires a style.
- To apply a linked style to text or paragraphs, select the text. To apply a linked style to paragraphs, select the text and click the arrow next to the style group, then click the style name.

Displaying the Quick Style gallery

Click the **Quick Style** icon in the **Styles** group on the **Home** ribbon.

Applying a Style

- Select the text or paragraph that requires a style.
- In the **Quick Style** gallery, click the style you want to apply.
- To apply the style to the text, click the style name in the **Quick Style** gallery.

Displaying the Styles Pane

Click the **Styles** icon in the **Styles** group on the **Home** ribbon.

Changing Styles

- Select one or more paragraphs with the desired formatting.
- Right-click on the name of the style you want to change in the **Quick Style** gallery or the **Styles** pane.
- Choose **UPDATE TO MATCH THE STYLE**.

Applying Tabular Styles

- Select the table to be formatted.
- Choose **TABLE**, **DESIGN**, **STYLES** and **TABLE** in the **Styles** pane.
- Click the style you want to apply.

Restricting Formatting

To restrict the formatting of a style, click the style name in the **Styles** pane.

- Click **RESTRICT AND REPEAT**.
- Click **RESTRICT AND REPEAT**.
- Click **RESTRICT AND REPEAT**.

Showing Formatting as Styles in "Clean Up" a Document

Formatting that has been applied to text in a document can be shown as a style to help identify changes to the text.

- In the **Styles** pane, click **RESTRICT AND REPEAT**.
- Click **RESTRICT AND REPEAT**.
- Click **RESTRICT AND REPEAT**.

Importing Styles

- Click **IMPORT** in the **Styles** group on the **Home** ribbon.
- Click **IMPORT** in the **Styles** group on the **Home** ribbon.
- Click **IMPORT** in the **Styles** group on the **Home** ribbon.

Creating a Table of Contents

- Place the cursor at the end of the page where you want to insert the Table of Contents.
- Click **REFERENCES**, **TABLE OF CONTENTS**, **TABLE OF CONTENTS**.
- Click **TABLE OF CONTENTS**.
- Click **TABLE OF CONTENTS**.

Updating a Table of Contents

- Click **REFERENCES**, **TABLE OF CONTENTS**, **UPDATE TABLE OF CONTENTS**.
- Click **REFERENCES**, **TABLE OF CONTENTS**, **UPDATE TABLE OF CONTENTS**.
- Click **REFERENCES**, **TABLE OF CONTENTS**, **UPDATE TABLE OF CONTENTS**.

Preparing an Index

- Click **REFERENCES**, **INDEX**, **INDEX**.
- Click **REFERENCES**, **INDEX**, **INDEX**.
- Click **REFERENCES**, **INDEX**, **INDEX**.
- Click **REFERENCES**, **INDEX**, **INDEX**.

Copying and Pasting Styles

Click **HOME**, **STYLES**, **COPY**.

Click **HOME**, **STYLES**, **PASTE**.

Applying a Style to the Default List

- In the **Quick Style** gallery or **Styles** pane, click the style you want to apply.
- Click **HOME**, **STYLES**, **LISTS**, **LISTS**.
- Click **HOME**, **STYLES**, **LISTS**, **LISTS**.

Applying Tabular Styles

- Select the table to be formatted.
- Click **TABLE**, **DESIGN**, **STYLES** and **TABLE** in the **Styles** pane.
- Click the style you want to apply.

Restricting Formatting

To restrict the formatting of a style, click the style name in the **Styles** pane.

- Click **RESTRICT AND REPEAT**.
- Click **RESTRICT AND REPEAT**.
- Click **RESTRICT AND REPEAT**.

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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.

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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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