

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 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.

Showing Formatting as Styles to "Clean Up" a Document

Formatting that has been applied to text can be removed and replaced with a style to help clean up a document.

- In the **Styles** group, click **Apply Styles**.
- Click **Apply Styles** in the **Apply Styles** task pane to apply the styles to the text.
- Click **Apply Styles** in the **Apply Styles** task pane to apply the styles to the text.

Creating a Table of Contents

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

Updating a Table of Contents

- Click **Table of Contents** in the **Table of Contents** task pane to update the table of contents.
- 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.
- Click **Index** in the **Index** task pane to create an index.
- Click **Index** in the **Index** task pane to create an index.

Creating a Style

- Select the text or paragraph that you want to format.
- In the **Styles** group, click **Style**.
- Type a name for the style.

Displaying the Styles Pane

- Click **Styles** in the **Home** group.
- Click **Styles** in the **Home** group.

Changing Styles

- Select one or more paragraphs with the desired formatting.
- Click **Change Style** in the **Styles** group.
- Click **Change Style** in the **Styles** group.

Deleting a Style

- In the **Styles** group, click **Delete**.
- Click **Delete** in the **Delete** task pane.

Switching All Text with the Same Style

- In the **Styles** group, click **Switch All**.
- Click **Switch All** in the **Switch All** task pane.

Restricting Formatting

- Click **Restrict Formatting** in the **Styles** group.
- Click **Restrict Formatting** in the **Restrict Formatting** task pane.

Applying Table Styles

- Click **Table Styles** in the **Layout** group.
- Click **Table Styles** in the **Table Styles** task pane.

Adapting Styles to the Default List

- In the **Styles** group, click **Adapt to List**.
- Click **Adapt to List** in the **Adapt to List** task pane.

Adapting Table Styles

- Click **Adapt to List** in the **Table Styles** group.
- Click **Adapt to List** in the **Table Styles** task pane.

Restricting Formatting

- Click **Restrict Formatting** in the **Styles** group.
- Click **Restrict Formatting** in the **Restrict Formatting** task pane.



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

Pamphlet: 2 pages

Publisher: Beezix Inc (November 25, 2013)

Language: English

ISBN-10: 1936220830

ISBN-13: 978-1936220830

Product Dimensions: 11 x 8.4 x 0.1 inches

Shipping Weight: 0.3 ounces (View shipping rates and policies)

Average Customer Review: 4.7 out of 5 stars [See all reviews](#) (20 customer reviews)

Best Sellers Rank: #368,823 in Books (See Top 100 in Books) #95 in [Books > Computers & Technology > Software > Microsoft > Microsoft Word](#) #110 in [Books > Computers & Technology > Software > Word Processing](#) #280 in [Books > Computers & Technology > Software > Microsoft](#)

> 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!

[Download to continue reading...](#)

Microsoft Word 2013 Advanced Quick Reference: Styles & Long Documents (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2013 Templates & Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word

2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft PowerPoint 2013 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Excel 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Outlook Web App (OWA) for Exchange 2013 Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010 Templates & Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010 Mail Merge & Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2007 Mail Merge & Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Access 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Access 2010 Intermediate Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Excel 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Office 2016 Essentials Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Excel 2010 Tables, PivotTables, Sorting & Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Outlook 2010 Calendar, Contacts, Tasks Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft PowerPoint 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Warriors Word Scramble: Word Scramble Games - Word Search, Word Puzzles And Word Scrambles (Word Games, Brain Games, Word Search, Word Search Games, Word ... Scramble, Word Scramble, Unscramble Word)

[Dmca](#)