

# Word 2016: Large Documents Styles, Images, and Sections



# Word 2016: Large Documents - Styles, Images, and Sections

## 2.0 hours

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In this workshop we will learn to use the navigation pane; set Themes, Style Sets, and custom create headings styles to give your document a consistent appearance; insert and work with Pictures, Shapes, and other Word Illustration options; set up section breaks to create a landscape page in the middle of our document. This workshop assumes you are comfortable with the basics of Microsoft Word.

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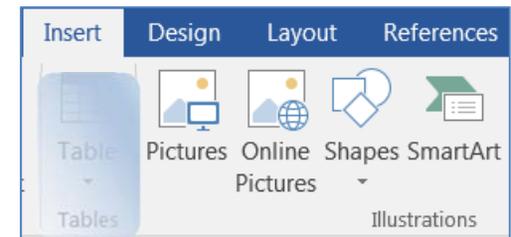
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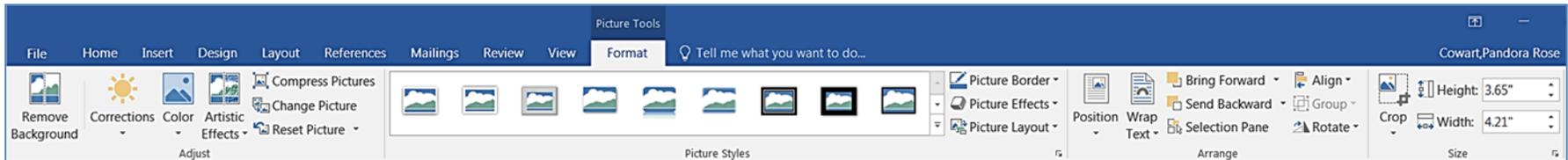
## Illustration

### Format Toolbars

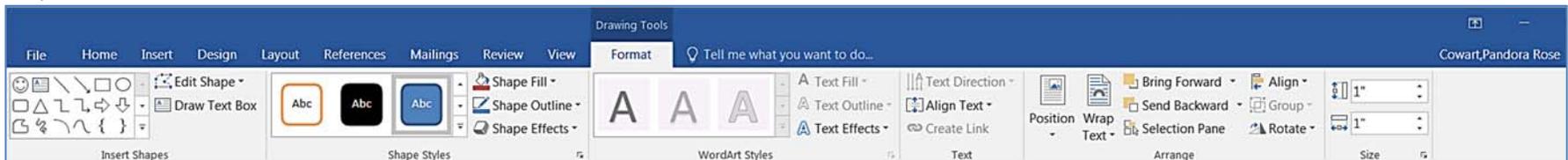
There's a lot of similarities in the format toolbars of the different illustration objects you can insert into your Word documents.



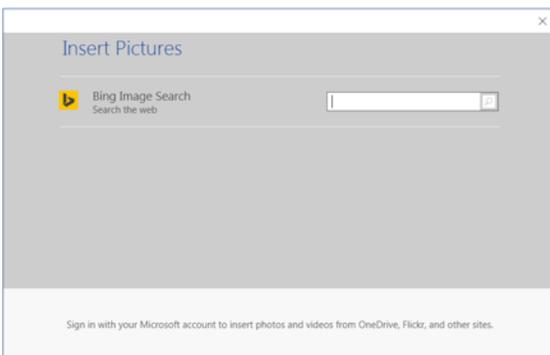
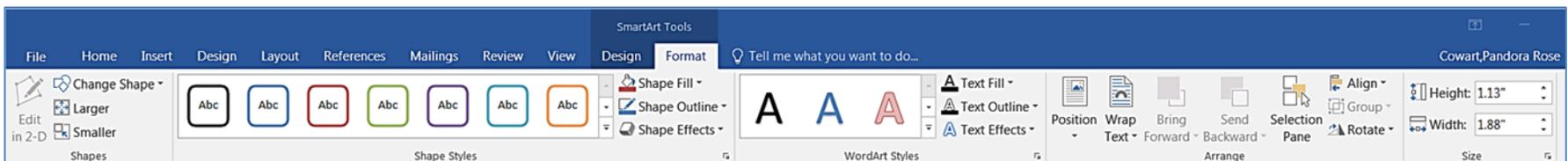
### Pictures from online or your computer



### Shapes



### Smart Art



### Online Pictures

Microsoft Office no longer has a built in set of ClipArt, instead they have provided us with an **Online Pictures** option that will search the internet, using Bing, to help you find an image.

Depending on your computer and internet speed this may take a while. Be patient! It's worth it!

If you have set up a Microsoft account (outlook.com) or a Flickr account, you can pull images from those accounts.

## Shapes

There's a large list of shapes available on the Insert tab.

Click on the shape you want and then click and drag on the page.

- If you click on the page instead of dragging a 1" by 1" shape will be created.
- If you drag with the **Shift** key held down it will make a perfectly proportional shape.
- If you drag with the **Ctrl** key held down it will see the starting point of focus as the center of the new object instead of the top left.
- Any shape can contain text, just start typing while the shape is selected. The internal boundaries are usually too broad to allow much text, so you might consider inserting a text box with no fill and no border and overlap your shape.

### Parts of the Illustration Object

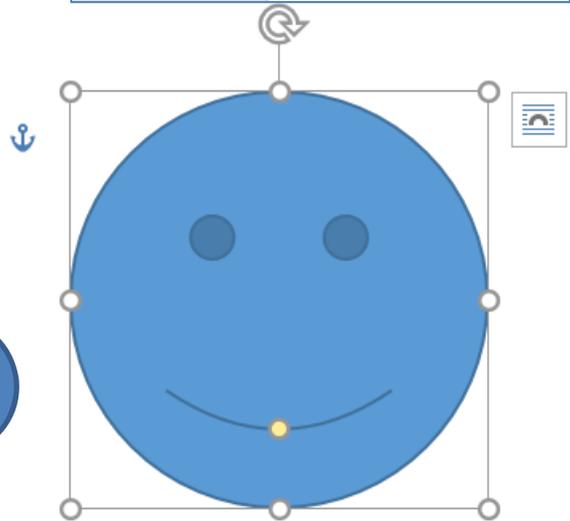
The **anchor** is visible when the picture, shape, or illustration is selected. It shows which paragraph the object is "anchored" to, so if the paragraph is pushed to the next page, the object will move too.

The loop arrow at the top of the object allows you to **rotate**.

The white circles in each corner and in the middle of each side are **sizing handles**. The corners resize both directions. Use the Shift key to maintain proportions.

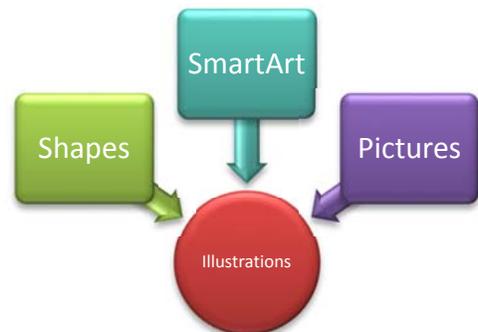
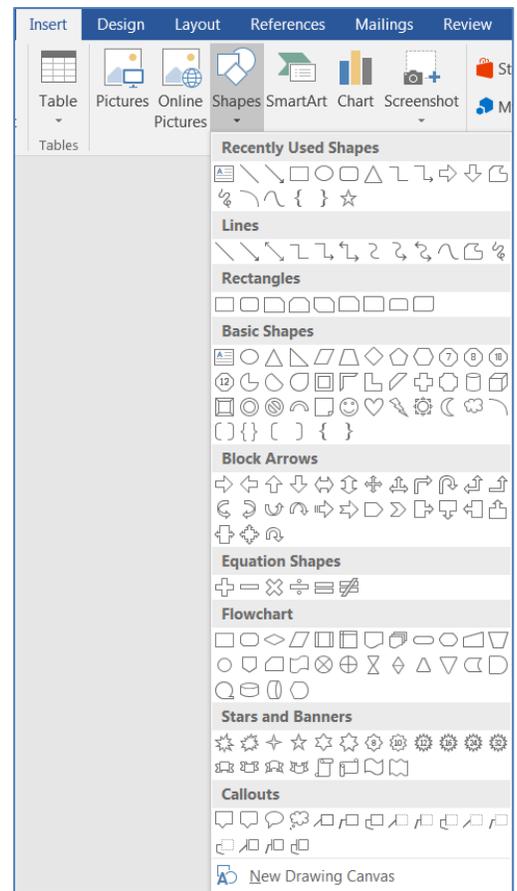
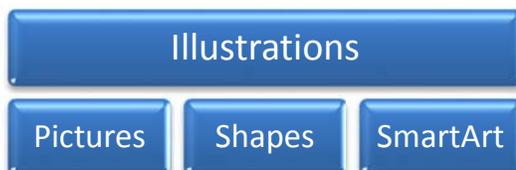
The box that appears in the upper right side of the object is to set your **wrap text** settings. You can find these on the Format tab as well.

Shapes often have yellow handles, like in the smile of our happy face. These are "adjustable" parts.



### SmartArt

If you need to make a report or presentation pop, try the SmartArt options. Sometimes making a lot of changes to the formats of the SmartArt causes Word to crash, so I recommend doing them in a blank document first. When you have the shape set up the way you'd like it to appear, copy it into your document.



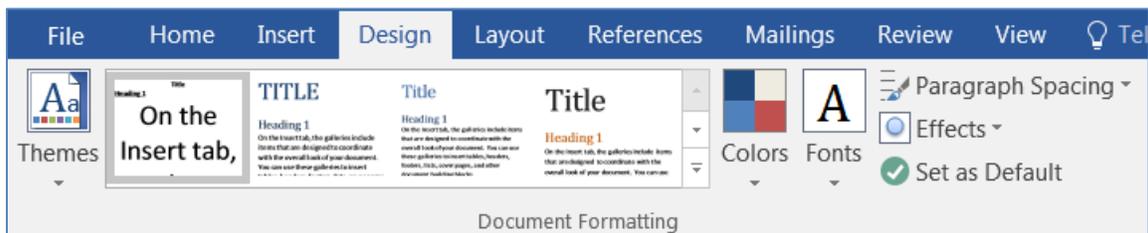
## Styles

A "style" is a set of font and paragraph formats. You can see the style gallery on the Home tab. As you hover over each option, you can see the live preview of the changes. These are meant to help you keep a consistent look throughout your document. The **Headings** are used in the navigation pane and the of Table of Contents.



You can change a style by right-clicking on it the style name in the style gallery and choosing **Modify**, but you can also modify it to match your current selection, by right-clicking on the style name and choosing **Update...to Match Selection**.

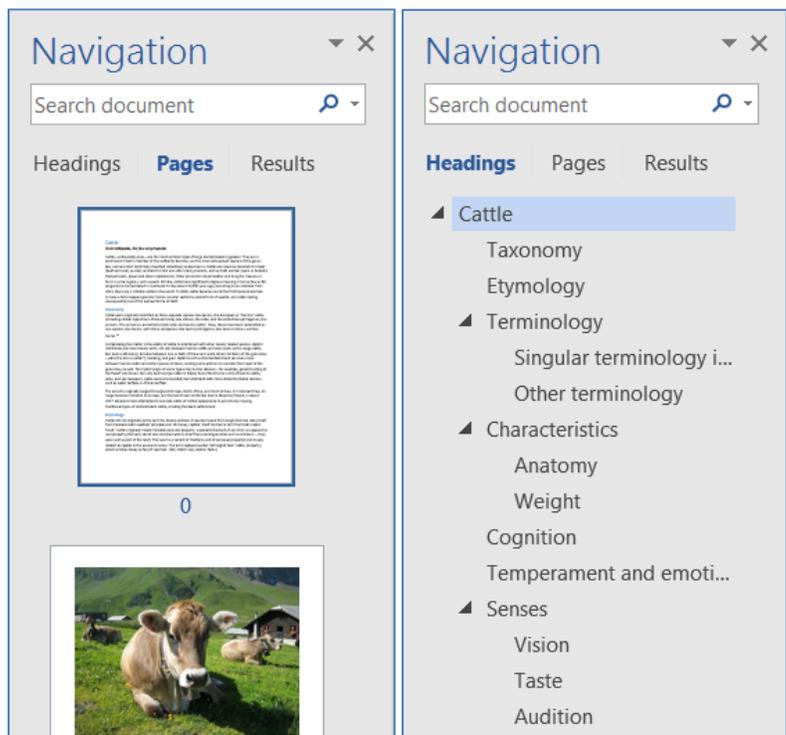
The design tab has a Document Formatting group where you can set Themes, and a full document Style Set gallery. You can also reset the default colors, fonts, paragraph spacing, and effect.



## Navigation Pane

The Navigation Pane can be turned on from the View tab. You may recognize it from using the Find tool within Word. When you're on headings, you'll see a list of headings. Pages will show a mini preview of the pages, like PowerPoint does with its slides. Results gives a list of results for your search. By default, it's searching for text in the document, but you can change it to search for images, tables, footnotes, and comments by using the dropdown list at the end of the search document line.

You can click on a heading in the navigation pane to jump to that location. This is also a great place to see where you may have missed a heading, or accidentally created a blank line heading.



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## **Section breaks**

*(From Office Help File)*

Use sections breaks to divide and format documents of all sizes. You can break down sections, for example, into parts or chapters, and add formatting such as columns, headers and footers, page borders, to each.

To begin with, you can control how you document looks. A single page can have several different sections, and each section, for example, can have its own header and footer, orientation, formatting, and spacing.

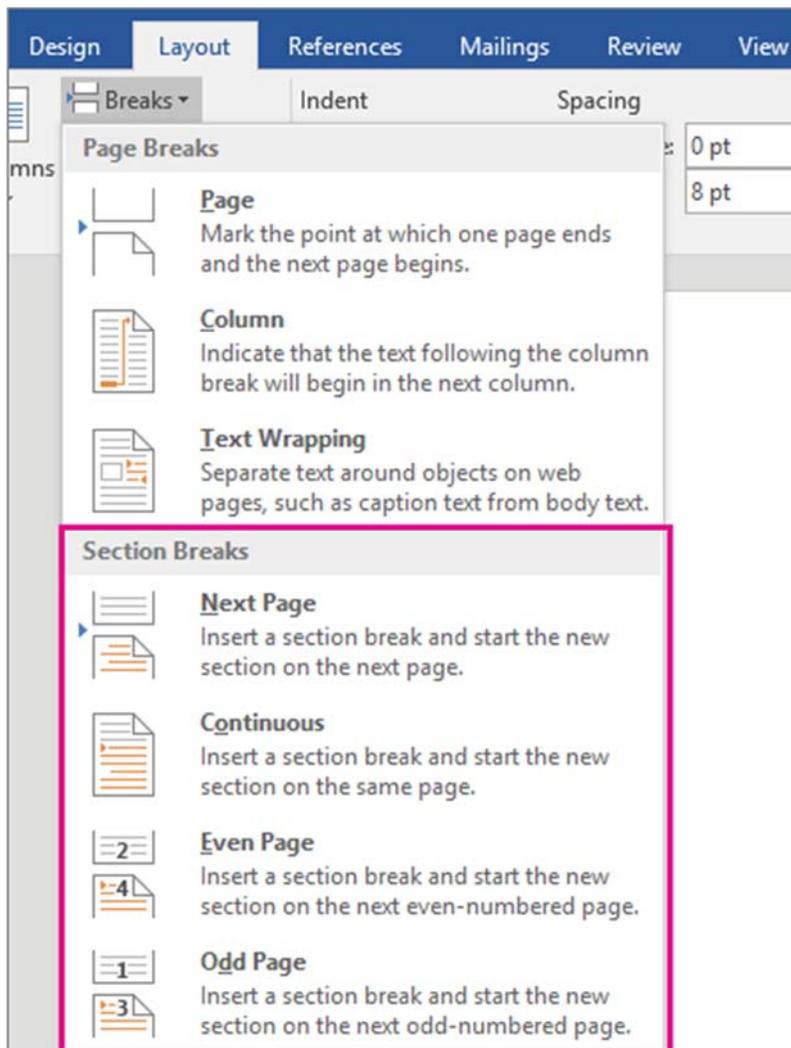
You can use sections to make (or fence in) other formatting changes on the same or different pages in your document, including:

- Change page orientation
- Add a header or footer
- Add page numbering
- Add columns
- Add page borders

### ***Add a section break***

*(From Office Help File)*

On the Layout tab, in the Page Setup group, choose Breaks, and then choose the type of section break you want.



When you decide to use sections your choices are seemingly endless for how you want your document to look. One of the best and easiest things to do is just experiment and play around with section breaks and see what works for you and the way you want your document to look.

- A Next Page section break starts the new section on the following page.
- A Continuous section break starts the new section on the same page. One of the most common reasons for using this type of section break is if you're using columns. By using this sort of section break you can change the number of columns without starting a new page.
- An Even Page section break lets you start a new section on the next even-numbered page.
- An Odd Page section break lets you start a new section on the next odd-numbered page.

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## Seeing Section Breaks

(From Office Help File)

When you've added section breaks in your document the easiest way to see where they begin and end is to first display all formatting marks. Choose Home > Show/Hide.

The section breaks that you've added will start and end with this:



### \*Note from Pandora\*

If you right-click on your page number in the bottom left of the window, you can turn on the sections option. This will display what section number you're currently in within the document.

## Landscape Page in Portrait Document

I have Page A and Page B. I want a landscape page between them. I click at the bottom of Page A, insert a Next Page Section break. This will put me at the top of Page B. Again, insert a Next Page section break. Again you're still at the top of Page B, but there's now a new blank page between Page A and Page B. Click inside this new Page and change the **Layout** options to be Landscape. If you're using headers and footers check to make sure the new sections didn't mess anything up. See "different page numbers" later in this handout.

## Headers and Footers

(From Office Help File)

Headers and footers are areas in the top, bottom, and side margins of each page in a document. You can customize either or choose to use a built-in style from the gallery. You also can add much more besides page

Choose Insert, and then choose either Header or Footer.

Dozens of built-in layouts appear. Scroll through them and choose the one you want. The header and footer space will open in your document, along with the Header & Footer Tools. You won't be able to edit the body of your document again until you close the Header & Footer Tools.



Type the text you want in the header or footer. Most headers and footers have placeholder text (such as "Document title") that you can type right over.

Tip: Choose among the Header & Footer Tools to add more to your header or footer, such as the date & time, a picture, and the author's name or other document info. You can also select options for different headers on odd and even pages, and indicate that you don't want the header or footer to appear on the first page.

When you're done, choose Close Header and Footer.

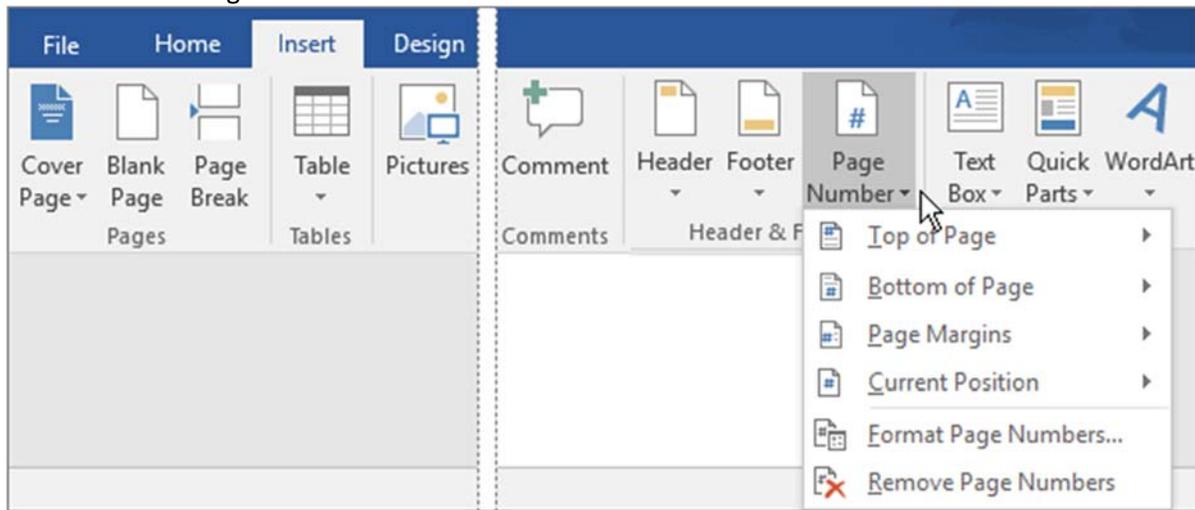
Tip: Whenever you want to open the Header & Footer Tools, double-click inside the header or footer area.



## Page Numbers

(From Office Help File)

Choose Insert > Page Number.



Choose a location, such as Top of Page or Bottom of Page, and then pick a style in the gallery. Word automatically numbers every page.

Tip: Want to change the appearance of the page number you just added to your Word document? On the Home tab, choose Font, and change, for example, the font style and family, and font size and color.

Tip: Word automatically numbers every page, but you can change that if you want to. For example, if you don't want the page number to appear on the first page of your document, double-click or double-tap near the top or bottom of a page to open the Header & Footer Tools Design tab, and select Different First Page. For more options, choose Insert > Page Number > Format Page Numbers.

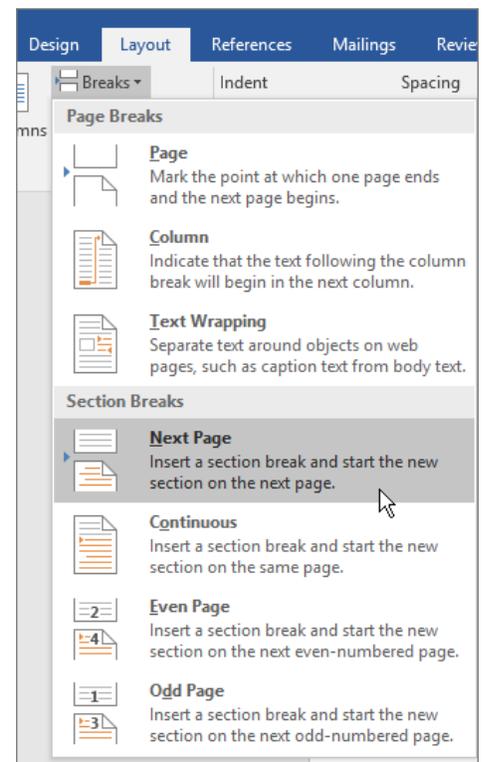
### Different page numbers to different sections

(From Office Help File)

Let's say you want to use different page numbers or number formats and styles in different parts of your document. You could use page numbers such as i, ii, iii... for the introduction and table of contents and 1, 2, 3... for everything after. The trick is to divide the document into sections and to make sure those sections aren't linked.

Click at the very beginning of the first page where you want to start, stop, or change page numbering. Choose Layout > Breaks > Next Page.

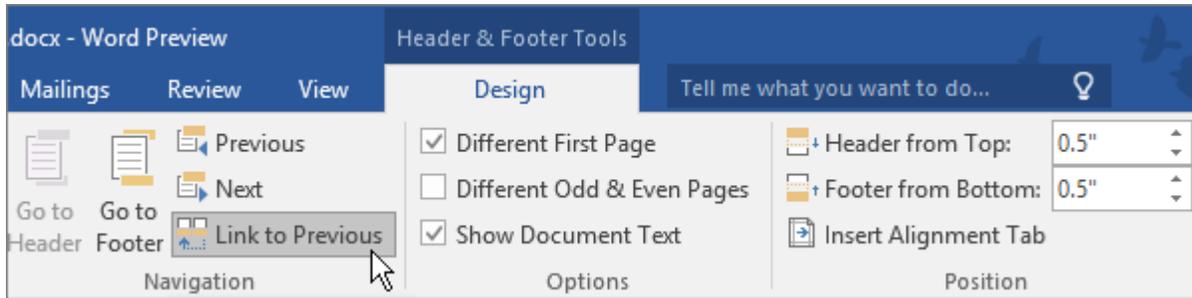
Tip: You might find it helpful to see section breaks and other formatting marks as you type. On the Home tab, in the Paragraph group, choose Show/Hide (¶) to turn on the display of formatting marks. Choose the button again to turn off the display.



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On the page after the section break, double-click in the header (top of page) or footer (bottom of page) area where you want to display page numbers. This will open the Design tab under Header & Footer Tools.

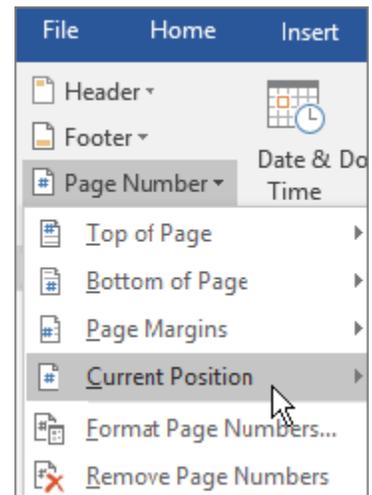
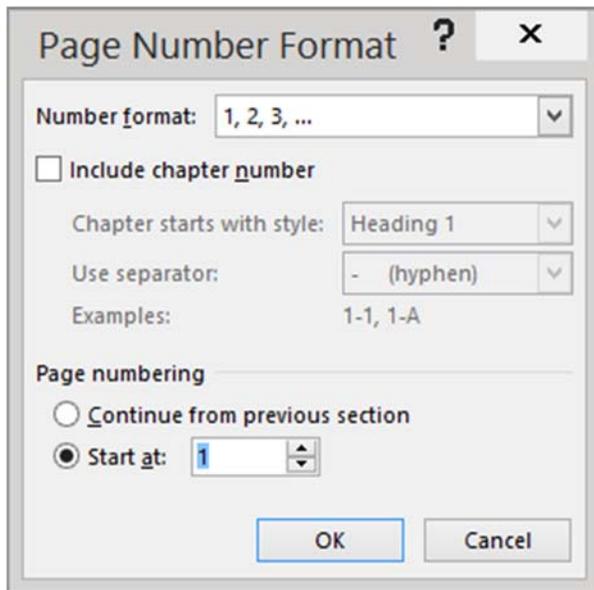
Choose Link to Previous to turn off the link to the header or footer in the previous section.



Note: You can confirm if you're turning off a link to the header or footer by looking at the Go to Header and Go to Footer buttons. The button that isn't dimmed shows you which link is being turned off. In the image above, for example, it's the Go to Header button that's unavailable so it's a link to the footer in the previous section that's being turned off.

In the Header & Footer group, choose Page Number, pick a location, and then choose a style in the gallery.

To choose a format or to control the starting number, in the Header & Footer group, choose Page Number > Format Page Numbers to open the Page Number Format dialog box.



Do one of the following:

- Choose Number format to select the format for the numbering,
- Under Page numbering, choose Start at and type a number that you want to start with.

Tip: You also can change the appearance of the page number you just added to your Word document. On the Home tab, choose Font, and change, for example, the font style and family, and font size and color. Choose OK when finished.