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I. Styles

1. Applying Styles

Styles contain formatting that can be applied to specific text within the document. The formatting options are found on the Formatting ToolBar and the Format Menu. You can save commonly used formatting options, name them and use them in different documents.

Word provides some ready-to-use styles. The most commonly used style is the Normal style. Unless you tell Word to use a different style, it will always use the Normal style. You can customize the Normal style or others and save the changes for future uses.

Styles can insure that all of your documents look similar. For example, you may prefer to always use Times New Roman as your font; you may like a hanging indent on the first line of your paragraphs; or double spacing in your documents. If these are set up in a style, you won't have to set them up each time you create a new document. Styles can also make tasks such as creating a Table of Contents like you see on page 1 of this document easier

a. Paragraph Style

A paragraph style controls the paragraph's appearance. This can include the font, size, and other attributes of the text, as well as line spacing, text alignment, tab stops, borders, and other formats that will affect the whole paragraph. Select this paragraph and check the formatting.

b. Character

A character style applies to formats that deal with specific characters. This can include the font and size of text as well as bold and italic formats, small caps, and other effects. You can use character styles to emphasize specific words and phrases, such as product names and acronyms.

c. Table

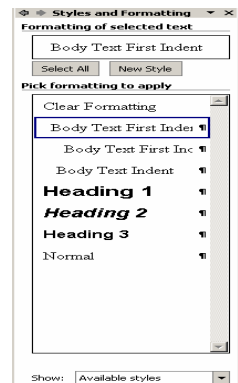
A table style provides a consistent look to borders, shading, alignment and fonts in tables.

d. List

Applies similar alignment, numbering, bullets characters and fonts to the list.

2. Creating Styles

- Click on Format, select Styles and Formatting to open the Styles and Formatting Task Pane
- Click on New Style to open the New Style dialog box
- Type a new name for the style
- Click on "Style Type" drop-down menu if you need to change it
- Click on the "Style Based on" drop down menu if you would like to create styles based on an already existing one and select the appropriate style.

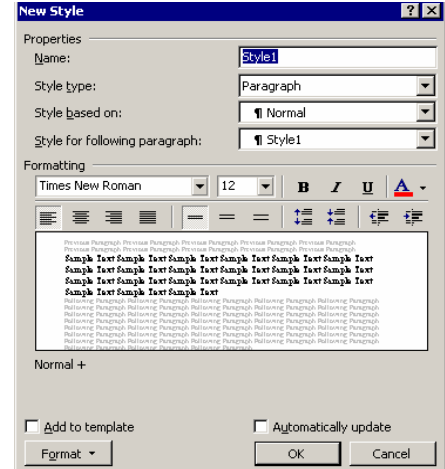


- f) Click on Format to set font, font style, size and other affects
- g) Click OK twice

Add to Template will add this template to your style list. Automatically update will update each document with the same style.

The style you created will become part of the styles that Word has.

To apply style to existing text, highlight the text and click on the style name on the task pane.

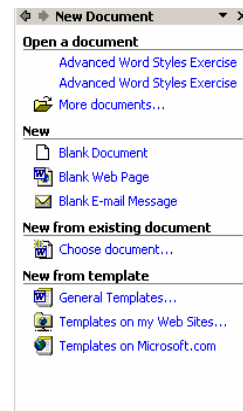


NOTE: If the style you are looking for is not displayed on the task pane, click on the drop down menu on the Show Field at the bottom of the task pane and select All Styles. Scroll until you find the style and click on it.

3. Modifying a Style

You can modify an existing style.

- a) Click on Format, Style and Formatting to open the Styles and Formatting task pane
- b) Find the style and highlight it
- c) Right click on the style and select Modify
- d) This will display the Style dialog box
- f) Make the changes to the style
- g) Click OK to close the dialog box



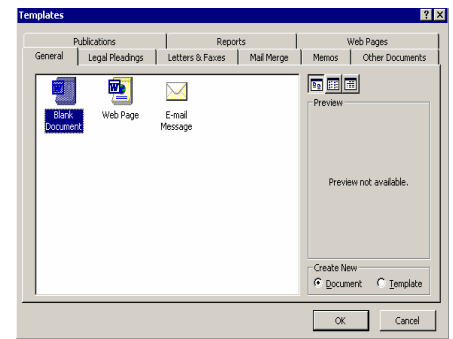
II. Templates

A template is not a document file but is a skeleton of a document that can be saved and used over and over again. These files are stored in a different location and have the **[.dot]** extension. It can have layouts, formatting, styles, auto text entries macros associated with it.

To access templates, click on **File, New** to open the New document task pane on the right of your screen. You can create templates from several resources.

Blank Documents: Basic new document using the Normal.dot template (includes XML, Web page and e-mail message documents)

From an Existing Document: Open a saved file to copy formatting



New from Template: Pull up one of the templates included in MS Word XP. This opens the Templates dialog box so that you can select one of the existing templates to use. Each tab is divided by subjects. To choose a template, find and double click on the template to open it.

Templates from my Web Sites: If you have a web page, you can use the web page skeleton to create a MS Word document

Templates on Microsoft.com: Additional templates online for Word XP

1. Creating New Templates

To create a new template, you can start with an existing template or create a document.

You **MUST Save** the created document as a template file **[.dot]**.

To save the document as a template file, click on **Save As**, name the file, change the **Save As type** field to **Document Template**.

2. Using templates

To use a template again, click on **File, New**, to open the New Document dialog box. The template you created will be listed as part of MS Word XP templates. Double click on the file to open it.

III. Macros

Macros are recorded features that can speed up formatting you may need often in a Word document. A macro, once created can be used in all documents

1. Creating a Macro –Keyboard Shortcut



1. Click on Tools, Macro, Record New macro
2. On the Record Macro dialog box, Type the Macro Name

*****DO NOT PUT SPACES IN THE MACRO NAME*****

3. Click on Keyboard button

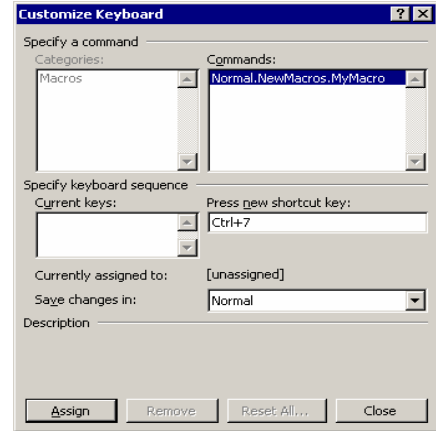
4. On the Customized Keyboard dialog box, **press the key combination** (DO NOT TYPE THE key combination) that you would like to assign a macro to. If the macro is already assigned for a different function, you will see a description of it under the Currently Assigned to key field.

You can change the keyboard assignment even if the combination keys are assigned to another function.

5. Click on Assign button at the bottom of the dialog box. The key combination will move to the Current Keys field

6. Click on Close

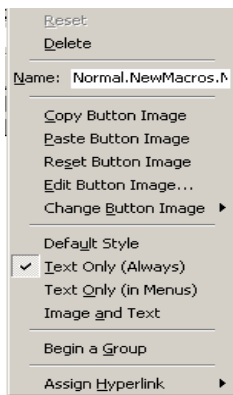
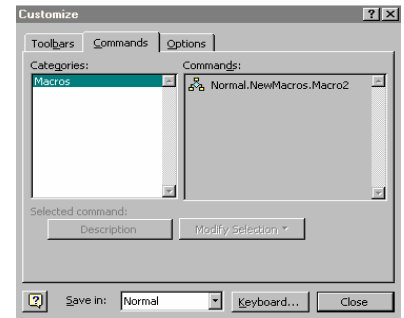
NOTE: If you would like to remove the combination key before you close the dialog box, highlight it and click on Remove button. The Remove button will not be available unless you highlight the combination keys.



This will open the Macro recording toolbar and change your cursor to cassette shape. This feature works just like a recorder and each key stroke is recorded. When you are done, click on the Stop button (Square) to complete the macro.

2. Creating a Macro – Toolbar Shortcut

1. Click on Tools/Macro/Record New Macro
2. Type the Macro Name and description if needed
3. Click on Toolbars
4. This will display the Customize dialog box, click on the Commands Tab
5. Click on Macro file name in the Commands box and drag it to anywhere on the toolbar.



6. Right click on the new macro icon on the Toolbar to change name, image etc
7. Once you are done editing the macro icon, click on OK to start recording

3. Running a Macro

To run a macro, either click on the icon on the Toolbar, press the shortcut keys assigned, or click on Tools/Macro/Macros/Run.

4. Modifying a Macro

Macros are recorded in Visual Basic program. You must go to Visual Basic to modify or edit macros.

5. Deleting a Macro

1. Click on Tools/Macro/Macros
2. Highlight the macro and click on the Delete button on the right side of the dialog box.