Microsoft

Microsoft Word 2016

Step by Step

Joan Lambert

PRACTICE FILES

Microsoft

Microsoft Word 2016

Step by Step

Joan Lambert

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Introduction

Welcome! This *Step by Step* book has been designed so you can read it from the beginning to learn about Microsoft Word 2016 and then build your skills as you learn to perform increasingly specialized procedures. Or, if you prefer, you can jump in wherever you need ready guidance for performing tasks. The how-to steps are delivered crisply and concisely—just the facts. You'll also find informative, full-color graphics that support the instructional content.

Who this book is for

Microsoft Word 2016 Step by Step is designed for use as a learning and reference resource by home and business users of Microsoft Office programs who want to use Word to create and edit documents. The content of the book is designed to be useful for people who have previously used earlier versions of Word and for people who are discovering Word for the first time.

The *Step by Step* approach

The book's coverage is divided into parts representing general Word skill sets. Each part is divided into chapters representing skill set areas, and each chapter is divided into topics that group related skills. Each topic includes expository information followed by generic procedures. At the end of the chapter, you'll find a series of practice tasks you can complete on your own by using the skills taught in the chapter. You can use the practice files that are available from this book's website to work through the practice tasks, or you can use your own files.

Download the practice files

Before you can complete the practice tasks in this book, you need to download the book's practice files to your computer from *http://aka.ms/word2016sbs/downloads*. Follow the instructions on the webpage.

IMPORTANT Word 2016 is not available from the book's website. You should install that app before working through the procedures and practice tasks in this book.

You can open the files that are supplied for the practice tasks and save the finished versions of each file. If you later want to repeat practice tasks, you can download the original practice files again.

SEE ALSO For information about opening and saving files, see "Open and move around in documents" in Chapter 2, "Create and manage documents."

The following table lists the practice files for this book.

Chapter	Folder	File
Part 1: Get started with Word 2016		
1: Word 2016 basics		None
2: Create and manage documents	Ch02	DisplayViews.docx EditProperties.docx NavigateFiles.docx
3: Enter and edit text	Ch03	EditText.docx FindText.docx ImportText.docx ResearchText.docx
Part 2: Create professional documents		
4: Modify the structure and appearance of text	Ch04	ApplyStyles.docx ChangeTheme.docx CreateLists.docx FormatCharacters.docx FormatParagraphs.docx StructureContent.docx

Chapter	Folder	File
5: Organize information in columns and tables	Ch05	AddColumns.docx CreateTabbedLists.docx CreateTables.docx FormatTables.docx
6: Add simple graphic elements	Ch06	AddWordArt.docx Bamboo1.jpg EditPictures.docx InsertClippings.docx InsertPictures.docx
Part 3: Enhance document content		
7: Insert and modify diagrams	Ch07	Chickens.jpg CreateDiagrams.docx CreatePictograms.docx Fish.jpg ModifyDiagrams.docx Penguins.jpg Tiger.jpg
8: Insert and modify charts	Ch08	CreateCharts.docx FormatCharts.docx ModifyCharts.docx Temperatures.xlsx
9: Add visual elements	Ch09	AddWatermarks.docx Clouds.jpg InsertBuildingBlocks.docx InsertHeadersFooters.docx OTSI-Logo.png
10: Organize and arrange content	Ch10	ArrangeObjects.docx Bamboo1.jpg Bamboo2.jpg ControlLayout.docx ReorganizeOutlines.docx

Chapter	Folder	File
Part 4: Review and finalize documents		
11: Collaborate on documents	Ch11	ControlChanges.docx MergeDocs1.docx MergeDocs2.docx ReviewComments.docx TrackChanges.docx
12: Finalize and distribute documents	Ch12	ControlLayout.docx CorrectErrors.docx PrepareDocument.docx PreviewPages.docx PrintDocument.docx
Part 5: Use advanced Word functions		
13: Reference content and content sources	Ch13	CompileBibliography.docx CreateIndexes.docx CreateTOC.docx DisplayFields.docx InsertBookmarks.docx InsertFootnotes.docx
14: Merge data with documents and labels	Ch14	CreateEnvelopes.docx CustomerList.xlsx InsertFields.docx PolicyholdersList.xlsx RefineData.docx StartMerge.docx
15: Create custom document elements	Ch15	ChangeTheme.docx CreateBuildingBlocks.docx CreateStyles.docx CreateTemplates.docx CreateThemes.docx
16: Customize options and the user interface		None

Ebook edition

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- Copy and paste

You can purchase and download the ebook edition from the Microsoft Press Store at *http://aka.ms/word2016sbs/detail*.

Get support and give feedback

This topic provides information about getting help with this book and contacting us to provide feedback or report errors.

Errata and support

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4

Modify the structure and appearance of text

Documents contain text that conveys information to readers, but the appearance of the document content also conveys a message. You can provide structure and meaning by formatting the text in various ways. Word 2016 provides a variety of simple-to-use tools that you can use to apply sophisticated formatting and create a navigational structure.

In a short document or one that doesn't require a complex navigational structure, you can easily format words and paragraphs so that key points stand out and the structure of your document is clear. You can achieve dramatic flair by applying predefined WordArt text effects. To keep the appearance of documents and other Microsoft Office files consistent, you can format document elements by applying predefined sets of formatting called *styles*. In addition, you can change the fonts, colors, and effects throughout a document with one click by applying a theme.

This chapter guides you through procedures related to applying character and paragraph formatting, structuring content manually, creating and modifying lists, applying styles to text, and changing a document's theme.

In this chapter

- Apply paragraph formatting
- Structure content manually
- Apply character formatting
- Create and modify lists
- Apply built-in styles to text
- Change the document theme

Practice files

For this chapter, use the practice files from the Word2016SBS\Ch04 folder. For practice file download instructions, see the introduction.

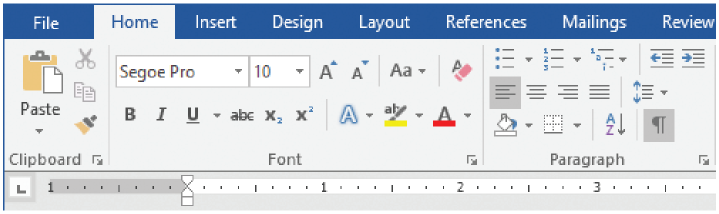
Apply paragraph formatting

A paragraph is created by entering text and then pressing the Enter key. A paragraph can contain one word, one sentence, or multiple sentences. Every paragraph ends with a paragraph mark, which looks like a backward P (¶). Paragraph marks and other structural characters (such as spaces, line breaks, and tabs) are usually hidden, but you can display them. Sometimes displaying these hidden characters makes it easier to accomplish a task or understand a structural problem.

SEE ALSO For information about working with hidden structural characters, see “Structure content manually” later in this chapter.

You can change the look of a paragraph by changing its indentation, alignment, and line spacing, in addition to the space before and after it. You can also put borders around it and shade its background. Collectively, the settings you use to vary the look of a paragraph are called *paragraph formatting*.

You can modify a paragraph’s left and right edge alignment and vertical spacing by using tools on the Home tab of the ribbon, and its left and right indents from the Home tab or from the ruler. The ruler is usually hidden to provide more space for the document content.

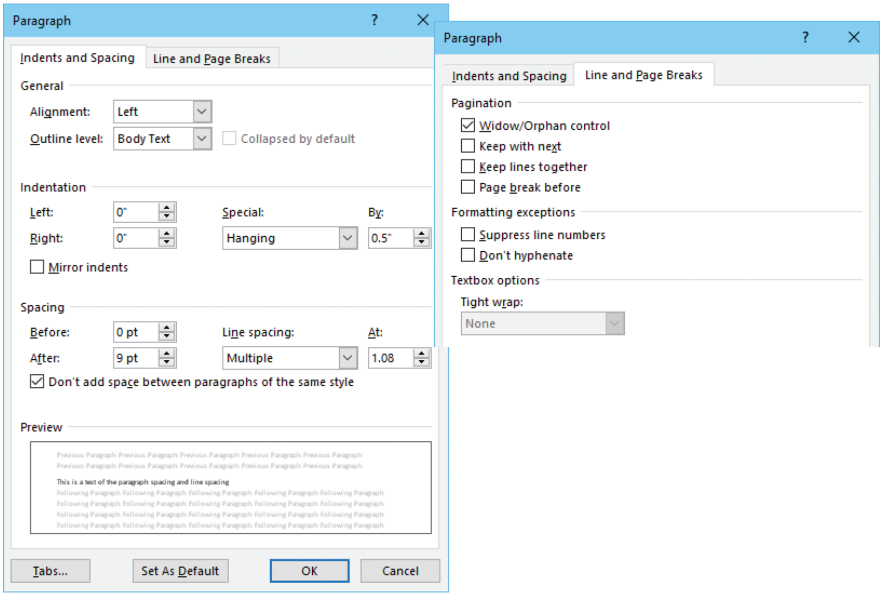


The left indent can be changed from the Home tab or the ruler

If you modify a paragraph and aren’t happy with the changes, you can restore the original paragraph and character settings by clearing the formatting to reset the paragraph to its base style.

SEE ALSO For information about styles, see “Apply built-in styles to text” later in this chapter.

When you want to make several adjustments to the alignment, indentation, and spacing of selected paragraphs, it is sometimes quicker to make changes in the Paragraph dialog box than to click buttons and drag markers.



General

Alignment: Left

Outline level: Body Text

☐ Collapsed by default

Indentation

Left: 0"

Right: 0"

Special: Hanging

By: 0.5"

☐ Mirror indents

Spacing

Before: 0 pt

After: 9 pt

Line spacing: Multiple

At: 1.08

☑ Don't add space between paragraphs of the same style

This is a test of the paragraph spacing and line spacing

Pagination

☑ Widow/Orphan control

☐ Keep with next

☐ Keep lines together

☐ Page break before

Formatting exceptions

☐ Suppress line numbers

☐ Don't hyphenate

Textbox options

Tight wrap: None

The Paragraph dialog box

Configure alignment

The alignment settings control the horizontal position of the paragraph text between the page margins. There are four alignment options:

- **Align Left** This is the default paragraph alignment. It sets the left end of each line of the paragraph at the left page margin or left indent. It results in a straight left edge and a ragged right edge.
- **Align Right** This sets the right end of each line of the paragraph at the right page margin or right indent. It results in a straight right edge and a ragged left edge.
- **Center** This centers each line of the paragraph between the left and right page margins or indents. It results in ragged left and right edges.
- **Justify** This alignment adjusts the spacing between words so that the left end of each line of the paragraph is at the left page margin or indent and the right end of each line of the paragraph (other than the last line) is at the right margin or indent. It results in straight left and right edges.

The icons on the alignment buttons on the ribbon depict the effect of each alignment option.

To open the Paragraph dialog box

1. Do either of the following:
    - On the **Home** tab or the **Layout** tab, in the **Paragraph** group, click the **Paragraph** dialog box launcher.
    - On the **Home** tab, in the **Paragraph** group, click the **Line and Paragraph Spacing** button, and then click **Line Spacing Options**.

To set paragraph alignment

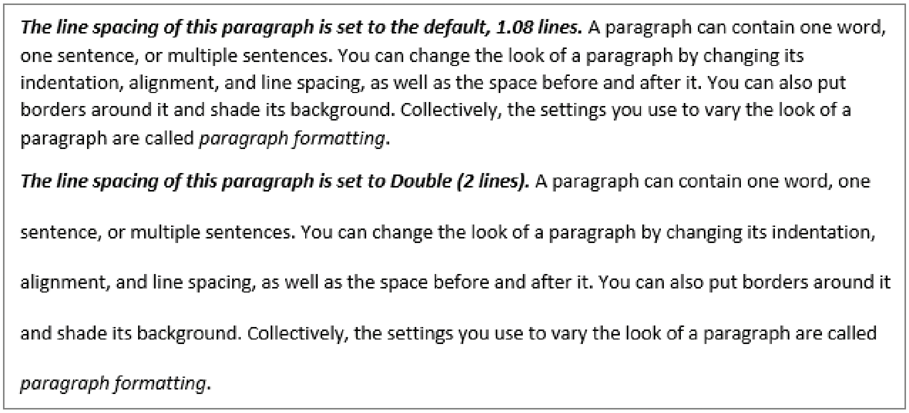
1. Position the cursor anywhere in the paragraph, or select all the paragraphs you want to adjust.
2. Do either of the following:
    - On the **Home** tab, in the **Paragraph** group, click the **Align Left**, **Center**, **Align Right**, or **Justify** button.
    - Open the **Paragraph** dialog box. On the **Indents and Spacing** tab, in the **General** area, click **Left**, **Centered**, **Right**, or **Justified** in the **Alignment** list.

Configure vertical spacing

Paragraphs have two types of vertical spacing:

- **Paragraph spacing** The space between paragraphs, defined by setting the space before and after each paragraph. This space is usually measured in points.
- **Line spacing** The space between the lines of the paragraph, defined by setting the height of the lines either in relation to the height of the text (Single, Double, or a specific number of lines) or by specifying a minimum or exact point measurement.

The default line spacing for documents created in Word 2016 is 1.08 lines. Changing the line spacing changes the appearance and readability of the text in the paragraph and, of course, also changes the amount of space it occupies on the page.



The line spacing of this paragraph is set to the default, 1.08 lines. A paragraph can contain one word, one sentence, or multiple sentences. You can change the look of a paragraph by changing its indentation, alignment, and line spacing, as well as the space before and after it. You can also put borders around it and shade its background. Collectively, the settings you use to vary the look of a paragraph are called *paragraph formatting*.

The line spacing of this paragraph is set to Double (2 lines). A paragraph can contain one word, one sentence, or multiple sentences. You can change the look of a paragraph by changing its indentation, alignment, and line spacing, as well as the space before and after it. You can also put borders around it and shade its background. Collectively, the settings you use to vary the look of a paragraph are called *paragraph formatting*.

The effect of changing line spacing

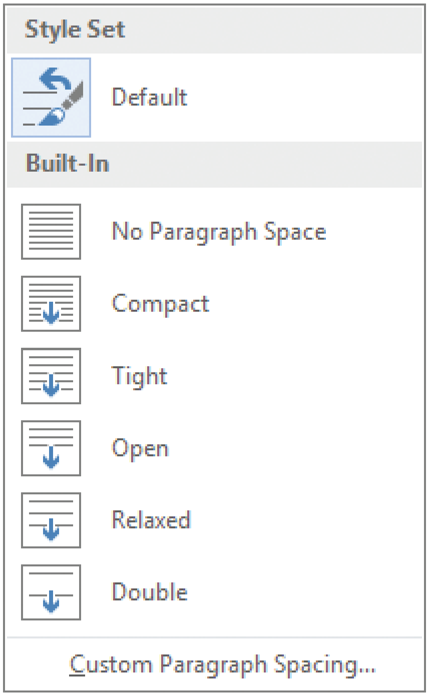
You can set the paragraph and line spacing for individual paragraphs and for paragraph styles. You can quickly adjust the spacing of most content in a document by selecting an option from the Paragraph Spacing menu on the Design tab. (Although the menu is named Paragraph Spacing, the menu options control both paragraph spacing and line spacing.) These options, which are named by effect rather than by specific measurements, work by modifying the spacing of the Normal paragraph style and any other styles that depend on the Normal style for their spacing. (In standard templates, most other styles are based on the Normal style.) The Paragraph Spacing options modify the Normal style in only the current document, and do not affect other documents.

The following table describes the effect of each Paragraph Spacing option on the paragraph and line spacing settings.

Paragraph spacing option	Before paragraph	After paragraph	Line spacing
Default	Spacing options are controlled by the style set		
No Paragraph Space	0 points	0 points	1 line
Compact	0 points	4 points	1 line
Tight	0 points	6 points	1.15 lines
Open	0 points	10 points	1.15 lines
Relaxed	0 points	6 points	1.5 lines
Double	0 points	8 points	2 lines

To quickly adjust the vertical spacing before, after, and within all paragraphs in a document

1. On the **Design** tab, in the **Document Formatting** group, click the **Paragraph Spacing** button to display the Paragraph Spacing menu.

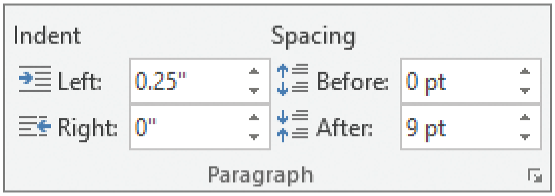

Style Set
Default
Built-In
No Paragraph Space
Compact
Tight
Open
Relaxed
Double
Custom Paragraph Spacing...

Each paragraph spacing option controls space around and within the paragraph

2. Click the option you want to apply to all of the paragraphs in the document.

To adjust the spacing between paragraphs

1. Select all the paragraphs you want to adjust.
2. On the **Layout** tab, in the **Paragraph** group, adjust the **Spacing Before** and **Spacing After** settings.

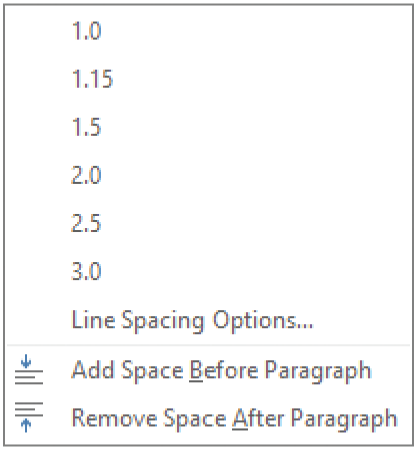

Indent
Spacing
Paragraph

Left: 0.25"
Right: 0"
Before: 0 pt
After: 9 pt

The settings in the Spacing boxes are measured in points

To adjust spacing between the lines of paragraphs

1. Position the cursor anywhere in the paragraph, or select all the paragraphs you want to adjust.
2. To make a quick adjustment to selected paragraphs, on the **Home** tab, in the **Paragraph** group, click **Line And Paragraph Spacing**, and then click any of the line spacing commands on the menu.



You can choose from preset internal line spacing options or adjust paragraph spacing

TIP You can also adjust the space before and after selected paragraphs from the Line And Paragraph Spacing menu. Clicking one of the last two options adds or removes a preset amount of space between the selected paragraphs.

Or

1. Position the cursor anywhere in the paragraph, or select all the paragraphs you want to adjust.
2. Open the **Paragraph** dialog box. On the **Indents and Spacing** tab, in the **Spacing** area, make the adjustments you want to the paragraph spacing, and then click **OK**.

Configure indents

In Word, you don't define the width of paragraphs and the length of pages by defining the area occupied by the text; instead, you define the size of the white space—the left, right, top, and bottom margins—around the text.

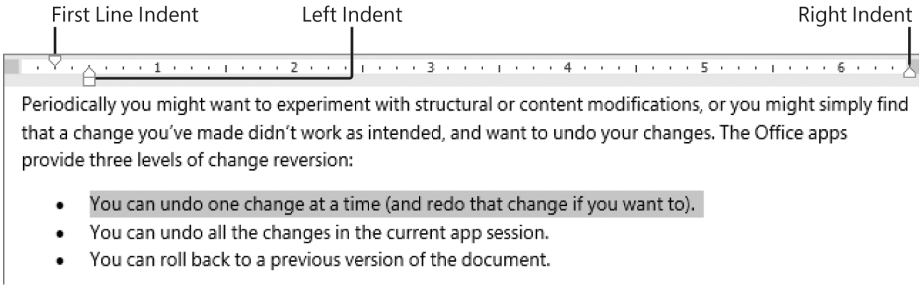
> **SEE ALSO** For information about setting margins, see "Preview and adjust page layout" in Chapter 12, "Finalize and distribute documents." For information about sections, see "Control what appears on each page" in the same chapter.

Although the left and right margins are set for a whole document or for a section of a document, you can vary the position of the paragraphs between the margins by indenting the left or right edge of the paragraph.

A paragraph indent is the space from the page margin to the text. You can change the left indent by clicking buttons on the Home tab, or you can set the indents directly on the ruler. Three indent markers are always present on the ruler:

- **Left Indent** This defines the outermost left edge of each line of the paragraph.
- **Right Indent** This defines the outermost right edge of each line of the paragraph.
- **First Line Indent** This defines the starting point of the first line of the paragraph.

The ruler indicates the space between the left and right page margins in a lighter color than the space outside of the page margins.



Periodically you might want to experiment with structural or content modifications, or you might simply find that a change you've made didn't work as intended, and want to undo your changes. The Office apps provide three levels of change reversion:

- You can undo one change at a time (and redo that change if you want to).
- You can undo all the changes in the current app session.
- You can roll back to a previous version of the document.

The indent markers on the ruler

The default setting for the Left Indent and First Line Indent markers is 0.0″, which aligns with the left page margin. The default setting for the Right Indent marker is the distance from the left margin to the right margin. For example, if the page size is set to 8.5″ wide and the left and right margins are set to 1.0″, the default Right Indent marker setting is 6.5″.

You can arrange the Left Indent and First Line Indent markers to create a hanging indent or a first line indent. Hanging indents are most commonly used for bulleted and numbered lists, in which the bullet or number is indented less than the main text (essentially, it is *out*dented). First line indents are frequently used to distinguish the beginning of each subsequent paragraph in documents that consist of many consecutive paragraphs of text. Both types of indents are set by using the First Line Indent marker on the ruler.

TIP The First Line Indent marker is linked to the Left Indent marker. Moving the Left Indent marker also moves the First Line Indent marker, to maintain the first line indent distance. You can move the First Line Indent marker independently of the Left Indent marker to change the first line indent distance.

To display the ruler

1. On the **View** tab, in the **Show** group, select the **Ruler** check box.

TIP In this book, we show measurements in inches. If you want to change the measurement units Word uses, open the Word Options dialog box. On the Advanced page, in the Display area, click the units you want in the Show Measurements In Units Of list. Then click OK.

To indent or outdent the left edge of a paragraph

1. Position the cursor anywhere in the paragraph, or select all the paragraphs you want to adjust.
2. Do any of the following:
    - On the **Home** tab, in the **Paragraph** group, click the **Increase Indent** or **Decrease Indent** button to move the left edge of the paragraph in 0.25″ increments.

> **TIP** You cannot increase or decrease the indent beyond the margins by using the Increase Indent and Decrease Indent buttons. If you do need to extend an indent beyond the margins, you can do so by setting negative indentation measurements in the Paragraph dialog box.

- Open the **Paragraph** dialog box. On the **Indents and Spacing** tab, in the **Indentation** area, set the indent in the **Left** box, and then click **OK**.
- On the ruler, drag the **Left Indent** marker to the ruler measurement at which you want to position the left edge of the body of the paragraph.

To create a hanging indent or first line indent

1. Position the cursor anywhere in the paragraph, or select all the paragraphs you want to adjust.
2. Open the **Paragraph** dialog box. On the **Indents and Spacing** tab, in the **Indents** area, click **First line** or **Hanging** in the **Special** box.
3. In the **By** box, set the amount of the indent, and then click **OK**.

Or

1. Set the left indent of the paragraph body.
2. On the ruler, drag the **First Line Indent** marker to the ruler measurement at which you want to begin the first line of the paragraph.

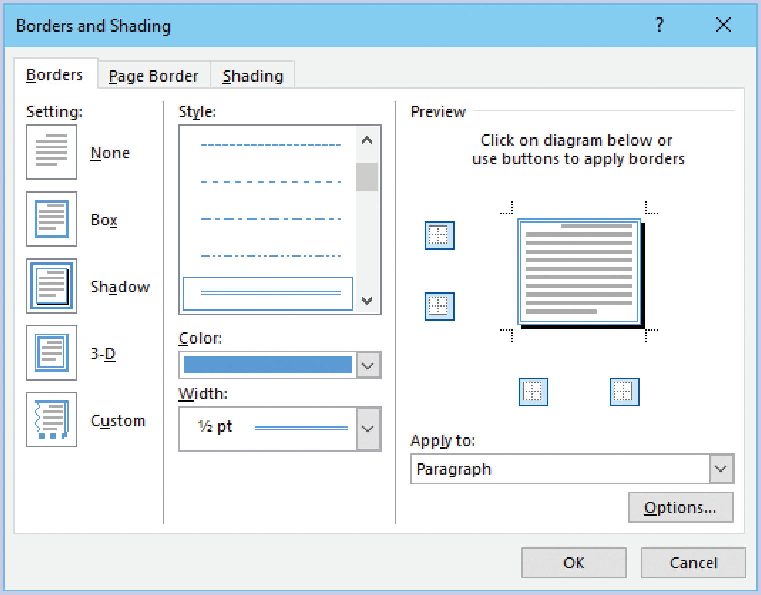
To indent or outdent the right edge of a paragraph

1. Position the cursor anywhere in the paragraph, or select all the paragraphs you want to adjust.
2. Do either of the following:
    - On the ruler, drag the **Right Indent** marker to the ruler measurement at which you want to set the maximum right edge of the paragraph.
    - Open the **Paragraph** dialog box. On the **Indents and Spacing** tab, in the **Indentation** area, set the right indent in the **Right** box, and then click **OK**.

> **TIP** Unless the paragraph alignment is justified, the right edge of the paragraph will be ragged, but no line will extend beyond the right indent or outdent.

Configure paragraph borders and shading

To make a paragraph really stand out, you might want to put a border around it or shade its background. (For real drama, you can do both.) You can select a predefined border from the Borders menu, or design a custom border in the Borders And Shading dialog box.


Borders and Shading
?
Borders
Page Border
Shading
Setting:
None
Box
Shadow
3-D
Custom
Style:
Color:
Preview
Click on diagram below or use buttons to apply borders
Options...
OK
Cancel

Width: ½ pt

Apply to: Paragraph

You can customize many aspects of the border

After you select the style, color, width, and location of the border, you can click the Options button to specify its distance from the text.

Structure content manually

At times it's necessary to manually position text within a paragraph. You can do this by using two different hidden characters: line breaks and tabs. These characters are visible only when the option to show paragraph marks and formatting symbols is turned on.

The hidden characters have distinctive appearances:

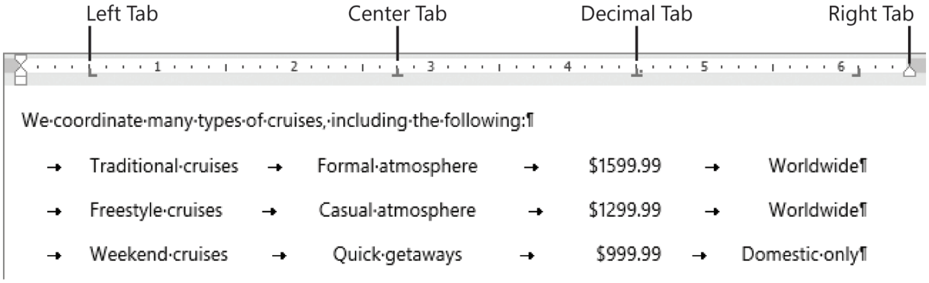
- A line break character looks like a bent left arrow: ↵
- A tab character looks like a right-pointing arrow: →

You can use a line break, also known as a *soft return*, to wrap a line of a paragraph in a specific location without ending the paragraph. You might use this technique to display only specific text on a line, or to break a line before a word that would otherwise be hyphenated.

TIP Inserting a line break does not start a new paragraph, so when you apply paragraph formatting to a line of text that ends with a line break, the formatting is applied to the entire paragraph, not only to that line.

SEE ALSO For information about page and section breaks, see "Control what appears on each page" in Chapter 12, "Finalize and distribute documents."

A tab character defines the space between two document elements. For example, you can separate numbers from list items, or columns of text, by using tabs. You can then set tab stops that define the location and alignment of the tabbed text.

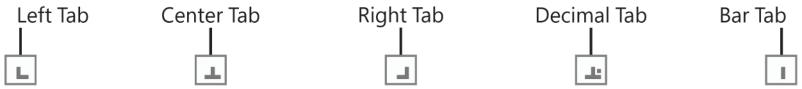


We·coordinate·many·types·of·cruises,·including·the·following:¶

→ Traditional·cruises → Formal·atmosphere → $1599.99 → Worldwide¶
→ Freestyle·cruises → Casual·atmosphere → $1299.99 → Worldwide¶
→ Weekend·cruises → Quick·getaways → $999.99 → Domestic·only¶

You can align text in different ways by using tabs

You can align lines of text in different locations across the page by using tab stops. The easiest way to set tab stops is directly on the horizontal ruler. By default, Word sets left-aligned tab stops every half inch (1.27 centimeters). (The default tab stops aren't shown on the ruler.) To set a custom tab stop, start by clicking the Tab button (located at the intersection of the vertical and horizontal rulers) until the type of tab stop you want appears.

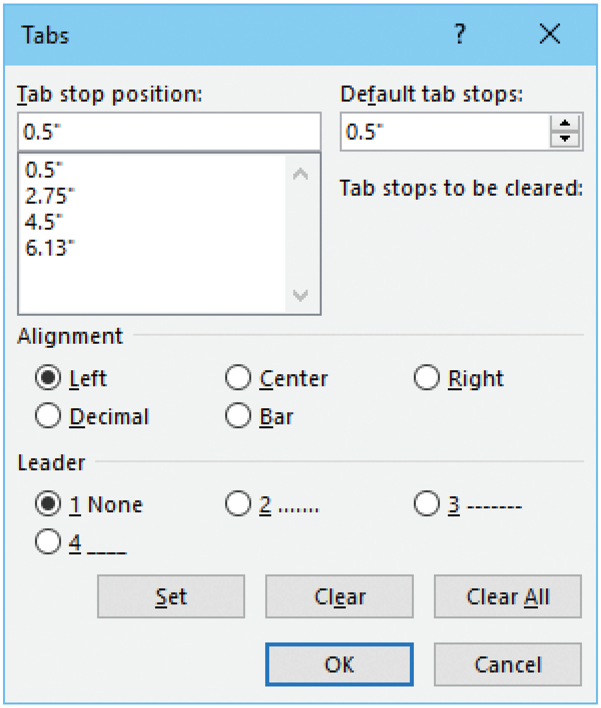

Left Tab
Center Tab
Right Tab
Decimal Tab
Bar Tab

The tab settings

You have the following tab options:

- **Left Tab** Aligns the left end of the text with the tab stop
- **Center Tab** Aligns the center of the text with the tab stop
- **Right Tab** Aligns the right end of the text with the tab stop
- **Decimal Tab** Aligns the decimal point in the text (usually a numeric value) with the tab stop
- **Bar Tab** Draws a vertical line at the position of the tab stop

If you find it too difficult to position tab stops on the ruler, you can set, clear, align, and format tab stops from the Tabs dialog box.


Tabs
?
×

Tab stop position: 0.5"

0.5"
2.75"
4.5"
6.13"

Default tab stops: 0.5"

Tab stops to be cleared:

Alignment

● Left ○ Center ○ Right
○ Decimal ○ Bar

Leader

● 1 None ○ 2 .... ○ 3 -------
○ 4 ____

Set
Clear
Clear All
OK
Cancel

You can specify the alignment and tab leader for each tab

You might also work from this dialog box if you want to use tab leaders—visible marks such as dots or dashes connecting the text before the tab with the text after it. For example, tab leaders are useful in a table of contents to carry the eye from the text to the page number.

When you insert tab characters, the text to the right of the tab character aligns on the tab stop according to its type. For example, if you set a center tab stop, pressing the Tab key moves the text so that its center is aligned with the tab stop.

To display or hide paragraph marks and other structural characters

1. Do either of the following:
    - On the **Home** tab, in the **Paragraph** group, click the **Show/Hide ¶** button.
    - Press **Ctrl+Shift+*** (asterisk).

To insert a line break

1. Position the cursor where you want to break the line.
2. Do either of the following:
    - On the **Layout** tab, in the **Page Setup** group, click **Breaks**, and then click **Text Wrapping**.
    - Press **Shift+Enter**.

To insert a tab character

1. Position the cursor where you want to add the tab character.
2. Press the **Tab** key.

To open the Tabs dialog box

1. Select any portion of one or more paragraphs that you want to manage tab stops for.
2. Open the **Paragraph** dialog box.
3. In the lower-left corner of the **Indents and Spacing** tab, click the **Tabs** button.

To align a tab and set a tab stop

1. Select any portion of one or more paragraphs that you want to set the tab stop for.
2. Click the **Tab** button at the left end of the ruler to cycle through the tab stop alignments, in this order: Left, Center, Right, Decimal, Bar.
3. When the **Tab** button shows the alignment you want, click the ruler at the point where you want to set the tab.

> ✓ **TIP** When you manually align a tab and set a tab stop, Word removes any default tab stops to the left of the one you set.

Or

1. Open the **Tabs** dialog box.
2. In the **Tab stop position** box, enter the position for the new tab stop.
3. In the **Alignment** and **Leader** areas, set the options you want for this tab stop.
4. Click **Set** to set the tab, and then click **OK**.

To change the position of an existing custom tab stop

1. Do either of the following:
    - Drag the tab marker on the ruler.
    - Open the **Tabs** dialog box. In the **Tab stop position** list, select the tab stop you want to change. Click the **Clear** button to clear the existing tab stop. Enter the replacement tab stop position in the **Tab stop position** box, click **Set**, and then click **OK**.

To remove a custom tab stop

1. Do either of the following:
    - Drag the tab marker away from the ruler.
    - In the **Tabs** dialog box, select the custom tab stop in the **Tab stop position** list, click **Clear**, and then click **OK**.

Apply character formatting

The appearance of your document helps to convey not only the document's message but also information about the document's creator—you. A neatly organized document that contains consistently formatted content and appropriate graphic elements, and that doesn't contain spelling or grammatical errors, invokes greater confidence in your ability to provide any product or service.

Earlier in this chapter, you learned about methods of applying formatting to paragraphs. This topic covers methods of formatting the text of a document. Formatting that you apply to text is referred to as *character formatting*. In Word documents, you can apply three types of character formatting:

- Individual character formats including font, font size, bold, italic, underline, strikethrough, subscript, superscript, font color, and highlight color
- Artistic text effects that incorporate character outline and fill colors
- Preformatted styles associated with the document template, many of which convey structural information (such as titles and headings)

When you enter text in a document, it is displayed in a specific font. By default, the font used for text in a new blank document is 11-point Calibri, but you can change the font of any element at any time. The available fonts vary from one computer to another, depending on the apps installed.

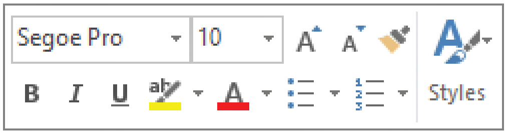
You can vary the look of a font by changing the following attributes:

- **Size** Almost every font has a range of sizes you can select from. (Sometimes you can set additional sizes beyond those listed.) The font size is measured in points, from the top of the ascenders to the bottom of the descenders. A point is approximately 1/72 of an inch (about 0.04 centimeters).
- **Style** Almost every font has a range of font styles. The most common are regular (or plain), italic, bold, and bold italic.
- **Effects** Fonts can be enhanced by applying effects, such as underlining, small capital letters (small caps), or shadows.
- **Character spacing** You can alter the spacing between characters by pushing them apart or squeezing them together.

Although some attributes might cancel each other out, they are usually cumulative. For example, you might use a bold font style in various sizes and various shades of green to make words stand out in a newsletter.

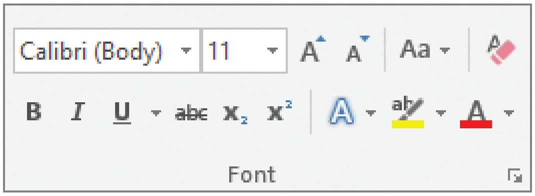
You apply character formatting from one of three locations:

- **Mini Toolbar** Several common formatting buttons are available on the Mini Toolbar that appears when you select text.


Segoe Pro
10
B
I
U
Styles

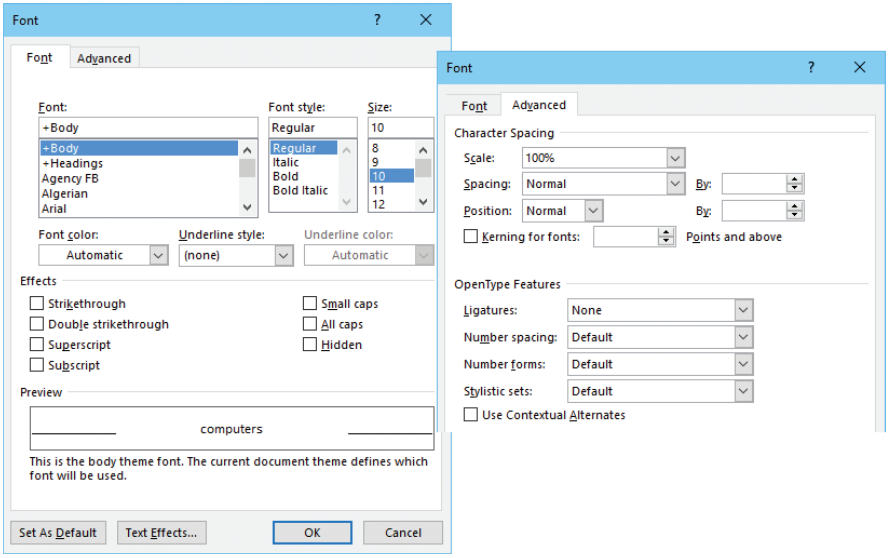
The Mini Toolbar appears temporarily when you select text, becomes transparent when you move the pointer away from the selected text, and then disappears entirely

- **Font group on the Home tab** This group includes buttons for changing the font and most of the font attributes you are likely to use.


Calibri (Body)
11
Aa
B
I
U
abc
Font

The most common font formatting commands are available on the Home tab

- **Font dialog box** Less-commonly applied attributes such as small caps and special underlining are available from the Font dialog box.


Font
?
Font
Advanced
+Body
+Headings
Agency FB
Algerian
Arial
Regular
Italic
Bold
Bold Italic
8
9
10
11
12
Effects
Preview
computers
Set As Default
Text Effects...
OK
Cancel
Character Spacing
OpenType Features

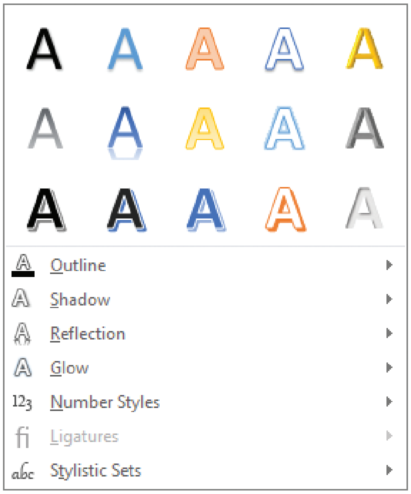
Font: +Body
Font style: Regular
Size: 10
Font color: Automatic
Underline style: (none)
Underline color: Automatic
☐ Strikethrough
☐ Double strikethrough
☐ Superscript
☐ Subscript
☐ Small caps
☐ All caps
☐ Hidden

This is the body theme font. The current document theme defines which font will be used.

Scale: 100%
Spacing: Normal By:
Position: Normal By:
☐ Kerning for fonts: Points and above
Ligatures: None
Number spacing: Default
Number forms: Default
Stylistic sets: Default
☐ Use Contextual Alternates

Font attributes that aren't available on the Home tab can be set here

In addition to applying character formatting to change the look of characters, you can apply predefined text effects (sometimes referred to as *WordArt*) to a selection to add more zing. The available effects match the current theme colors.



You can apply any predefined effect in the gallery or define a custom effect

These effects are somewhat dramatic, so you'll probably want to restrict their use to document titles and similar elements to which you want to draw particular attention.

To change the font of selected text

1. On the **Mini Toolbar** or in the **Font** group on the **Home** tab, in the **Font** list, click the font you want to apply.

To change the font size of selected text

1. Do any of the following on the **Mini Toolbar** or in the **Font** group on the **Home** tab:
    - In the **Font Size** list, click the font size you want to apply.
    - In the **Font Size** box, enter the font size you want to apply (even a size that doesn't appear in the list). Then press the **Enter** key.
    - To increase the font size in set increments, click the **Increase Font Size** button, or press **Ctrl+>**.
    - To decrease the font size in set increments, click the **Decrease Font Size** button, or press **Ctrl+<**.

To format selected text as bold, italic, or underlined

1. Do any of the following:
    - On the **Mini Toolbar**, click the **Bold**, **Italic**, or **Underline** button.
    - On the **Home** tab, in the **Font** group, click the **Bold**, **Italic**, or **Underline** button.
    - Press **Ctrl+B** to format the text as bold.
    - Press **Ctrl+I** to format the text as italic.
    - Press **Ctrl+U** to underline the text.

TIP To quickly apply a different underline style to selected text, click the arrow next to the Underline button on the Home tab, and then in the list, click the underline style you want to apply.

To cross out selected text by drawing a line through it

1. On the **Home** tab, in the **Font** group, click the **Strikethrough** button.

To display superscript or subscript characters

1. Select the characters you want to reposition.
2. On the **Home** tab, in the **Font** group, do either of the following:
    - Click the **Subscript** button to shift the characters to the bottom of the line.
    - Click the **Superscript** button to shift the characters to the top of the line.

To apply artistic effects to selected text

1. On the **Home** tab, in the **Font** group, click the **Text Effects and Typography** button, and then do either of the following:
    - In the gallery, click the preformatted effect combination that you want to apply.
    - On the menu, click **Outline**, **Shadow**, **Reflection**, **Glow**, **Number Styles**, **Ligatures**, or **Stylistic Sets**. Then make selections on the submenus to apply and modify those effects.

To change the font color of selected text

1. On the **Home** tab, in the **Font** group, click the **Font Color** arrow to display the **Font Color** menu.
2. In the **Theme Colors** or **Standard Colors** palette, select a color swatch to apply that color to the selected text.

> **TIP** To apply the Font Color button's current color, you can simply click the button (not its arrow). If you want to apply a color that is not shown in the Theme Colors or Standard Colors palette, click More Colors. In the Colors dialog box, click the color you want in the honeycomb on the Standard page, or click the color gradient or enter values for a color on the Custom page.

To change the case of selected text

1. Do either of the following:
   - On the **Home** tab, in the **Font** group, click the **Change Case** button, and then click **Sentence case**, **lowercase**, **UPPERCASE**, **Capitalize Each Word**, or **tOGGLE cASE**.
   - Press **Shift+F3** repeatedly to cycle through the standard case options (Sentence case, UPPERCASE, lowercase, and Capitalize Each Word).

> **IMPORTANT** The case options vary based on the selected text. If the selection ends in a period, the Capitalize Each Word option is unavailable. If the selection does not end in a period, the Sentence Case option is unavailable.

To highlight text

1. Select the text you want to change, and then do either of the following in the **Mini Toolbar** or in the **Font** group on the **Home** tab:
   - Click the **Text Highlight Color** button to apply the default highlight color.
   - Click the **Text Highlight Color** arrow, and then click a color swatch to apply the selected highlight color and change the default highlight color.

Or

1. Without first selecting text, do either of the following:
    - Click the **Text Highlight Color** button to select the default highlight color.
    - Click the **Text Highlight Color** arrow, and then click a color swatch to select that highlight color.
2. When the pointer changes to a highlighter, drag it across one or more sections of text to apply the highlight.
3. Click the **Text Highlight Color** button or press the **Esc** key to deactivate the highlighter.

To copy formatting to other text

1. Click anywhere in the text that has the formatting you want to copy.
2. On the **Home** tab, in the **Clipboard** group, do either of the following:
    - If you want to apply the formatting to only one target, click the **Format Painter** button once.
    - If you want to apply the formatting to multiple targets, double-click the **Format Painter** button.
3. When the pointer changes to a paintbrush, click or drag across the text you want to apply the copied formatting to.
4. If you activated the Format Painter for multiple targets, repeat step 3 until you finish applying the formatting. Then click the **Format Painter** button once, or press the **Esc** key, to deactivate the tool.

To repeat the previous formatting command

1. Select the text to which you want to apply the repeated formatting.
2. Do either of the following to repeat the previous formatting command:
    - On the **Quick Access Toolbar**, click the **Repeat** button.
    - Press **Ctrl+Y**.

To open the Font dialog box

1. Do either of the following:
    - On the **Home** tab, in the **Font** group, click the **Font** dialog box launcher.
    - Press **Ctrl+Shift+F**.

To remove character formatting

1. Select the text you want to clear the formatting from.
2. Do any of the following:
    - Press **Ctrl+Spacebar** to remove only manually applied formatting (and not styles).
    - On the **Home** tab, in the **Font** group, click the **Clear All Formatting** button to remove all styles and formatting other than highlighting from selected text.

      IMPORTANT If you select an entire paragraph, clicking Clear All Formatting will reset the paragraph to the default paragraph style.

    - On the **Home** tab, in the **Font** group, click the **Text Highlight Color** arrow and then, on the menu, click **No Color** to remove highlighting.

To change the character spacing

1. Select the text you want to change.
2. Open the **Font** dialog box, and then click the **Advanced** tab to display character spacing and typographic features.
3. In the **Spacing** list, click **Expanded** or **Condensed**.
4. In the adjacent **By** box, set the number of points you want to expand or condense the character spacing.
5. In the **Font** dialog box, click **OK**.

Character formatting and case considerations

The way you use character formatting in a document can influence its visual impact on your readers. Used judiciously, character formatting can make a plain document look attractive and professional, but excessive use can make it look amateurish and detract from the message. For example, using too many fonts in the same document is the mark of inexperience, so don't use more than two or three.

Bear in mind that lowercase letters tend to recede, so using all uppercase (capital) letters can be useful for titles and headings or for certain kinds of emphasis. However, large blocks of uppercase letters are tiring to the eye.

TIP Where do the terms *uppercase* and *lowercase* come from? Until the advent of computers, individual characters made of lead were assembled to form the words that would appear on a printed page. The characters were stored alphabetically in cases, with the capital letters in the upper case and the small letters in the lower case.

Create and modify lists

Lists are paragraphs that start with a character (usually a number or bullet) and are formatted with a hanging indent so that the characters stand out on the left end of each list item. Fortunately, Word takes care of the formatting of lists for you. You simply indicate the type of list you want to create. When the order of items is not important—for example, for a list of people or supplies—a bulleted list is the best choice. And when the order is important—for example, for the steps in a procedure—you will probably want to create a numbered list.

You can format an existing set of paragraphs as a list or create the list as you enter information into the document. After you create a list, you can modify, format, and customize the list as follows:

- You can move items around in a list, insert new items, or delete unwanted items. If the list is numbered, Word automatically updates the numbers.
- You can modify the indentation of the list. You can change both the overall indentation of the list and the relationship of the first line to the other lines.

- For a bulleted list, you can sort list items into ascending or descending order, change the bullet symbol, or define a custom bullet (even a picture bullet).
- For a numbered list, you can change the number style or define a custom style, and you can specify the starting number for a list.

To format a new bulleted or numbered list as you enter content

1. With the cursor at the position in the document where you want to start the list, do either of the following:
    - To start a new bulleted list, enter * (an asterisk) at the beginning of a paragraph, and then press the **Spacebar** or the **Tab** key before entering the list item text.
    - To start a new numbered list, enter 1. (the number 1 followed by a period) at the beginning of a paragraph, and then press the **Spacebar** or the **Tab** key before entering the list item text.

    When you start a list in this fashion, Word automatically formats it as a bulleted or numbered list. When you press Enter to start a new item, Word continues the formatting to the new paragraph. Typing items and pressing Enter adds subsequent bulleted or numbered items. To end the list, press Enter twice; or click the Bullets arrow or Numbering arrow in the Paragraph group on the Home tab, and then in the gallery, click None.

TIP If you want to start a paragraph with an asterisk or number but don't want to format the paragraph as a bulleted or numbered list, click the AutoCorrect Options button that appears after Word changes the formatting, and then in the list, click the appropriate Undo option. You can also click the Undo button on the Quick Access Toolbar or press Ctrl+Z.

To convert paragraphs to bulleted or numbered list items

1. Select the paragraphs that you want to convert to list items.
2. On the **Home** tab, in the **Paragraph** group, do either of the following:
    - Click the **Bullets** button to convert the selection to a bulleted list.
    - Click the **Numbering** button to convert the selection to a numbered list.

To create a list that has multiple levels

1. Start creating a bulleted or numbered list.
2. When you want the next list item to be at a different level, do either of the following:
    - To create the next item one level lower (indented more), press the **Tab** key at the beginning of that paragraph, before you enter the lower-level list item text.
    - To create the next item one level higher (indented less), press **Shift+Tab** at the beginning of the paragraph, before you enter the higher-level list item text.

    In the case of a bulleted list, Word changes the bullet character for each item level. In the case of a numbered list, Word changes the type of numbering used, based on a predefined numbering scheme.

TIP For a multilevel list, you can change the numbering pattern or bullets by clicking the Multilevel List button in the Paragraph group on the Home tab and then clicking the pattern you want, or you can define a custom pattern by clicking Define New Multilevel List.

To modify the indentation of a list

1. Select the list items whose indentation you want to change, and do any of the following:
    - On the **Home** tab, in the **Paragraph** group, click the **Increase Indent** button to move the list items to the right.
    - In the **Paragraph** group, click the **Decrease Indent** button to move the list items to the left.
    - Display the horizontal ruler, and drag the indent markers to the left or right.

TIP You can adjust the space between the bullets and their text by dragging only the Hanging Indent marker.

SEE ALSO For information about paragraph indentation, see “Apply paragraph formatting” earlier in this chapter.

To sort bulleted list items into ascending or descending order

1. Select the bulleted list items whose sort order you want to change.
2. On the **Home** tab, in the **Paragraph** group, click the **Sort** button to open the Sort Text dialog box.
3. In the **Sort by** area, click **Ascending** or **Descending**. Then click **OK**.

To change the bullet symbol

1. Select the bulleted list whose bullet symbol you want to change.
2. On the **Home** tab, in the **Paragraph** group, click the **Bullets** arrow.
3. In the **Bullets** gallery, click the new symbol you want to use to replace the bullet character that begins each item in the selected list.

To define a custom bullet

1. In the **Bullets** gallery, click **Define New Bullet**.
2. In the **Define New Bullet** dialog box, click the **Symbol**, **Picture**, or **Font** button, and make a selection from the wide range of options.
3. Click **OK** to apply the new bullet style to the list.

To change the number style

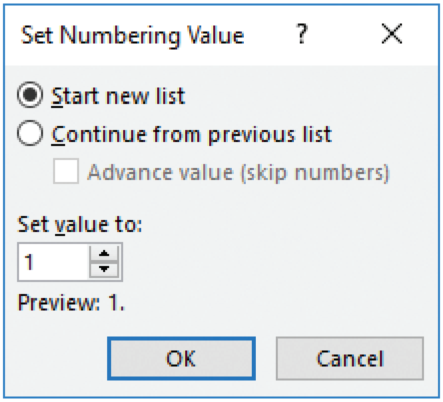
1. Select the numbered list whose number style you want to change.
2. On the **Home** tab, in the **Paragraph** group, click the **Numbering** arrow to display the Numbering gallery.
3. Make a new selection to change the style of the number that begins each item in the selected list.

To define a custom number style

1. In the **Numbering** gallery, click **Define New Number Format**.
2. In the **Define New Number Format** dialog box, do any of the following:
    - Change the selections in the **Number Style**, **Number Format**, or **Alignment** boxes.
    - Click the **Font** button, and make a selection from the wide range of options.
3. Click **OK** to apply the new numbering style to the list.

To start a list or part of a list at a predefined number

1. Place the cursor within an existing list, in the list paragraph whose number you want to set.
2. Display the **Numbering** gallery, and then click **Set Numbering Value** to open the Set Numbering Value dialog box.
3. Do either of the following to permit custom numbering:
    - Click **Start new list**.
    - Click **Continue from previous list**, and then select the **Advance value (skip numbers)** check box.
4. In the **Set value to** box, enter the number you want to assign to the list item. Then click **OK**.



● Start new list
○ Continue from previous list
☐ Advance value (skip numbers)

Set value to:
1

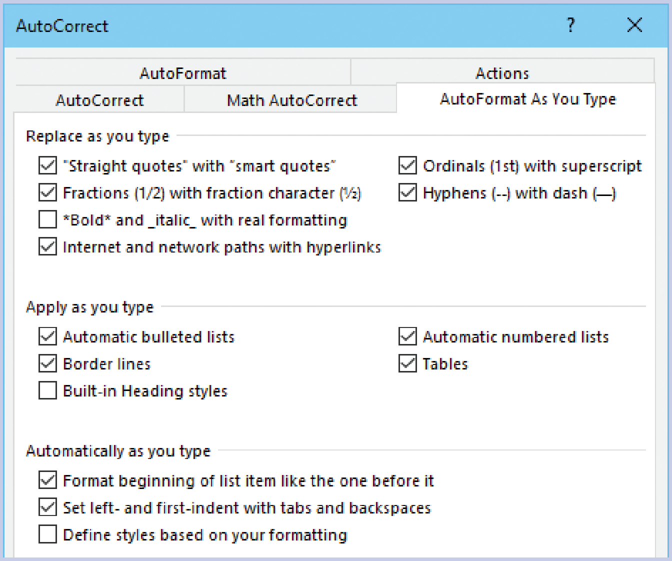
Preview: 1.

You can start or restart a numbered list at any number

Format text as you type

The Word list capabilities are only one example of the app's ability to intuit how you want to format an element based on what you type. You can learn more about these and other AutoFormatting options by exploring the AutoCorrect dialog box, which you can open from the Proofing page of the Word Options dialog box.

The AutoFormat As You Type page shows the options Word implements by default, including bulleted and numbered lists.



Replace as you type

- ☑ "Straight quotes" with "smart quotes"
- ☑ Fractions (1/2) with fraction character (½)
- ☐ *Bold* and _italic_ with real formatting
- ☑ Internet and network paths with hyperlinks
- ☑ Ordinals (1st) with superscript
- ☑ Hyphens (--) with dash (—)

Apply as you type

- ☑ Automatic bulleted lists
- ☑ Border lines
- ☐ Built-in Heading styles
- ☑ Automatic numbered lists
- ☑ Tables

Automatically as you type

- ☑ Format beginning of list item like the one before it
- ☑ Set left- and first-indent with tabs and backspaces
- ☐ Define styles based on your formatting

You can select and clear options to control automatic formatting behavior

One interesting option in this dialog box is Border Lines. When this check box is selected, typing three consecutive hyphens (-) or three consecutive underscores (_) and pressing Enter draws a single line across the page. Typing three consecutive equal signs (=) draws a double line, and typing three consecutive tildes (~) draws a zigzag line.

Apply built-in styles to text

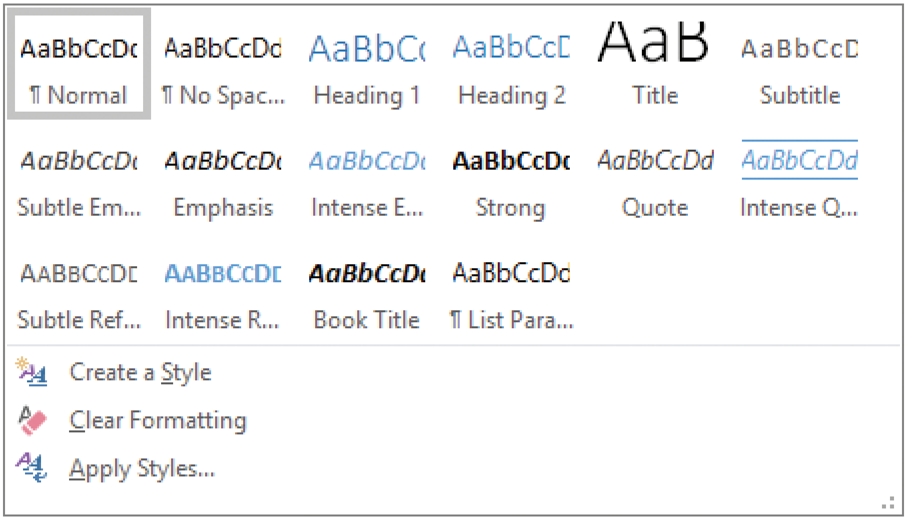
You don't have to know much about character and paragraph formatting to be able to format your documents in ways that will make them easier to read and more professional looking. With a couple of mouse clicks, you can easily change the look of words, phrases, and paragraphs by using styles. More importantly, you can build a document outline that is reflected in the Navigation pane and can be used to create a table of contents.

SEE ALSO For information about tables of contents, see "Create and modify tables of contents" in Chapter 13, "Reference content and content sources."

Apply styles

Styles can include character formatting (such as font, size, and color), paragraph formatting (such as line spacing and outline level), or a combination of both. Styles are stored in the template that is attached to a document. By default, blank new documents are based on the Normal template. The Normal template includes a standard selection of styles that fit the basic needs of most documents. These styles include nine heading levels, various text styles including those for multiple levels of bulleted and numbered lists, index and table of contents entry styles, and many specialized styles such as those for hyperlinks, quotations, placeholders, captions, and other elements.

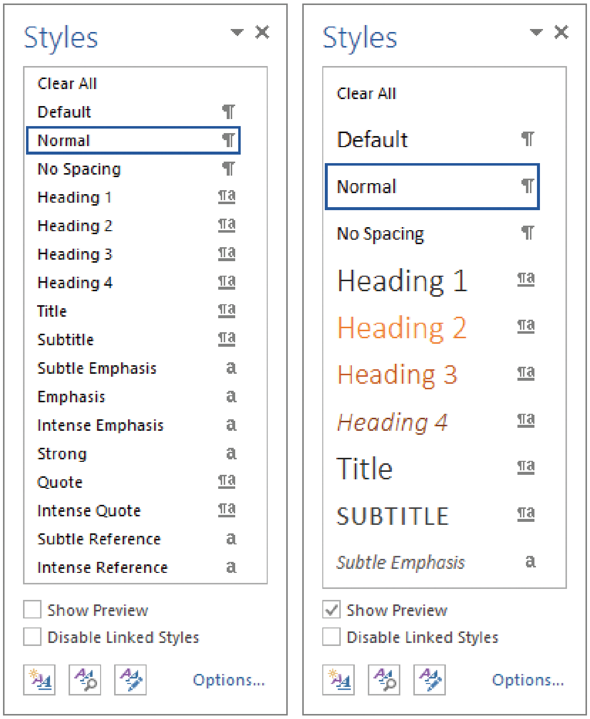
By default, most common predefined styles are available in the Styles gallery on the Home tab. You can add styles to the gallery or remove those that you don't often use.


AaBbCcDc
¶ Normal
AaBbCcDc
¶ No Spac...
AaBbCc
Heading 1
AaBbCcD
Heading 2
AaB
Title
AaBbCcD
Subtitle
AaBbCcDc
Subtle Em...
AaBbCcDc
Emphasis
AaBbCcDc
Intense E...
AaBbCcDc
Strong
AaBbCcDd
Quote
AaBbCcDd
Intense Q...
AABBCCDC
Subtle Ref...
AABBCCDC
Intense R...
AaBbCcDc
Book Title
AaBbCcDc
¶ List Para...
Create a Style
Clear Formatting
Apply Styles...

The Styles gallery in a new, blank document based on the Normal template

Initially, the Normal template displays only a limited number of styles in the Styles gallery, but in fact it contains styles for just about every element you can think of. Although they are available, these styles aren't actually used unless you apply the style or add the corresponding element to the document. For example, nine paragraph styles are available for an index, but none of them is used until you create and insert an index in the document.

You can display style names or previews in the Styles pane, and configure it to show all styles, styles that are in the template, styles that are used in the document, or recommended styles.

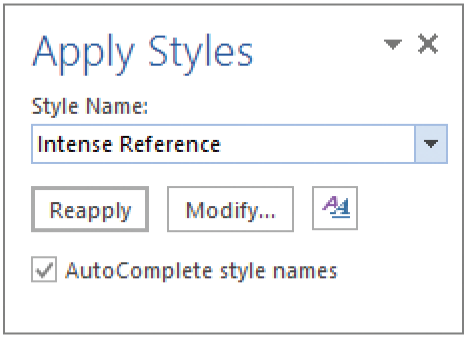

Styles
Clear All
Default
Normal
No Spacing
Heading 1
Heading 2
Heading 3
Heading 4
Title
Subtitle
Subtle Emphasis
Emphasis
Intense Emphasis
Strong
Quote
Intense Quote
Subtle Reference
Intense Reference
Options...
Styles
Clear All
Default
Normal
No Spacing
Heading 1
Heading 2
Heading 3
Heading 4
Title
SUBTITLE
Subtle Emphasis
Options...

☐ Show Preview
☐ Disable Linked Styles

☑ Show Preview
☐ Disable Linked Styles

The Styles pane can display style names or previews of the styles

If you don't have room to display the entire Styles pane, you can apply styles from the floating Apply Styles pane. The Style Name list in the Apply Styles pane displays the same set of styles that are in the Styles pane; that is, if the pane shows only the styles in use, so does the Style Name list.



Style Name: Intense Reference

☑ AutoComplete style names

The Style Name box displays the style applied to the active selection

There are three primary types of styles, identified in the Styles pane by icons:

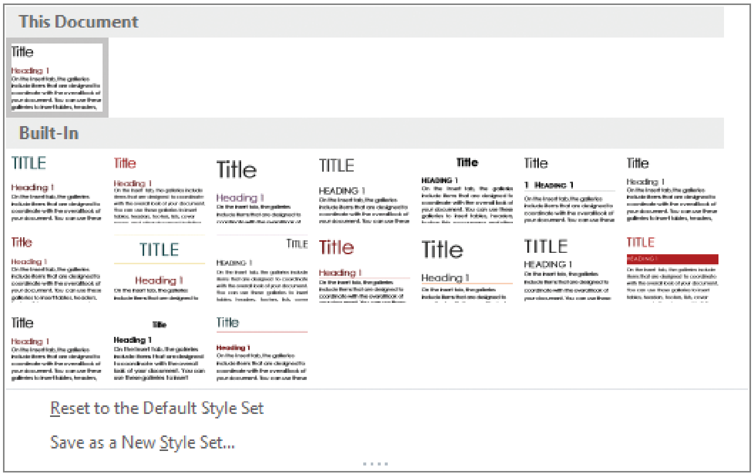
- **Paragraph** These styles can include any formatting that can be applied to a paragraph. They can also include character formatting. Paragraph styles are applied to the entire paragraph containing the cursor. In the Styles pane, a paragraph style is identified by a paragraph mark to the right of its name.
- **Character** These styles can include any formatting that can be applied to selected text. They are applied on top of the character formatting defined for the paragraph style. Like direct character formatting, character styles are applied to selected text; to apply them to an entire paragraph, you must select the paragraph. In the Styles pane, a character style is identified by a lowercase letter *a*.
- **Linked** These styles are hybrids. If you click in a paragraph and then apply the style, the style is applied to the entire paragraph like a paragraph style. If you select text and then apply the style, the style is applied to the selection only. In the Styles pane, a linked style is identified by both a paragraph mark and a lowercase letter *a*.

TIP Two additional style types, Table and List, are reserved for styles for those document elements.

Styles stored in a template are usually based on the Normal style and use only the default body and heading fonts associated with the document's theme, so they all go together well. For this reason, formatting document content by using styles produces a harmonious effect. After you apply named styles, you can easily change the look of an entire document by switching to a different style set that contains styles with the same names but different formatting.

SEE ALSO For information about document theme elements, see “Change the document theme,” later in this chapter.

Style sets are available from the Document Formatting gallery on the Design tab.



Pointing to a style set in the gallery displays a live preview of the effects of applying that style set to the entire document

TIP Style sets provide a quick and easy way to change the look of an existing document. You can also modify style definitions by changing the template on which the document is based. For more information about styles and templates, see Chapter 15, “Create custom document elements.”

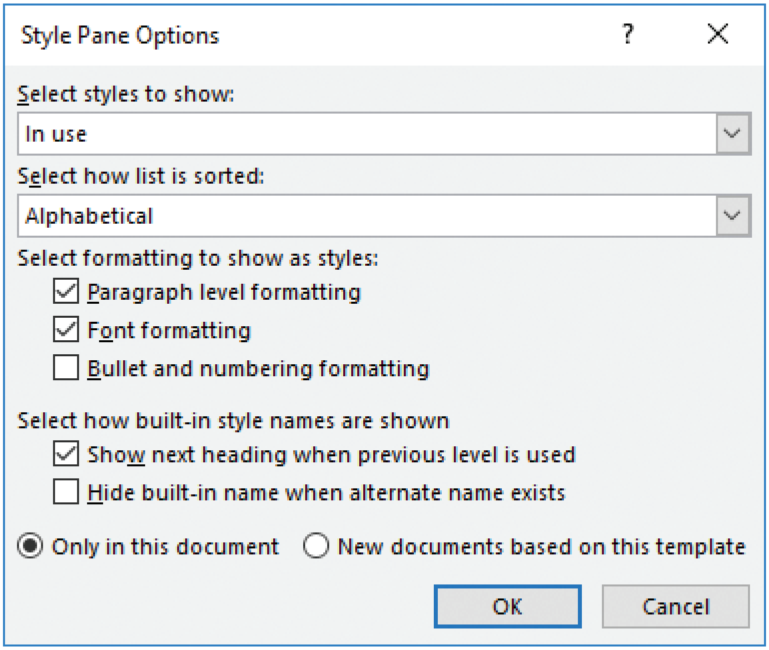
To open the Styles pane

1. Do either of the following:
    - On the **Home** tab, click the **Styles** dialog box launcher.
    - Press **Alt+Ctrl+Shift+S**.

TIP If the Styles pane floats above the page, you can drag it by its title bar to the right or left edge of the app window to dock it. If it’s docked, you can drag it away from the edge of the window to float it.

To change which styles are displayed in the Styles pane

1. At the bottom of the **Styles** pane, click the **Options** link to open the Style Pane Options dialog box.



Style Pane Options

Select styles to show: In use

Select how list is sorted: Alphabetical

Select formatting to show as styles:

☑ Paragraph level formatting

☑ Font formatting

☐ Bullet and numbering formatting

Select how built-in style names are shown

☑ Show next heading when previous level is used

☐ Hide built-in name when alternate name exists

● Only in this document ○ New documents based on this template

To make it easier to find specific styles, sort the list alphabetically

2. In the **Style Pane Options** dialog box, do any of the following, and then click **OK**:
   - In the **Select styles to show** list, click one of the following:
     - **Recommended** Displays styles that are tagged in the template as recommended for use
     - **In use** Displays styles that are applied to content in the current document
     - **In current document** Displays styles that are in the template that is attached to the current document
     - **All styles** Displays built-in styles, styles that are in the attached template, and styles that were brought into the document from other templates

  - In the **Select how list is sorted** list, click **Alphabetical**, **As Recommended**, **Font**, **Based on**, or **By type**
  - In the **Select formatting to show as styles** area, select each check box for which you want to display variations from named styles
  - In the **Select how built-in style names are shown** area, select the check box for each option you want to turn on

To display or hide style previews in the Styles pane

1. Open the **Styles** pane, and then select or clear the **Show Preview** check box.

> **TIP** Selecting the Show Preview check box displays style names in the formatting assigned to the style. Pointing to a style displays its formatting specifications.

To open the Apply Styles pane

1. On the **Home** tab, in the **Styles** group, click the **More** button (in the lower-right corner of the Styles gallery pane) to display the Styles gallery and menu.
2. On the **Styles** menu, click **Apply Styles**.

To apply a style from the Apply Styles pane

1. Do either of the following:
   - To apply the style that is shown in the Style Name list, click the **Reapply** button.
   - To apply a different style, click the **Style Name** list and then click the style you want to apply.

To apply a built-in style

1. Select the text or paragraph to which you want to apply the style.

> **TIP** If the style you want to apply is a paragraph style, you can position the cursor anywhere in the paragraph. If the style you want to apply is a character style, you must select the text.

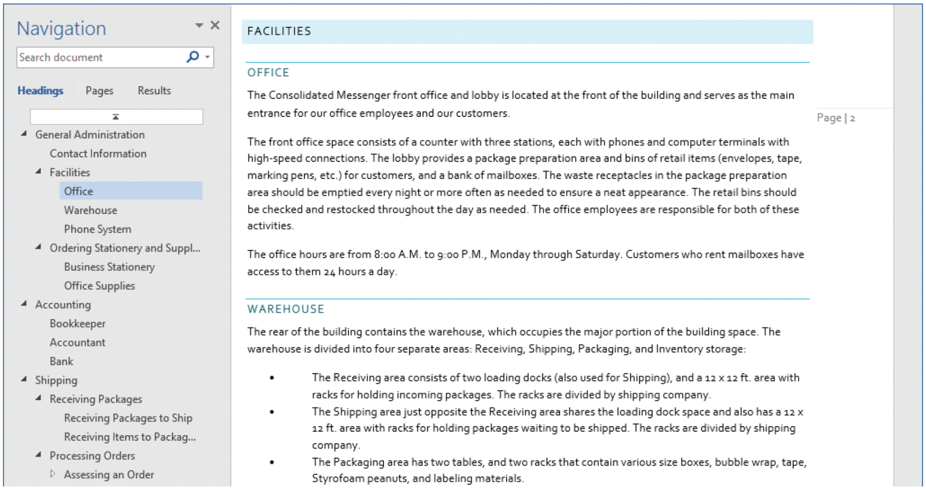
2. In the **Styles** gallery on the **Home** tab, or in the **Styles** pane, click the style you want to apply.

To change the style set

1. On the **Design** tab, in the **Document Formatting** group, click the **More** button if necessary to display all the style sets.
2. Point to any style set to preview its effect on the document.
3. Click the style set you want to apply.

Manage outline levels

Styles can be used for multiple purposes: to affect the appearance of the content, to build a document outline, and to tag content so that you can easily locate it.


Navigation
Search document
Headings
Pages
Results
General Administration
Contact Information
Facilities
Office
Warehouse
Phone System
Ordering Stationery and Suppl...
Business Stationery
Office Supplies
Accounting
Bookkeeper
Accountant
Bank
Shipping
Receiving Packages
Receiving Packages to Ship
Receiving Items to Packag...
Processing Orders
Assessing an Order
Page | 2

FACILITIES

OFFICE

The Consolidated Messenger front office and lobby is located at the front of the building and serves as the main entrance for our office employees and our customers.

The front office space consists of a counter with three stations, each with phones and computer terminals with high-speed connections. The lobby provides a package preparation area and bins of retail items (envelopes, tape, marking pens, etc.) for customers, and a bank of mailboxes. The waste receptacles in the package preparation area should be emptied every night or more often as needed to ensure a neat appearance. The retail bins should be checked and restocked throughout the day as needed. The office employees are responsible for both of these activities.

The office hours are from 8:00 A.M. to 9:00 P.M., Monday through Saturday. Customers who rent mailboxes have access to them 24 hours a day.

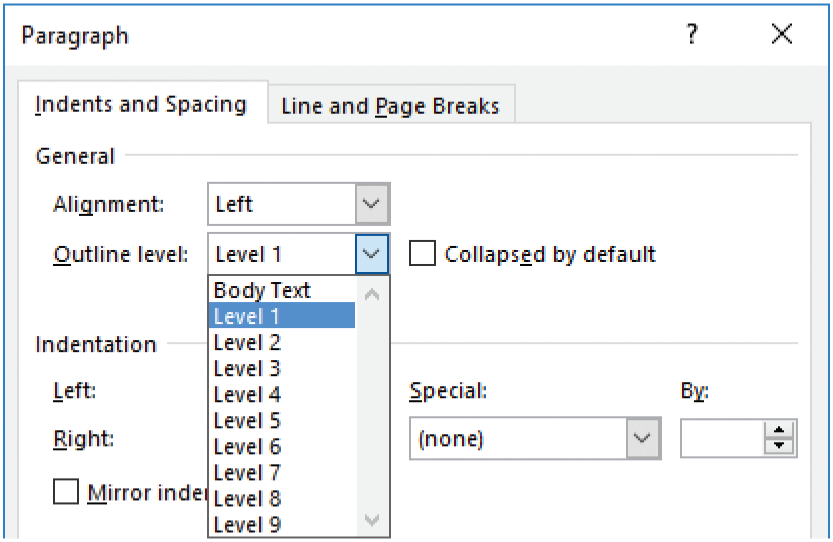
WAREHOUSE

The rear of the building contains the warehouse, which occupies the major portion of the building space. The warehouse is divided into four separate areas: Receiving, Shipping, Packaging, and Inventory storage:

- The Receiving area consists of two loading docks (also used for Shipping), and a 12 x 12 ft. area with racks for holding incoming packages. The racks are divided by shipping company.
- The Shipping area just opposite the Receiving area shares the loading dock space and also has a 12 x 12 ft. area with racks for holding packages waiting to be shipped. The racks are divided by shipping company.
- The Packaging area has two tables, and two racks that contain various size boxes, bubble wrap, tape, Styrofoam peanuts, and labeling materials.

Heading styles define a document's outline

Each paragraph style has an associated Outline Level setting. Outline levels include Body Text and Level 1 through Level 9. (Most documents make use only of body text and the first three or four outline levels.)


Paragraph
?
Indents and Spacing
Line and Page Breaks
General
Indentation
Body Text
Level 1
Level 2
Level 3
Level 4
Level 5
Level 6
Level 7
Level 8
Level 9
Left:
Right:
By:

Alignment: Left

Outline level: Level 1

☐ Collapsed by default

Special: (none)

☐ Mirror inde

Most documents use only two to four of the outline levels

Paragraphs that have the Level 1 through Level 9 outline levels become part of the hierarchical structure of the document. They appear as headings in the Navigation pane and act as handles for the content that appears below them in the hierarchy. You can collapse and expand the content below each heading, and move entire sections of content by dragging the headings in the Navigation pane.

To display the document outline in the Navigation pane

1. In the **Navigation** pane, click **Headings** to display the document structure.

> **TIP** Only headings that are styled with the document heading styles appear in the Navigation pane.

To expand or collapse the outline in the Navigation pane

1. In the **Navigation** pane, do either of the following:
    - If there is a white triangle to the left of a heading, click it to expand that heading to show its subheadings.
    - If there is a downward-angled black triangle to the left of a heading, click it to collapse the subheadings under that heading.

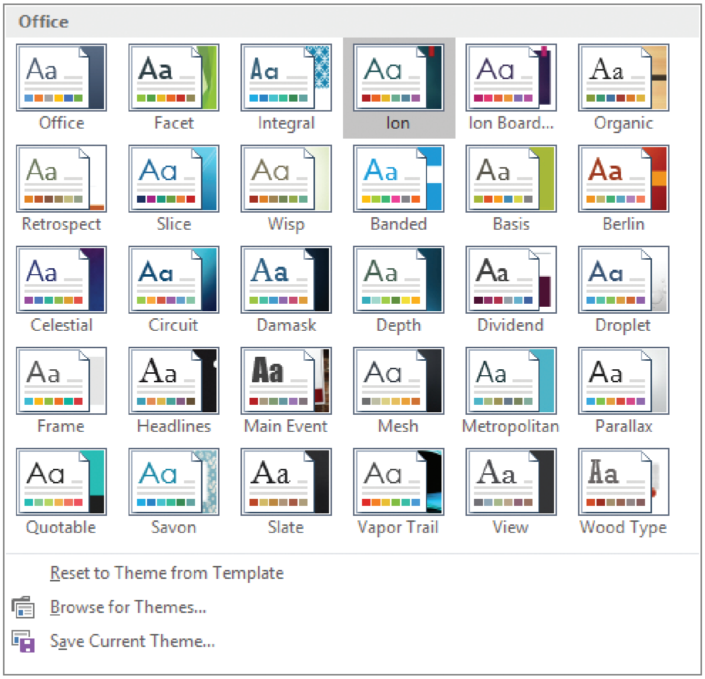
> **TIP** If there is no triangle next to a heading, that heading does not have subheadings.

To expand or collapse sections in the document

1. In a document that contains styles, point to a heading to display a triangle to its left. Then do either of the following:
    - If the triangle is a downward-angled gray triangle, click the triangle to hide the content that follows the heading.
    - If the triangle is a white triangle, click the triangle to display the hidden document content.

Change the document theme

Every document you create is based on a template, and the look of the template is controlled by a theme. The theme is a combination of coordinated colors, fonts, and effects that visually convey a certain tone. To change the look of a document, you can apply a different theme from the Themes gallery.

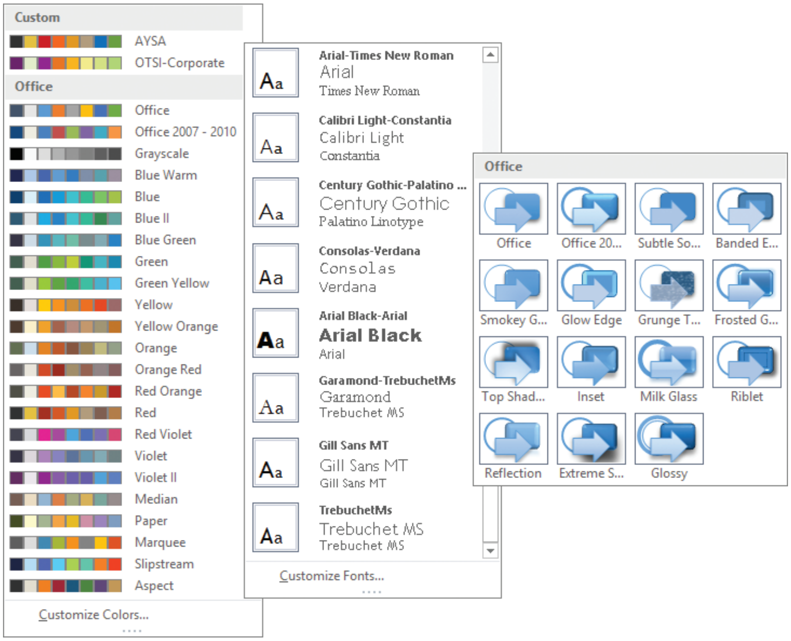

Office
Office
Facet
Integral
Ion
Ion Board...
Organic
Retrospect
Slice
Wisp
Banded
Basis
Berlin
Celestial
Circuit
Damask
Depth
Dividend
Droplet
Frame
Headlines
Main Event
Mesh
Metropolitan
Parallax
Quotable
Savon
Slate
Vapor Trail
View
Wood Type
Reset to Theme from Template
Browse for Themes...
Save Current Theme...

The default installation of Word 2016 offers 30 themes to choose from

Each theme has a built-in font set and color set, and an associated effect style.

- Each font set includes two fonts—the first is used for headings and the second for body text. In some font sets, the heading and body fonts are the same.
- Each color in a color set has a specific role in the formatting of styled elements. For example, the first color in each set is applied to the Title and Intense Reference styles, and different shades of the third color are applied to the Subtitle, Heading 1, and Heading 2 styles.

If you like the background elements of a theme but not the colors or fonts, you can mix and match theme elements.


Custom
AYSA
OTSI-Corporate
Office
Office
Office 2007 - 2010
Grayscale
Blue Warm
Blue
Blue II
Blue Green
Green
Green Yellow
Yellow
Yellow Orange
Orange
Orange Red
Red Orange
Red
Red Violet
Violet
Violet II
Median
Paper
Marquee
Slipstream
Aspect
Customize Colors...
Aa
Arial-Times New Roman
Arial
Times New Roman
Aa
Calibri Light-Constantia
Calibri Light
Constantia
Aa
Century Gothic-Palatino ...
Century Gothic
Palatino Linotype
Aa
Consolas-Verdana
Consolas
Verdana
Aa
Arial Black-Arial
Arial Black
Arial
Aa
Garamond-TrebuchetMs
Garamond
Trebuchet MS
Aa
Gill Sans MT
Gill Sans MT
Gill Sans MT
Aa
TrebuchetMs
Trebuchet MS
Trebuchet MS
Customize Fonts...
Office
Office
Office 20...
Subtle So...
Banded E...
Smokey G...
Glow Edge
Grunge T...
Frosted G...
Top Shad...
Inset
Milk Glass
Riblet
Reflection
Extreme S...
Glossy

Word 2016 offers thousands of different combinations for creating a custom theme that meets your exact needs

SEE ALSO For information about creating custom themes, see “Create and manage custom themes” in Chapter 15, “Create custom document elements.”

TIP In addition to colors and fonts, you can control the more subtle design elements, such as paragraph spacing and visual effects that are associated with a theme.

By default, Word applies the Office theme to all new, blank documents. In Word 2016, the Office theme uses a primarily blue palette, the Calibri font for body text, and Calibri Light for headings. If you plan to frequently use a theme other than the Office theme, you can make that the default theme.

To apply a built-in theme to a document

1. On the **Design** tab, in the **Document Formatting** group, click the **Themes** button, and then click the theme you want to apply.

> **TIP** If you have manually applied formatting to document content, the theme does not override the manual formatting. To ensure that all document elements are controlled by the theme, click Reset To The Default Style Set on the Document Formatting menu.

To change theme elements in a document

1. On the **Design** tab, in the **Document Formatting** group, do any of the following:
   - Click the **Colors** button (the ScreenTip says *Theme Colors*), and then click the color set you want to apply.
   - Click the **Fonts** button (the ScreenTip says *Theme Fonts*), and then click the font set you want to apply.
   - Click the **Effects** button (the ScreenTip says *Theme Effects*), and then click the effect style you want to apply.

To change the default theme

1. In the document, apply the theme you want to use as the default theme.
2. On the **Design** tab, in the **Document Formatting** group, click **Set as Default**.

Skills review

In this chapter, you learned how to:

- Apply paragraph formatting
- Structure content manually
- Apply character formatting
- Create and modify lists
- Apply built-in styles to text
- Change the document theme

Practice tasks

The practice files for these tasks are located in the Word2016SBS\Ch04 folder. You can save the results of the tasks in the same folder.

Apply paragraph formatting

Open the FormatParagraphs document, display formatting marks, and then complete the following tasks:

1. Display the rulers and adjust the zoom level to display most or all of the paragraphs in the document.
2. Select the first two paragraphs (*Welcome!* and the next paragraph) and center them between the margins.
3. Select the second paragraph, and apply a first line indent.
4. Select the third paragraph and then apply the following formatting:
   - Format the paragraph so that the edges of the paragraph are flush against both the left and right margins.
   - Indent the paragraph by a half inch on the left and on the right.
5. Indent the *Be careful* paragraph by 0.25 inches.
6. Simultaneously select the *Pillows*, *Blankets*, *Towels*, *Limousine winery tour*, and *In-home massage* paragraphs. Change the paragraph spacing to remove the space after the paragraphs.
7. At the top of the document, apply an outside border to the *Please take a few minutes* paragraph.
8. Save and close the document.

Structure content manually

Open the StructureContent document, display formatting marks, and then complete the following tasks:

1. Display the rulers and adjust the zoom level to display most or all of the paragraphs in the document.
2. In the second paragraph (*We would like*...), insert a line break immediately after the comma and space that follow the word *cottage*.
3. Select the *Pillows*, *Blankets*, *Towels*, and *Dish towels* paragraphs. Insert a left tab stop at the **2** inch mark and clear any tab stops prior to that location.
4. In the *Pillows* paragraph, replace the space before the word *There* with a tab marker. Repeat the process to insert tabs in each of the next three paragraphs. The part of each paragraph that follows the colon is now aligned at the 2-inch mark, producing more space than you need.
5. Select the four paragraphs containing tabs, and then do the following:
   - Change the left tab stop from the **2** inch mark to the **1.25** inch mark.
   - On the ruler, drag the **Hanging Indent** marker to the tab stop at the **1.25** inch mark (the Left Indent marker moves with it) to cause the second line of the paragraphs to start in the same location as the first line. Then press the **Home** key to release the selection so you can review the results.
6. At the bottom of the document, select the three paragraphs containing dollar amounts, and then do the following:
   - Set a **Decimal Tab** stop at the **3** inch mark.
   - Replace the space to the left of each dollar sign with a tab to align the prices on the decimal points.
7. Hide the formatting marks to better display the results of your work.
8. Save and close the document.

Apply character formatting

Open the FormatCharacters document, and then complete the following tasks:

1. In the second bullet point, underline the word *natural*. Then repeat the formatting command to underline the word *all*, in the fourth bullet point.
2. In the fourth bullet point, click anywhere in the word *across*. Apply a thick underline to the word in a way that also assigns the **Thick underline** format to the **Underline** button. Then apply the thick underline to the word *departments*.
3. Select the *Employee Orientation* heading, and apply bold formatting to the heading.
4. Copy the formatting, and then paint it onto the *Guidelines* subtitle, to make the subtitle a heading.
5. Select the *Guidelines* heading, and apply the following formatting:
   - Change the font to **Impact**.
   - Set the font size to **20** points.
   - Apply the **Small caps** font effect.
   - Expand the character spacing by **10** points.
6. Change the font color of the words *Employee Orientation* to **Green, Accent 6**.
7. Select the *Community Service Committee* heading, and apply the following formatting:
   - Outline the letters in the same color you applied to *Employee Orientation*.
   - Apply an **Offset Diagonal Bottom Left** outer shadow. Change the shadow color to **Green, Accent 6, Darker 50%**.
   - Fill the letters with the **Green, Accent 6** color, and then change the text outline to **Green, Accent 6, Darker 25%**.

   You have now applied three text effects to the selected text by using three shades of the same green.

8. In the first bullet point, select the phrase *the concept of service* and apply a **Bright Green** highlight.
9. In the fifth bullet point, simultaneously select the words *brainstorming*, *planning*, and *leadership* and change the case of all the letters to uppercase.
10. Save and close the document.

Create and modify lists

Open the CreateLists document, display formatting marks and rulers, and then complete the following tasks:

1. Select the first four paragraphs below *The rules fall into four categories*. Format the selected paragraphs as a bulleted list. Then change the bullet character for the four list items to the one that is composed of four diamonds.
2. Select the two paragraphs below the *Definitions* heading. Format the selected paragraphs as a numbered list.
3. Select the first four paragraphs below the *General Rules* heading. Format the paragraphs as a second numbered list. Ensure that the new list starts with the number 1.
4. Format the next three paragraphs as a bulleted list. (Notice that Word uses the bullet symbol you specified earlier.) Indent the bulleted list so that it is a subset of the preceding numbered list item.
5. Format the remaining three paragraphs as a numbered list. Ensure that the list numbering continues from the previous numbered list.
6. Locate the *No large dogs* numbered list item. Create a new second-level numbered list item (**a**) from the text that begins with the word *Seeing*. Then create a second item (**b**) and enter **The Board reserves the right to make exceptions to this rule.**
7. Create a third list item (**c**). Promote the new list item to a first-level item, and enter **All pets must reside within their Owners' Apartments.** Notice that the *General Rules* list is now organized hierarchically.
8. Sort the three bulleted list items in ascending alphabetical order.
9. Save and close the document.

Apply built-in styles to text

Open the ApplyStyles document in Print Layout view, and then complete the following tasks:

1. Scroll through the document to gain an overview of its contents. Notice that the document begins with a centered title and subtitle, and there are several headings throughout.
2. Open the **Navigation** pane. Notice that the Headings page of the Navigation pane does not reflect the headings in the document, because the headings are formatted with local formatting instead of styles.
3. Open the **Styles** pane and dock it to the right edge of the app window.
4. Set the zoom level of the page to fit the page content between the Navigation pane and the Styles pane.
5. Apply the **Title** style to the document title, *All About Bamboo*.
6. Apply the **Subtitle** style to the *Information Sheet* paragraph.
7. Apply the **Heading 1** style to the first bold heading, *Moving to a New Home*. Notice that the heading appears in the Navigation pane.
8. Hide the content that follows the heading. Then redisplay it.
9. Apply the **Heading 1** style to *Staying Healthy*. Then repeat the formatting to apply the same style to *Keeping Bugs at Bay*.
10. Scroll the page so that both underlined headings are visible. Select the *Mites* and *Mealy Bugs* headings. Then simultaneously apply the **Heading 2** style to both selections.
11. Configure the **Styles** pane to display all styles, in alphabetical order.
12. In the **Navigation** pane, just above the headings, click the *Jump to the beginning* button to return to the document title.
13. In the first paragraph of the document, select the company name *Wide World Importers*, and apply the **Intense Reference** style.
14. In the second paragraph, near the end of the first sentence, select the word *clumping*, and apply the **Emphasis** style. Then, at the end of the sentence, apply the same style to the word *running*.

15. Close the **Navigation** pane and the **Styles** pane. Then configure the view setting to display both pages of the document in the window.
16. Apply the **Basic (Elegant)** style set to the document. Change the view to **Page Width** and notice the changes to the styled content.
17. Save and close the document.

Change the document theme

Open the ChangeTheme document, and then complete the following tasks:

1. Apply the **Facet** theme to the document.
2. Change the theme colors to the **Orange** color scheme.
3. Change the theme fonts to the **Georgia** theme set.
4. Set the **Facet** theme as the default theme for the document.
5. Save and close the document.

7

Insert and modify diagrams

Diagrams are graphics that convey information. Business documents often include diagrams to clarify concepts, describe processes, and show hierarchical relationships. Word 2016 includes a powerful diagramming feature called SmartArt that you can use to create diagrams directly in your documents. By using these dynamic diagram templates, you can produce eye-catching and interesting visual representations of information.

SmartArt graphics can illustrate many different types of concepts. Although they consist of collections of shapes, SmartArt graphics are merely visual containers for information stored as bulleted lists. You can also incorporate pictures and other images to create truly spectacular, yet divinely professional, diagrams.

This chapter guides you through procedures related to creating diagrams, modifying diagrams, and creating picture diagrams.

In this chapter

- Create diagrams
- Modify diagrams
- Create picture diagrams

Practice files

For this chapter, use the practice files from the Word2016SBS\Ch07 folder. For practice file download instructions, see the introduction.

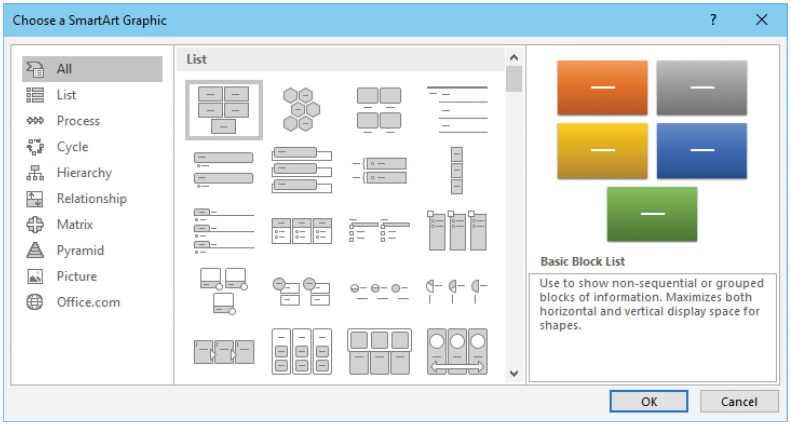
Create diagrams

Sometimes the concepts you want to convey to an audience are best presented in diagrams. You can easily create a dynamic, appealing diagram by using SmartArt graphics, which visually express information in predefined sets of shapes. You can use SmartArt graphics to easily create sophisticated diagrams that illustrate the following concepts:

- **List** These diagrams visually represent lists of related or independent information—for example, a list of items needed to complete a task, including pictures of the items.
- **Process** These diagrams visually describe the ordered set of steps that are required to complete a task—for example, the steps for getting a project approved.
- **Cycle** These diagrams represent a circular sequence of steps, tasks, or events, or the relationship of a set of steps, tasks, or events to a central, core element—for example, the looping process for continually improving a product based on customer feedback.
- **Hierarchy** These diagrams illustrate the structure of an organization or entity—for example, the top-level management structure of a company.
- **Relationship** These diagrams show convergent, divergent, overlapping, merging, or containment elements—for example, how using similar methods to organize your email, calendar, and contacts can improve your productivity.
- **Matrix** These diagrams show the relationship of components to a whole—for example, the product teams in a department.
- **Pyramid** These diagrams illustrate proportional or interconnected relationships—for example, the amount of time that should ideally be spent on different phases of a project.

The layout of content in a SmartArt diagram is controlled by a behind-the-scenes bulleted list. When creating a SmartArt diagram in Word, you choose a layout first, and then populate the associated list in a window called the Text pane.

The dialog box from which you choose the SmartArt graphic layout displays monochromatic representations of the layouts—this is only so that the colors don't confuse the process of choosing a layout. The actual colors of the SmartArt diagram are based on the color scheme of the document, and you can choose from several different color patterns. The categories in the left pane of the dialog box are not mutually exclusive, so some diagrams appear in more than one category.



Basic Block List

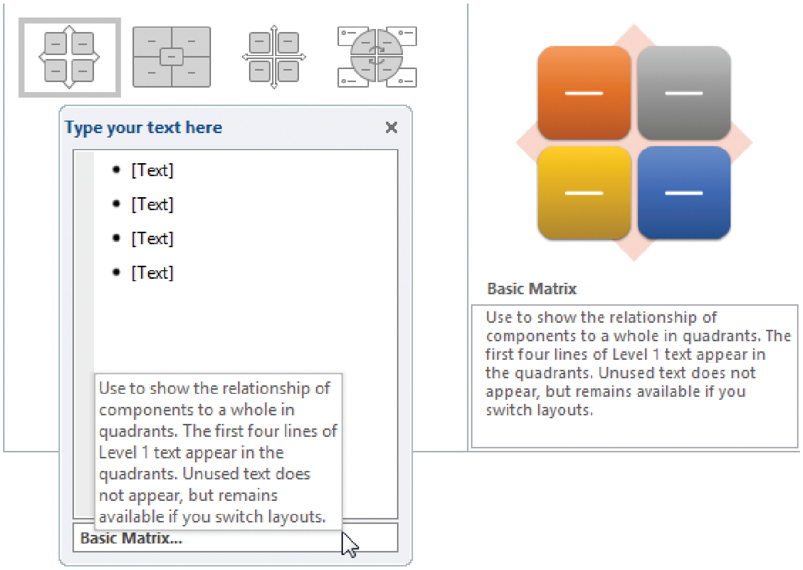
Use to show non-sequential or grouped blocks of information. Maximizes both horizontal and vertical display space for shapes.

Word 2016 includes about 200 SmartArt templates

TIP After you create a SmartArt diagram, you can change its content, layout, and colors. For information about changing the diagram colors, see "Modify diagrams" later in this chapter.

Clicking a layout in the Choose A SmartArt Graphic dialog box displays a color mockup of the diagram and information about any restrictions on the number of entries or list levels that the layout supports.

TIP You can find the layout information in the Text pane after you create the diagram. Sometimes the Text pane displays the layout name and description at the bottom; other times only the layout name is displayed. When this is the case, simply point to the layout name to display the layout description in a ScreenTip.



Use to show the relationship of components to a whole in quadrants. The first four lines of Level 1 text appear in the quadrants. Unused text does not appear, but remains available if you switch layouts.

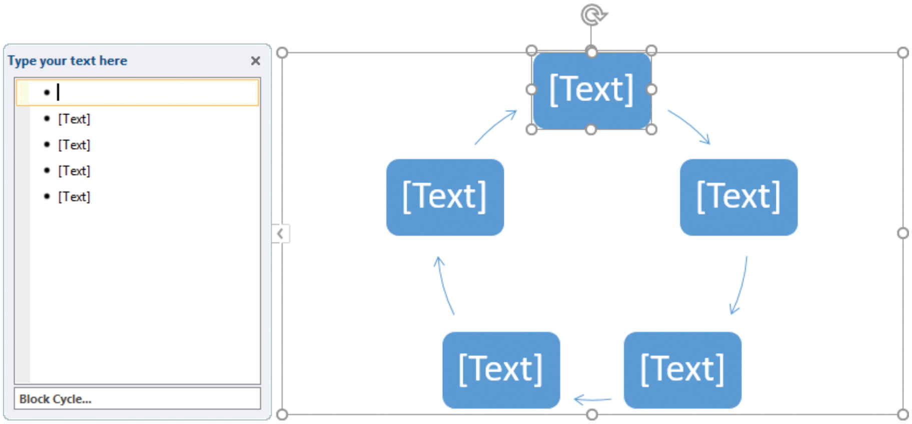
Basic Matrix...

Basic Matrix

Use to show the relationship of components to a whole in quadrants. The first four lines of Level 1 text appear in the quadrants. Unused text does not appear, but remains available if you switch layouts.

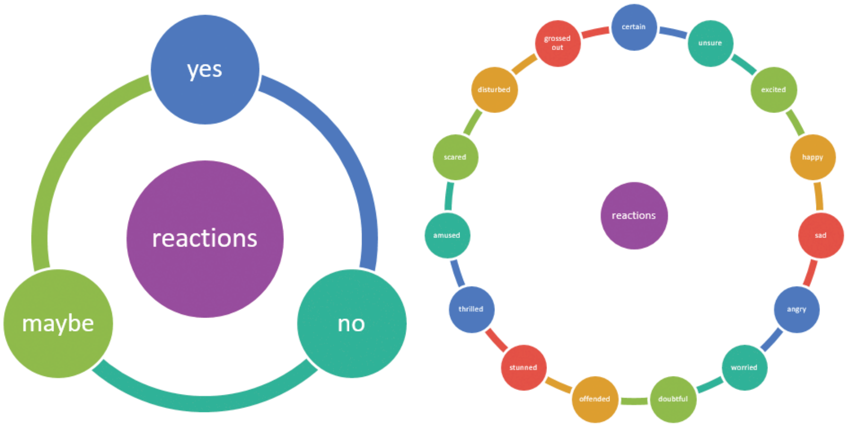
The detailed description of the selected SmartArt diagram can help you choose the right diagram for your needs

After you choose a layout, Word inserts the basic diagram into the document and displays the Text pane containing placeholder information. You can enter more or less information than is required by the original diagram.



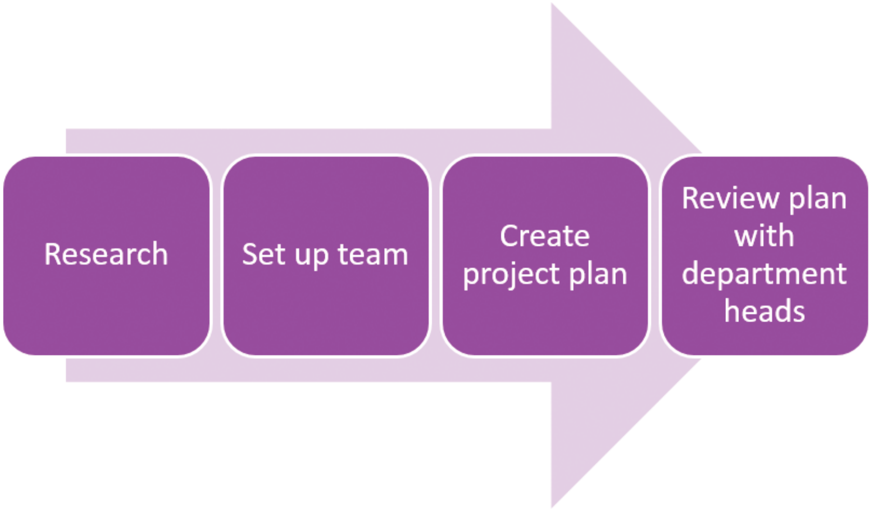
When you enter text in either the Text pane or the selected shape, that text also appears in the other location

You can insert and modify text either directly in the diagram shapes or in the associated Text pane. (You can hide the Text pane when you're not using it, and redisplay it if you need it.) The Text pane might display only a single-level bulleted list, or a multiple-level list if the diagram layout supports multiple levels. You can expand the diagram either by adding more list items or by adding more shapes. Some diagram layouts support a specific number of entries and others can be expanded significantly.


yes
reactions
maybe
no
certain
unsure
excited
happy
sad
angry
worried
doubtful
offended
stunned
thrilled
amused
scared
disturbed
grossed out
reactions

The number of items displayed by a diagram can be expanded or reduced to convey the precise meaning you want to convey

In layouts that support additional entries, the diagram shapes change to accommodate the content. Within a diagram, the shape size and font size always stay consistent. If a text entry is too long to fit a shape, the text size changes in all the shapes.


Research
Set up team
Create project plan
Review plan with department heads

Word keeps your SmartArt diagrams looking professional by automatically adjusting text size as needed

TIP You can move, resize, and wrap text around SmartArt graphics just as you can other types of images. For information about configuring image layout options, see "Arrange objects on a page" in Chapter 10, "Organize and arrange content."

To create a diagram in a document

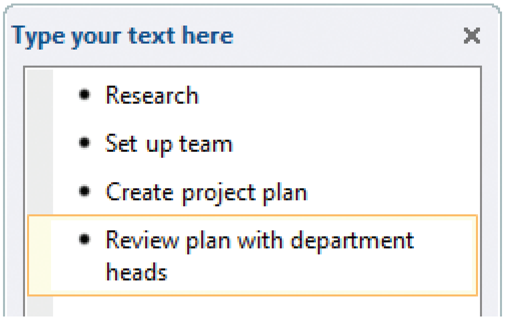
1. Position the cursor in the document where you want to insert the diagram.
2. Do either of the following to open the Choose a SmartArt Graphic dialog box:
   - On the **Insert** tab, in the **Illustrations** group, click the **SmartArt** button.
   - Press **Alt+N+M**.
3. In the left pane, select a type of diagram. Then in the center pane, select a diagram layout thumbnail to view an example, along with a description of what the diagram best conveys, in the right pane.
4. Click **OK** to insert the selected diagram at the cursor.

To enter text into diagram shapes

1. If the **Text** pane isn't open, select the diagram, and then do either of the following:
   - Click the chevron on the left side of the diagram frame to open the Text pane.
   - On the **Design** tool tab for SmartArt (not the regular document Design tab), in the **Create Graphic** group, click the **Text Pane** button.
2. In the **Text** pane, select the first placeholder, and enter the text you want to display in the corresponding shape. Notice that the content you enter in the bulleted list appears immediately in the corresponding diagram shape. Then do any of the following:
   - Press the **Down Arrow** key to move to the next placeholder.
   - At the beginning of a list item, press **Tab** to increase the indent level of the current list item.

- At the end of a list item, press **Enter** to add an item to the bulleted list and add a shape to the diagram.
- Press **Delete** to remove an unused list item.

3. Repeat step 2 until you've entered all the diagram content.



- Research
- Set up team
- Create project plan
- Review plan with department heads

You can use the Text pane both to easily enter text and to quickly review your text for errors

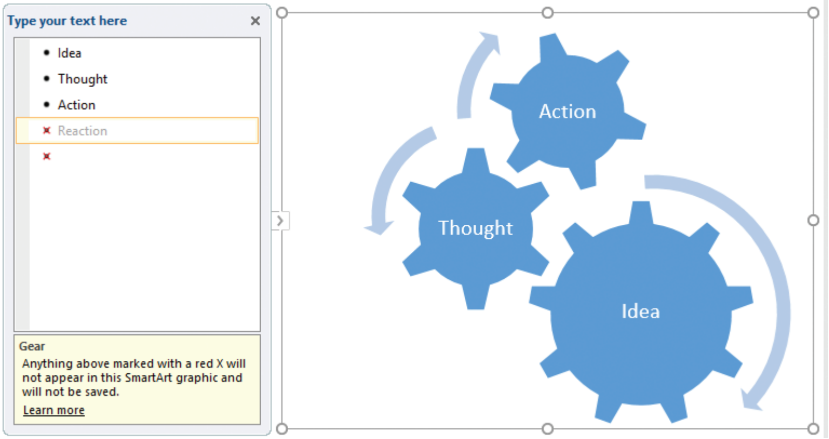
TIP For a clean look, don't use ending punctuation for the text that appears in the SmartArt graphic shapes.

4. In the **Text** pane, click the **Close** button (the **X**).

Modify diagrams

After you create a diagram and add the text you want to display in it, you can move and size it to fit the space, and format it to achieve professional-looking results.

If the diagram layout you originally selected doesn't precisely meet your needs, you can easily change to a different layout. Some layouts preserve information that doesn't fit, and others don't; a message at the bottom of the Text pane provides information so you can make an informed decision.



Type your text here

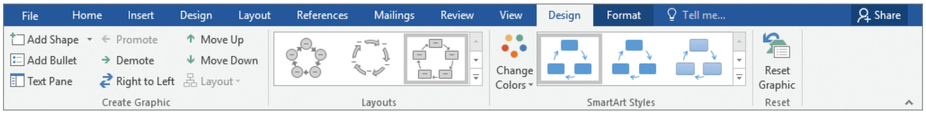
- Idea
- Thought
- Action
- Reaction

Gear
Anything above marked with a red X will not appear in this SmartArt graphic and will not be saved.
Learn more

Action
Thought
Idea

Some diagrams can support only a limited number of text entries

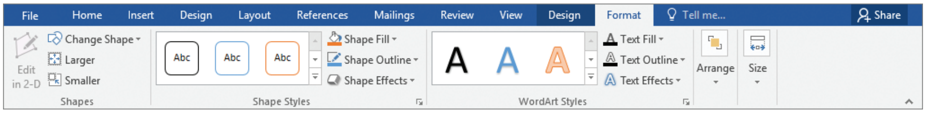
When a SmartArt graphic is active, the SmartArt Tools tab group on the ribbon includes two tabs: Design and Format.


File
Home
Insert
Design
Layout
References
Mailings
Review
View
Design
Format
Tell me...
Share
Add Shape
Add Bullet
Text Pane
Promote
Demote
Right to Left
Move Up
Move Down
Layout
Create Graphic
Layouts
Change Colors
SmartArt Styles
Reset Graphic
Reset

The Design tool tab for SmartArt graphics

You can make many changes directly on the diagram canvas, but if you prefer, you can also make changes from the ribbon. From the Design tool tab, you can make changes such as the following:

- Add, move, and change the hierarchy of shapes.
- Change to a different layout.
- Change the color scheme of the diagram.
- Change the effects applied to the diagram shapes.
- Reset the diagram to its default settings.


File
Home
Insert
Design
Layout
References
Mailings
Review
View
Design
Format
Tell me...
Share
Edit in 2-D
Change Shape
Larger
Smaller
Shapes
Abc
Abc
Abc
Shape Fill
Shape Outline
Shape Effects
Shape Styles
A
A
A
Text Fill
Text Outline
Text Effects
WordArt Styles
Arrange
Size

The Format tool tab for SmartArt graphics

From the Format tool tab, you can make changes such as the following:

- Change the shape of an individual diagram shape—for example, change a square to a star to make it stand out.
- Change the size of an individual diagram shape.
- Apply a built-in shape style.
- Apply colors and effects to specific shapes.
- Apply WordArt text effects to the text in a shape.
- Position and resize the SmartArt graphic.

To add a shape to a SmartArt graphic

1. Select the diagram, and do either of the following:
    - Open the **Text** pane. At the end of a list item, press **Enter** to add an item to the bulleted list and a shape to the diagram.
    - On the **Design** tool tab, in the **Create Graphic** group, click the **Add Shape** button.

To remove a shape from a SmartArt graphic

1. Do either of the following:
    - In the diagram, select the shape.
    - In the **Text** pane, select the list item.
2. Press the **Delete** key.

To move a shape in a SmartArt graphic

1. Do either of the following:
    - In the diagram, drag the shape to a different position.
    - In the **Text** pane, drag the list item to a different position.

To change the hierarchy of shapes in a SmartArt graphic

> **IMPORTANT** You can promote and demote shapes only in SmartArt layouts that support multiple levels of content.

1. In the diagram, select a shape.
2. On the **Design** tool tab, in the **Create Graphic** group, do either of the following:
   - Click the **Promote** button to increase the level of the selected shape or list item.
   - Click the **Demote** button to decrease the level of the selected shape or list item.

Or

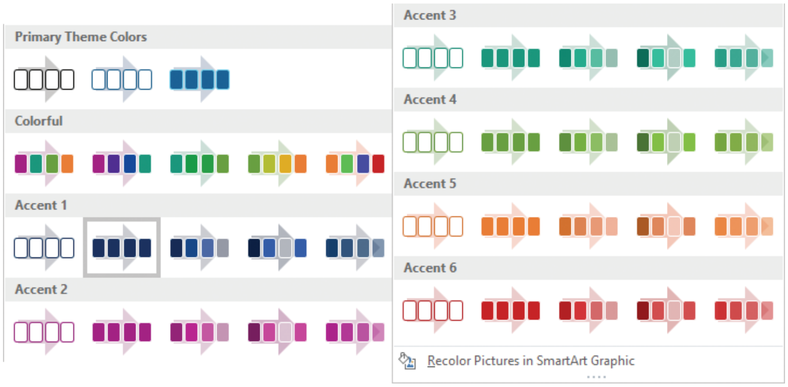
1. In the **Text** pane, click at the beginning of a list item.
2. Do either of the following:
   - Press **Tab** to demote the list item (and the shape).
   - Press **Shift+Tab** to promote the list item (and shape).

To change a SmartArt graphic to a different layout

1. Select the diagram.
2. On the **Design** tool tab, in the **Layouts** group, click the **More** button to expand the **Layouts** gallery. This view of the gallery displays only the available diagram layouts for the currently selected diagram layout category.
3. In the **Layouts** gallery, do either of the following:
   - Click a thumbnail to change the diagram to the new layout in the same category.
   - At the bottom of the gallery, click **More Layouts** to display the Choose A SmartArt Graphic dialog box. Locate and select the layout you want to apply, and then click **OK**.

To change the color scheme of a SmartArt graphic

1. On the **Design** tool tab, in the **SmartArt Styles** group, click the **Change Colors** button to display the SmartArt coloring options in the current color scheme.



The options are based on the document color scheme

2. Point to any color set to display a live preview of that option. Click the color set that you like to apply it to the diagram.

To change the effects applied to the shapes in a SmartArt graphic

1. Select the diagram. On the **Format** tool tab, in the **Shape Styles** group, click the **Shape Effects** button.
2. On the **Shape Effects** menu, click an effect category. Then on the **Variations** menu, point to any thumbnail to display a live preview of the effect.
3. Click a thumbnail to apply that effect to the diagram.

To reset a SmartArt graphic to its default formatting

1. Select the diagram, and on the **Design** tool tab, in the **Reset** group, click the **Reset Graphic** button.

To change the shape of an individual diagram shape

1. Right-click the diagram shape you want to change, and then click **Change Shape**.
2. In the **Shape** gallery, click any shape to change the diagram shape.

To change the size of an individual diagram shape

1. Select the shape, and then do either of the following:
    - Drag the sizing handle to the size you want.
    - On the **Format** tool tab, in the **Size** group, set the **Height** and **Width**.

To apply colors and effects to specific shapes

1. Select a shape. On the **Format** tool tab, in the **Shape Styles** group, do any of the following:
    - From the **Shape Styles** gallery, apply a preformatted set of styles.
    - From the **Shape Fill, Shape Outline, or Shape Effects** menu, apply individual style formats.

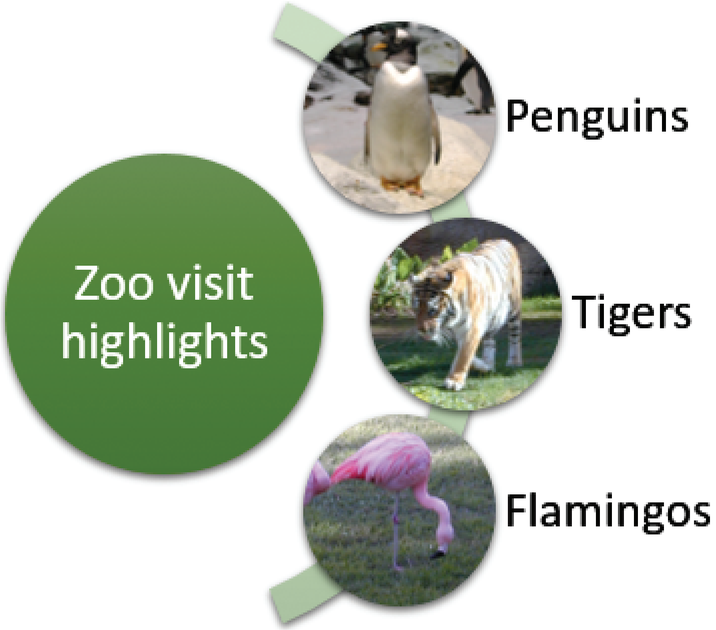
To apply WordArt text effects to the text in a shape

1. Do either of the following:
    - Select the diagram to apply WordArt text effects to all the text in a diagram.
    - Select a shape to apply WordArt text effects to only the selected shape.
2. On the **Format** tool tab, in the **WordArt Styles** group, click the **More** button to display the WordArt Styles gallery.
3. In the **WordArt Styles** gallery, point to any thumbnail to display a live preview of the effect.
4. Click a thumbnail to apply the effect to the selected shape or shapes.

TIP For a custom WordArt effect, you can select the text fill color, the text outline color, and the text effect individually from the corresponding menus in the WordArt Styles group.

Create picture diagrams

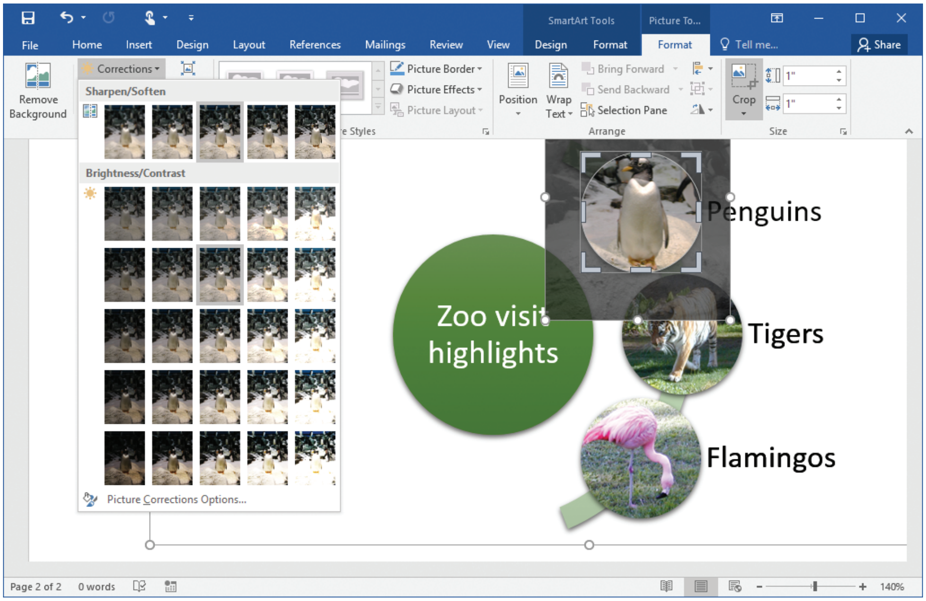
Most SmartArt graphics present text information in shapes, but some can display pictures instead of, or in addition to, text. Most SmartArt graphic categories include some picture options, but picture diagrams are also available in their own category to help you locate them if you specifically want to create a diagram that includes pictures.



Diagrams that include spaces for pictures have "Picture" in the layout name

You can insert pictures into a SmartArt graphic from the same sources that you can insert them into a document: your computer or a connected storage location, a SharePoint library, a Facebook photo album, a OneDrive or OneDrive for Business storage folder, or the Internet. As always, take care when reusing pictures that you find on the Internet to ensure that you don't violate someone's copyright.

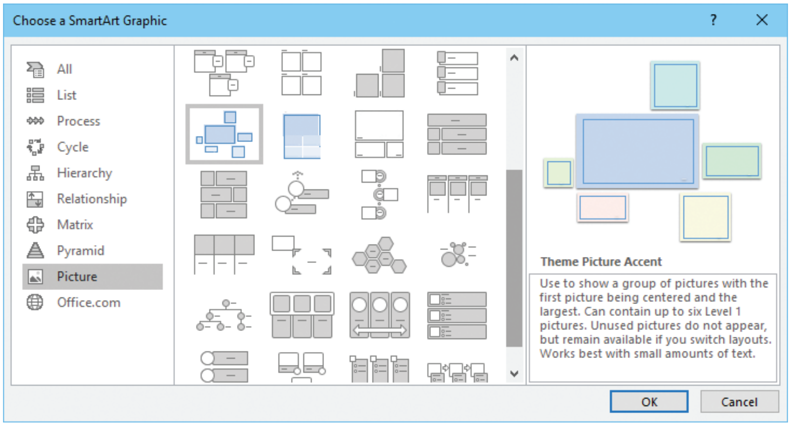
When you insert or select a picture in a SmartArt graphic, the SmartArt Tools tab group and the Picture Tools tab group are active. You can edit pictures that you insert in diagrams the same way you edit those you insert directly into documents.


SmartArt Tools
Picture To...
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Design
Format
Format
Tell me...
Share
Remove Background
Corrections
Sharpen/Soften
Brightness/Contrast
Picture Corrections Options...
Picture Border
Picture Effects
Picture Layout
Styles
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Arrange
Crop
1"
1"
Size
Zoo visit highlights
Penguins
Tigers
Flamingos
Page 2 of 2
0 words
140%

You can magnify the picture within the diagram space, remove the picture background, or apply an artistic effect

To insert a picture diagram in a document

1. Position the cursor in the document where you want to insert a picture diagram.
2. On the **Insert** tab, in the **Illustrations** group, click the **SmartArt** button to open the Choose a SmartArt Graphic dialog box.
3. In the left pane, click **Picture** to display the picture diagram options. Then in the middle pane, click any thumbnail to display information about the diagram and the number of pictures you can use in it.


Choose a SmartArt Graphic
?
×
All
List
Process
Cycle
Hierarchy
Relationship
Matrix
Pyramid
Picture
Office.com
OK
Cancel

Theme Picture Accent

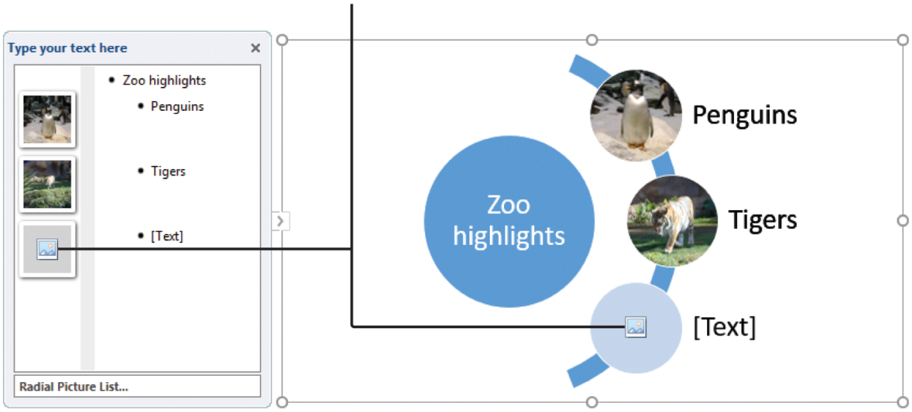
Use to show a group of pictures with the first picture being centered and the largest. Can contain up to six Level 1 pictures. Unused pictures do not appear, but remain available if you switch layouts. Works best with small amounts of text.

Picture diagram descriptions include information to help you decide how to best display your pictures

4. In the **Choose a SmartArt Graphic** dialog box, click **OK** to insert the selected picture diagram template.

To replace a picture placeholder in a diagram

1. In the **Text** pane or in a diagram shape, click the **Insert Picture** icon to open the Insert Pictures window.


Insert Picture icons

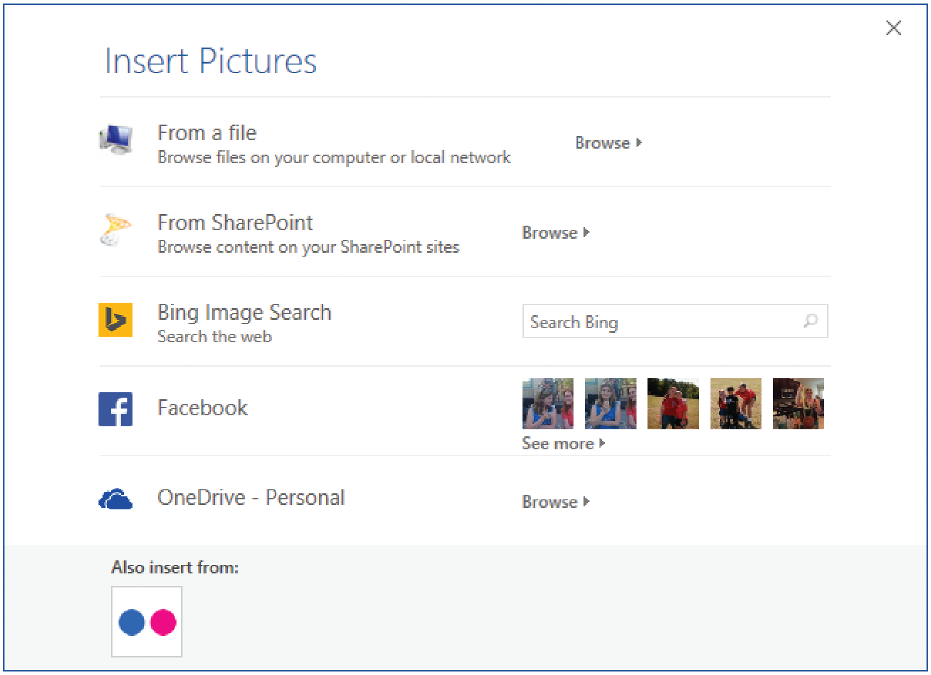
Type your text here
×
Radial Picture List...

- Zoo highlights
    - Penguins
    - Tigers
    - [Text]

Zoo highlights
Penguins
Tigers
[Text]

Word makes it easy to insert pictures in a picture diagram

2. In the **Insert Pictures** window, which displays the locations from which you can insert pictures into the diagram, click the source you want to use, or enter a term in the search box and then click the **Search** button.



Insert Pictures

From a file
Browse files on your computer or local network

From SharePoint
Browse content on your SharePoint sites

Bing Image Search
Search the web

Facebook

OneDrive - Personal

Also insert from:

The Insert Pictures window provides access to local and online resources

3. Browse to and select the picture you want to use. Then click the **Insert** button to replace the picture placeholder.

Skills review

In this chapter, you learned how to:

- Create diagrams
- Modify diagrams
- Create picture diagrams

Practice tasks

The practice files for these tasks are located in the Word2016SBS\Ch07 folder. You can save the results of the tasks in the same folder.

Create diagrams

Open the CreateDiagrams document, and then perform the following tasks:

1. Position the cursor below the existing page title.
2. Open the **Choose a SmartArt Graphic** dialog box, and review the available layouts. Click any layout that interests you to display information about it in the right pane.
3. Display the **Cycle** category of layouts. Click the **Hexagon Radial** layout, and then click **OK** to create the diagram in the document.
4. If the **Text** pane for the SmartArt graphic isn't already open, open it. Notice that the Text pane displays two levels of bullets. The first-level bullet populates the center hexagon and the second-level bullets populate the six surrounding hexagons.
5. In the **Text** pane, select the first bullet and then enter **My Health**. The words appear in the center hexagon.
6. In the **Text** pane, select the second bullet, enter **Physical**, and then press the **Down Arrow** key to move to the third bullet. The word appears in one of the outer hexagons.
7. Repeat step 6 to enter **Mental** and **Emotional** in the next two hexagons.
8. In the diagram, click one of the empty outer hexagon shapes to select it, and then click it again to activate the text insertion point. In the hexagon, enter **Financial**.
9. Repeat step 8 to enter **Social** and **Spiritual** in the final two outer hexagons.
10. Save and close the document.

Modify diagrams

Open the ModifyDiagrams document, and then perform the following tasks:

1. The Balance diagram on the page displays balance scales with up to four shapes stacked on each side. Select the **Balance** diagram. If the **Text** pane doesn't automatically open, open it.
2. In the **Text** pane, click at the end of the word *Family*, and then press **Enter** to create a new second-level bullet and add a corresponding shape to the diagram. Notice that with three shapes on each side, the scale moves to show that the two sides are balanced.
3. In the new shape, enter **Sports**.
4. In the diagram, click the **Job** shape to select it.
5. From the **Design** tool tab, add a shape to the **Work** side of the diagram. In the new shape, enter **Household management**. Notice that the scale tips to show that there are more shapes on the **Work** side.
6. In the diagram, select the word *Life*. From the **Format** tool tab, apply a WordArt style of your choice. Then apply a WordArt style to the word *Work*.
7. Select the entire diagram. On the **Design** tool tab, display the **Change Colors** gallery, and click the thumbnail of the color and pattern you want to use.
8. Display the **SmartArt Styles** gallery. Point to each of the thumbnails to display a live preview of the style. Then apply the style you like best.
9. Open the **Text** pane, and move the **Troop leader** and **Coach** shapes from the **Work** side of the diagram to the **Life** side. Notice that when there is more content than the shape supports, the unused content is dimmed and preceded by an X.
10. Select the diagram and expand the **Layouts** gallery. Point to each of the other layouts to find one that you can use to illustrate this same information. Click the layout you like best.
11. Experiment with any other modifications you'd like to make to the diagram.
12. Save and close the document.

Create picture diagrams

Open the CreatePictograms document, and then perform the following tasks:

1. Position the cursor below the existing page title.
2. Open the **Choose a SmartArt Graphic** dialog box, and click the **Picture** category.
3. Click any picture diagram layout that interests you to display information about it in the right pane.
4. Click the **Bending Picture Blocks** layout, and then click **OK** to insert the diagram in the document.
5. Populate the diagram by inserting the **Chickens**, **Penguins**, and **Tiger** pictures from the practice file folder into the picture placeholders.
6. Enter the corresponding animal names next to the pictures.
7. Add a shape to the diagram. Insert the **Fish** picture and corresponding name in the new shape.
8. Select the four shapes that contain animal names. From the **Format** tool tab for SmartArt, apply a different shape style.
9. Close the **Text** pane, and then click the **Tiger** picture. From the **Format** tool tab for pictures, crop the picture so that the animal fills the width of the picture shape.
10. Make any other improvements to the graphics that you want.
11. From the **Design** tool tab, apply a color set and effects of your choice.
12. Save and close the document.

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About the author

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