

USING *MS WORD* TO CREATE LEARNING RESOURCES

ACTIVITIES 1-3

Activity 1 – Using styles to format your work

Step 1 – Open a file

Start *Word* and either open a document of your choosing or use the 'Unformatted Word Document' that you will find in the **Sample Documents** folder.

In order to use the 'Unformatted Word Document', go to the **Sample Documents** folder and *click on the file*. If your computer offers to let you save the file, save it to convenient location as 'Sample Document'. Then open it in *Word*. If your computer just opens the document, use the cursor to select all the text. Click the right mouse button and choose copy. Then paste the material into a new document in *Word* and save it to convenient location as 'Sample Document'.

[N.B. the Formatted Word Document, the Readable Accessible HTML and the Zipped HTML documents are examples of what the this Sample Document may look like at the end of the workshop. You may wish to refer to them later.]

Step 2 – Applying styles

Most of you will have noticed a box on the toolbar that usually contains the word "Normal". Few people seem to go further. However, if you *click on the arrow next to the box* a menu containing a list of phrases like "Heading 1", "Heading 2" etc. will appear. These are pre-formatted 'styles' if you select a piece of text and then choose one of these, the piece of text will be formatted to look exactly like the example in the list. *Word* recognizes these styles and can use them to create things like Tables of Contents and outlines (see Activity 4); and you can use them to more easily structure your documents and export that structure to other applications like *PowerPoint* (see Activity 3) and online documents (s Activity 2).

You can alter these styles to suit yourself or create entirely new ones (see Step 3), but for this first activity just use whatever is available on the machine you are using. If you want to know more about styles consult *Word's* 'Help' system or attend the advanced *Word* workshop. Details are in the Staff Development Portfolio.

Use the available headings to apply structure to your document. Choose 'Heading 1' and apply it to all the top-most headings". Choose "Heading 2" for the next most important heading and so on. Choose "Normal" and apply it to any blocks of text under a heading. Most blocks of text are probably already "Normal" and won't need to be changed. N.B. you can always tell what style a piece of text is by clicking on it and checking the style box on the menu bar.

If you are working from the 'Sample Document' treat the first line "There are five issues to consider" as Heading 1 and words "Issue 1, 2" etc. as Heading 2 and the statements "A brief statement of issue X" as Normal. This may seem a bit odd at first, but you will need these lines in a later activity.

N.B. if you are working on your own document, applying normal may remove things like bold or italic that you have added. This is because they are probably modifications to your "Normal" style. For today this doesn't matter, but remember in future to create your styles before creating your document and to take care when modifying existing documents. Using styles can be a very efficient way of improving the look of existing documents, but take care to proof read them.

When you have finished applying the styles, *choose Save* and close the document.

Step 3 – Creating your own style template

You can create your own style template for things that you do regularly, e.g. lecture notes, class handouts etc. The easiest way to do this is to carefully apply styles to one such document when you create it. Then save it. Then save it as a Document Template with a name you will recognize – e.g. MyHandouts. To do this *Choose Save As* and then *select Document Template* from the *Save as type* drop down menu immediately under the file name box at the bottom centre of the *Save as* window. Note: as soon as you choose 'Document Template' *Word* will automatically save the file to the Templates directory on the computer, so that you can access your template from the Style Gallery (see Step 4) in future.

If you wish you can try this out on a document of your own choosing now. However, for the purposes of this activity it may be better to simply copy the 'Sample Word Template' from the Sample Documents folder and go on to Step 4. You will probably find that you have to first save this document to a convenient place on your computer as a *Word* Document (see Step 1) before saving it as a Document Template (see above).

Step 4 – Using a predetermined Style from the Style Gallery

There are a number of different ways through which you can apply a Document Template to a document you are working on and these vary a little from one version of *Word* to another. However, one simple way is to choose a template from the style gallery. To do this:

First open the document you formatted in Step 2.

Then from the Menu Bar: *Choose Format. Choose Theme. Choose Style Gallery.* [N.B. in versions of *Word* earlier than *Word 2000 Choose Format. Choose Style Gallery.*]

You will now see a list of possible templates including the one you generated in Step 3. Unfortunately, you will probably find that on machines at the University most of these have not been installed. If you think they might be useful to you, ask the technical support staff in your school or department to install them on your computer. However, you can test how they work by applying the document template you generated in Step 3 to the document you now have open. It will re-format your document according to its style settings for the headings, etc. that you have used. To do this, simply *click once* on the name of your template from the list on the left. You should then see the reformatted document in the Preview Pane on the right. Click on *OK* to keep the changed formatting or *Cancel* to revert to your previous

version. If you want to keep the changed version, you should also save the document now.

At this point you can either continue on to Step 5 and some other ways styles can be used to enhance your work with *Word* or go directly to Activity 2 and prepare the document for electronic dissemination or go to Activity 3 and export it to *PowerPoint*. You can return to any of the activities at a later time.

Step 5 – Two Additional Useful Applications of Styles

These two applications are probably most useful when dealing with longer, more complex documents, like scholarly articles or reports; but may also be useful in the preparation of things like lecture notes.

Application 1 –Styles and Outlining

Word uses styles to generate outlines and you can use these outlines to help you structure and restructure a document. In order to explore this functionality:

Either *Click on* the Outline icon at the bottom left of the document window; or from the Menu Bar Choose *View* and *Choose Outline* from the drop down menu.

You should now see an additional toolbar with an assortment of arrows and other icons on it and your text should also be displayed with a set of small icons before each paragraph of heading. You can determine how many levels of headings you wish to look at by choosing from the numbers 1-9 (in *Word 2000*) or from the *Show level* drop down menu (in *Word XP*).

Choose level 3. This will hide all of the *Normal* text and leave you with just the headings.

You can now reorganize your document by selecting a heading and either dragging it with the mouse or clicking on the up and down arrows on the menu bar. When you move the heading, all the text and any sub-headings of that heading move with it. So if you decide you want to make the second section of your document, the first, you can do so quickly and easily.

You can also reorganize the levels of your headings by using the right and left facing arrows on the Outline View Menu Bar. So if you decide that one sub-heading should actually be a heading, you can change it (and all of its sub-headings) by clicking on the left pointing arrow. Similarly, you can move a heading down the levels by clicking on the right point arrow.

To return to the *Normal* or *Print Layout* views of your document either:

Either *Click on* the appropriate icon at the bottom left of the document window; or from the Menu Bar Choose *View* and *Choose Normal* or *Print Layout* from the drop down menu.

Don't forget to *Save* your document once you have organized to your satisfaction; or just close it without saving if you wish to restore it to its original organization.

Application 2 – Using Styles to Create a Table of Contents

Word can also use the outline created by your style choices to generate a Table of Contents.

In order to generate a table of contents:

Open a document that has been formatted with styles.

Place the cursor at an appropriate point towards the beginning of the document.

From the Menu Bar in *Word XP*, *Choose Insert*; *Choose References*; *Choose Index and Tables*; or from the Menu Bar in *Word 2000*, *Choose Insert*; *Choose Index and Tables*.

In the *Index and Tables Window* that appears *Choose the Table of Contents tab*. From here you can generate a range of different styles of tables of contents. For the moment: *Choose 2* from the *Show levels* box (towards the lower centre of the Index and Tables Window) and *Click on OK*. This will generate a simple table of contents for your document.

If you wish to explore some of the other possible table of contents formats, simply delete the current table of contents and repeat the process making different choices.

N.B. if you are disseminating your document electronically as a *Word* document, you can navigate directly to the various sections of your document by clicking the appropriate item in the table of contents. However, if you are planning to convert your *Word* document to HTML for electronic dissemination, it is, for the moment, best not to include a *Word* generated table of contents (see Activity 2).

If you have been working on the Sample Document that you formatted in Step 2, you should close it now without saving the changes. You will not need this Table of Contents for the remaining activities.

If you have been working on your own document and want to save this Table of Contents, please now save the document under another name, so that you can use the version without a Table of Contents in the other activities.

At this point you can either continue on to Activity 2 and prepare the document for electronic dissemination or go to Activity 3 and export it to *PowerPoint*. You can return to any of the activities at a later time.
