

## Styles and Templates Workshop

This is a workshop, which means that we will primarily learn by "doing" rather than any detailed hand out. You'll find that this handout is basically a roadmap of what we are planning to do, primarily to keep me on track!

Instructions for everything that we will do today, is available in the help menus. In fact, the help menus are very detailed in this area. My goal is to demonstrate the how's and why's for using styles and templates, by doing exercises.

### Styles

A style is a collection of different formatting options, such as font face, font size, paragraph spacing, tabs, etc. Essentially, styles provide a way of managing the look of your Word document, independent of the content.

Styles are the key to managing the formatting of large documents, since changing a style automatically changes all text in the document that the style has been applied to. Even in shorter documents styles can save a lot of time while formatting.

### Templates

Templates are simply a special form of document that is used to create a new document ready for use. It contains all the Styles you might want to use, page set up, header and footer info, any boiler plate text or graphics and place holders for your new text. Templates are very useful for creating stationary, letters, fax cover pages, memos, newsletters, manuals, books, etc.

### Review

- Review Using MS Word
- Best to type content first – this was how it was designed to be used
- In tabbed lists, only add one tab between items
- Don't bother to format lists as you go
- Don't add extra lines
- Only exception is graphics – leave till last
- After content is entered – start formatting
- Styles - four types:
  - ♦ Paragraph – applies to whole paragraph
  - ♦ Character – applies only to selected characters (e.g. bold, italic)
  - ♦ Tables – applies to whole or part of a table (borders, cell spacing, etc)
  - ♦ List – Applies list features (indents, outline, bullet, numbers)I'll not be using the table style today, as tables is another whole workshop just by itself!
- Review font formatting (from menu bar or right click)
- Review paragraph formatting (from menu bar or right click)
  - ♦ space before and after
  - ♦ tabs
  - ♦ line spacing
- Review bullet formatting
  - ♦ bullet
  - ♦ numbered
  - ♦ outline numbered

## Styles

### Exercise

- **1\_1<sup>st</sup>Document.doc**
- Open styles panel (Format>Styles and Formatting – or the extreme left icon in format toolbar)
- Select “Show: Formatting in use”
- Start changing some formatting of the text.
- See how Word automatically creates a style for everything
  - ♦ indent, font, size, paragraph, bold italic
  - ♦ difference between character and paragraph – BOLD! (show list/para marker)

### Exercise – using tabs

- **3\_ChristmasCardList.doc**
- Enter your first name, last name, address, city and phone – with only 1 tab in between
- Format 1<sup>st</sup> para 6pt after.
- Select names and indent plus tabs
- Number following 5 paras and indent a couple
- Use style Normal + 6pt to format last few paras

### Built in Styles

Word comes with a lot of predefined Styles. Although you can modify these Styles, you can't create a new Style and give it the same name as a predefined one.

In the next exercise we'll look at creating, naming and using Styles.

### Exercise – creating and using styles

- **5\_BenefitsExample2.doc** (has styles pre made)
- Apply to both pages
- Back to style definition box – “Based on” and “Following”
- Change Normal font
- Change Heading style font and Emphasize font
- Change tab on List-3 and observe heading (change one line and use “*Update from Existing*”)
- **4\_BenefitsExample1.doc**
- Open Styles pane – review the different options in “Show:” drop down
  - ♦ Formatting in use – shows only the formatting in the current document
  - ♦ Available Styles – styles in current document (came from original template + newly created styles)
  - ♦ Formatting Available – available styles + formatting in use
  - ♦ All Styles – All built in styles + available styles
- Styles:
  - ♦ *H1* – 16pt, bold, condensed .4pt, after 8pt (Modify Existing default)
  - ♦ *H2* – 13pt, bold, before 9pt, after 3pt (Modify Existing default)
  - ♦ *List-3* and *List-3 Hdg* Create using “Update from Existing”
  - ♦ *Emphasize* – Italic, indent .5” (Create from new)

- ♦ *My Number* – Outline, 1<sup>st</sup>: align .1”, tab/indent .4”; 2<sup>nd</sup>: align .5”, tab/indent .7” (Create from new)
- ♦ *Normal+6pt* – Normal (Create from new)
- ♦ Now apply to second page

### Other boxes in the “Modify Style” window

Update automatically

Add to Template

### Use creates styles in other documents

Tools>Templates & addins Templates>Organizer

Styles – Open file to copy from

### Exercise – recipes

- **6\_Recipes\_NoFormat.doc**
  - ♦ Make “Normal” to paragraph after 3pt
  - ♦ Using existing H1 or modify if desired
  - ♦ Create:
    - ♦ Serving size (make H2 -13pt Times bold, para 9pt before, 6pt after)
    - ♦ Ingredients (indent .25”, tabs: 1”, 2.4”, 4.5”)
    - ♦ Ingredients Heading (Bold, 6pt after; by example; change to Based on Ingredients)
    - ♦ Numbered with bold numbers and aligning with the entries in amount column (align .25”, tab/indent )
    - ♦ Yield
- **7\_Recipes\_Final.doc**
  - ♦ Change style of heading
  - ♦ Change tab on one ingredient line and use “Update to Match” – see result. All tabs change, including the *Ingredient Heading* as this was based on ingredients

### Examples of other styles

- Teaching manual
- Policy Manual

### Templates

Templates are used to save a complete “look and feel” that we like, as well as any “fixed” content. A business letterhead or a fax cover sheet are good examples for a template.

Templates can be created simply by changing the file extension. To use a template created this way, you need to double click on the it to create a new document, based on this template. The more usual way is to save your document as Template. Word automatically will save it in your template folder, and will be available from the New menu.

### Some examples

- GCCLC Letterhead
- Expense form
- Manual, etc.

**Create recipe template**

- **8\_Recipes\_Blank.doc**
- Was 7\_Recipes finished (use any finished document)
  - ♦ Deleted all but page1
  - ♦ Deleted most of text – leave place holders
- Saves as Recipe.doc – rename – Recipe.dot
- Save as template (Recipe.dot )

**Open a blank document based on a template**

- Double click Recipe.dot. Now close
- File>New – Templates on My computer and select Recipe.dot

**“Normal” template**

- Open a new, blank document
- Look at Styles Available. These are those in the “Normal.dot” template
- Create a new Style – Normal + 6pt and check “Add to Template”. Close Word and re-open to see this style is now part of the Normal Template.
- To remove, use the Styles Organizer

**Create a new Letter template**

- Open a new blank document
- Create the styles and format for your letter
  - ♦ View>Headers and Footers
  - ♦ Type name in Times, new paragraph - address – tab Tel:, new line - city, state zip – tab email.
  - ♦ Name – 14 pt bold small caps; border paragraph bottom 1pt
  - ♦ Address, etc – one end tab (remove center tab)
- Insert field date
- Recipient name, company, address, city state zip
- Dear Recipient, Body, Sincerely
- Format Date 18/12, Dear 12/9, Sincerely 12/48, Body 0/6
- Save As template “My Letter”

**Open a blank letter based on this template**

- File>New
- On this computer – select “My Letter” make sure “Document” radio button is selected
- To “fix” date, click in date and Ctrl+F11

**Change template**

- File>New
- On this computer – select “My Letter” make sure “Template” radio button is selected
- Make changes, save as and select My Letter and overwrite.