V1b 2014 Schield Styles Quick Start 1

15 Minute Quick Start Using Word 2013 Styles Hide and Show

by
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Editor: www.StatLit.org
#1 Website dedicated to Statistical Literacy

www.StatLit.org/pdf/ Word-2013-Styles-Quick-Start-Slides.pdf

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Introduction

I'm a PhD who has been mystified by styles.
I've read parts of books, watched videos.
Either there is too much detail or not enough detail.

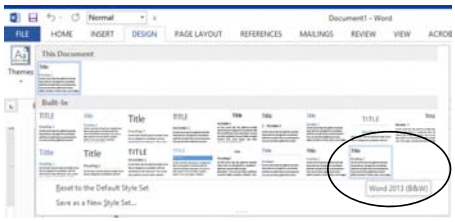
My goals:

- To use existing styles (no *Create* or *Modify* styles).
- To identify styles needed for memos and reports.
- To HIDE the styles I don't need. (color, subtle/intense)
- To SHOW the styles I need so I can easily find them.
- To create a document or template I can use regularly.
- To do all this in less than 20 minutes! Instant results!

1/2 min 3

#1: Start with Closest Theme

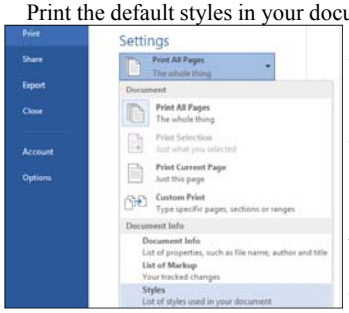
From the Design menu, mouse over themes.
Select *Word 2013 (B&W)* – Black and White.



1.5 min 4

#2: Print Current Styles

Print the default styles in your document: select *File/Print*



Under Setting, select *Print All Pages*

Under Document Info, select *Styles*

Print

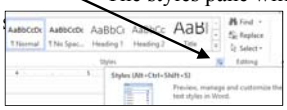
Study these styles

1/2 min

#3: Open the *Styles* Pane

On *Home* menu, in *Styles* section, select the dialog launcher.

The styles pane will appear.



The styles pane shows 16 styles

Decide which *Shown* styles to HIDE

Press *Manage Styles* Button.

Decide which *Hidden* styles to SHOW

1/2 min 6

#4: Styles to HIDE or SHOW for Memos (Add 1)

SHOWN Styles to HIDE (6): [See next slide]

- Subtle and Intense Emphasis, Book Title
- Subtle and Intense Reference, Intense Quote

HIDDEN Styles to SHOW (7): [See next slide]

- Body Text, Caption
- Body Text Indent, Body Text 1st Indent
- List, List Bullet, List Number

10 min

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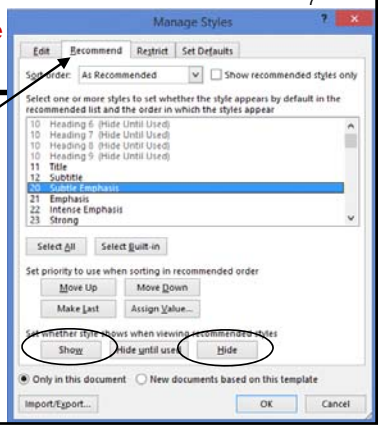
#5: Manage Styles

Select the *Recommend* tab

Find Styles to hide; Press *Hide*

Find Styles to show; Press *Show*

When done, press OK



1/2 min

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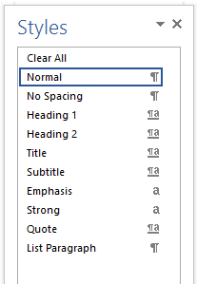
Styles shown after Hide; Styles shown after Show

10 after Hide



17 after Show

Optional

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Test Drive
Create 17 lines; Apply Styles

Line01→Normal¶

Line02→No·Spacing¶

Line03 → Heading·1¶

Line04 → Heading·2¶

Line05Title¶

Line06·Subtitle¶

Line07→*Emphasis*·(part)¶

Line08→**Strong**·(part)¶

Line09 → Quote¶

Line10→List·paragraph¶

Line11 → Caption¶

Line12→Body·text¶

Line13 → Body·text·1st·indent¶

Line14 → Body·text·Indent¶

Line15→List¶

• → Line16 → List·Bullet¶

1.→ Line17 → List·Number¶

1/2 min

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What is the difference between the Normal and Body Text styles?

Normal is the style on which most other styles are based. If you change the character or paragraph formatting, it will ripple through the other document styles. That's why it's better to use other styles intended for specific purposes.

Body Text is a style intended for the body of a document. It is based on *Normal* but has a smaller *Spacing After*.

Separating *Body Text* from *Normal* allows you to customize styles in the "*Body Text family*" (such as *Body Text Indent*, *Body Text First Indent*, and so on) that are based on *Body Text* without influencing any other styles.

Based on article by Suzanne S. Barnhill

1 min

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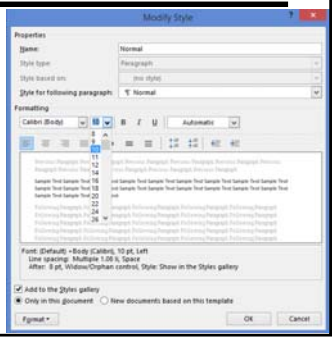
#6: Modify *Normal* Style As Needed

Change as needed

Leave checked for *Add to Styles Gallery* to update Style; otherwise uncheck.

Leave button on *Only in this document*

Press *OK*



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Using Styles: Four Basic Don'ts and Do's

1. Never use Italics, Bold or Tab.
   Use *Emphasis* and *Strong* styles.
2. Never format anything manually.
   Modify *Normal* style as needed.
   Use other styles AS IS or modify them later.
3. Never use the *Normal* style in your document. Use *Body Text* or other *Body* family members.
4. Never save changes to the *Normal* template.

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Save Options: Template or Document

There are two ways to save your work:

- Simply save the document. This is simplest, but now you have to remember that this document is different from your other documents.
- Save as a template with an docx extension. This may be a new operation, but it certainly is easy. You do need to remember that you saved your style changes as a template when you want to create a new document.

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Conclusion

These basic styles are not ideal for everyone.

But they do get you started using styles.

Once you are comfortable using these styles, you can extend your comfort zone by using other existing styles – or by modifying these.

This quick-start will get you past the first step – and all too often this is the biggest step.

Enjoy!

Advanced 15

Styles to HIDE or SHOW for Basic Reports

Styles to HIDE (9):

- Subtle and Intense Emphasis, Book Title
- Subtle and Intense Reference, Intense Quote
- Title, Subtitle and Quote

Styles to SHOW (14):

- Caption, Body Text and Body Text 1st Indent
- Body Text Indent, List, Heading 3, Footer & Header
- List Bullet, List Number, Hyperlink & List Continue
- Index Heading and Index1

Advanced 16

Styles to HIDE or SHOW Big Reports (Short Books)

Styles to HIDE (9): [Same as prior slides]

- Subtle & Intense Emphasis, Book Title, Title & Subtitle
- Subtle & Intense Reference, Intense Quote & Quote

Styles to SHOW (16):

- Caption, Body Text, Body Text 1st Indent and Index1
- Body Text Indent, List, Heading3, Footer and Header
- List Bullet, List Number, Hyperlink and List Continue
- Index Heading, TOC Heading and TOC 1

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Styles to HIDE or SHOW for Big Books

Styles to HIDE (9) [Same as prior slides]

Styles to SHOW (23):

- Body Text, Body Text 1st Indent & Body Text Indent
- Heading3, Heading4, Footer and Header
- List, List Bullet, List Number, and List Continue
- Index Heading, Index1 and Index2
- TOC Heading, TOC1, TOC2, TOC3 & TOC4
- Caption, Hyperlink, footnote, footnote number