Formatting in Word: Demystifying the functions

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Basic Functions of Microsoft Word

» How to see your formatting
» Page breaks
» Section breaks and page number
» Formatting Styles
» Table of contents
» How to make Cover Pages
» Turn on the button that you can see what you are formatting:
Section vs. Page breaks

» Section breaks means that the header and footer are separate from other headers and footers in different sections.

» Page breaks mean that the new page starts where the page break is. The text that comes into contact with the break will send anything after the break to the next page.
Removing Section Breaks

» Unlike page breaks which can be deleted with backspace, section breaks can only be deleted with the Delete button on your keyboard.

» Put your text cursor besides the section break and push delete.
Decoupling section breaks

» If you want the page number to start on specific page you should use section breaks.

» You simply need to decouple the sections from each other. *Remove Link to Previous.*
Once you have the section breaks in use you can have the page numbers start from any page you want.

Double click the header or footer and choose Page Number.

If you have difficulty to get the right number to start on the right page choose Format Page numbers and click on start at 1.
Formatting styles

» Right click on the styles to get to modify styles.

» You can create whatever style you need that you can automatically use whenever you need it.
Modifying styles

- It is recommended that when you modify styles to have (no style) when choosing the *Style based on*.
- Remember to choose *New documents based on this template* if you want to have the same style in use in other documents beyond the one you are working on.
In the left hand corner there is a Format tab. Choose Paragraph and you can change the paragraph for the style or how much space that comes after and before the style.

You can also choose for your headings an automatic page break when the style is chosen.
You can add a table of contents in *References.*

However only the titles that use the style *Heading* are visible in the table of contents.

Once you have your table click *Update Table* and *Update entire table.* This will automatically fill in all the correct headlines and subheadings in the table with page numbers.
How to create a cover page

» When you want to make a cover page, select the area of the page you want to use as a cover page and click on Insert>Cover Page.

» Click on Save Selection to Cover Page Gallery
Choose your new cover page

» After you have created your own cover page with the formats and styles you wanted you can select the same cover page in all your new documents.