

## CHAPTER 1

## InFocus

# DOCUMENT DESIGN TOOLS

Microsoft Word contains a number of tools and features that make it easier for you design and layout documents in a quick and consistent manner. These tools, once mastered and in some cases set up, will allow you to create new documents with much of the formatting and layout in place, position pre-existing text in desired locations, and control formatting throughout the entire document.

**In this session you will:**

- ✓ gain an understanding of themes
- ✓ learn how to apply a theme to your document
- ✓ learn how to modify theme colours
- ✓ learn how to modify theme fonts
- ✓ gain an understanding of character and paragraph styles
- ✓ learn how to apply styles to paragraphs
- ✓ learn how to apply character formatting to text
- ✓ learn how to create quick styles
- ✓ learn how to create paragraph styles
- ✓ learn how to create character styles
- ✓ gain an understanding of templates
- ✓ learn how to use a sample template
- ✓ learn how to download an online template
- ✓ learn how to create a template
- ✓ learn how to modify a template
- ✓ learn how to attach a template to a document
- ✓ learn how to copy styles between templates
- ✓ gain an understanding of developing templates
- ✓ gain an understanding of building blocks
- ✓ gain an understanding of the differences between **AutoText** and **Quick Parts**
- ✓ learn how to insert a building block
- ✓ learn how to create **Quick Parts**
- ✓ learn how to save building blocks
- ✓ learn how to insert **Quick Parts**
- ✓ learn how to edit **Quick Parts**.

# UNDERSTANDING THEMES

One of the major design aims of Word is to provide users with simple tools for creating professional, high-quality documents. Using **Themes** you can quickly and easily create a

document that has been professionally designed to be aesthetically pleasing. What's more, you can use the same theme in other Office applications such as PowerPoint.

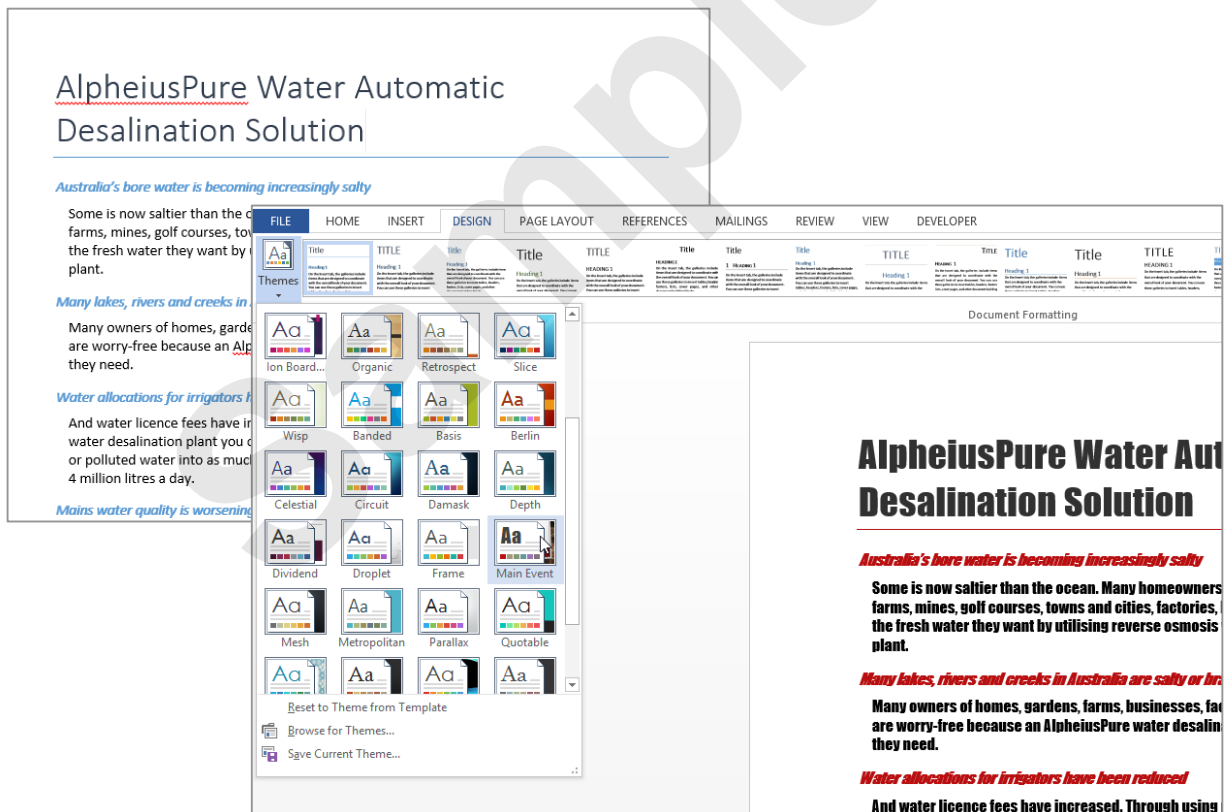
## What Is A Theme?

A **theme** is a coordinated set of colours, styles and effects that enable you to create well-designed and professional-looking documents quickly and easily! Each theme includes a set of theme **colours**, theme **fonts** (such as heading styles and body text fonts) and theme **effects** (which apply a pre-chosen set of line, fill and special effects to your inserted charts, SmartArt graphics, shapes and pictures).

Every document has an underlying theme. For example, a new blank document has the **Office** theme applied to it by default. This means every element of your new document – be it the text you insert or a style you apply to an inserted table or picture – is controlled by a theme.

Word includes many built-in themes in the **Themes** gallery. The **Themes** gallery can be accessed via the **DESIGN** tab as shown below in the image on the right. If you need more themes you can modify existing themes to create new ones.

As you can see from the difference between the image to the left (pre theme) and the image to the right (post theme) – a theme can make a big difference to the look of your document.



## Why Use Themes?

There are several advantages to using themes:

- Instead of spending copious amounts of time formatting every aspect of your document, such as styles, page layout, formatting and the rest, graphic designers have done the work for you. By choosing a theme, you can create professional, high-quality documents with a coordinated set of colours, fonts and backgrounds.
- The built-in themes are also available in other Office applications like Excel and PowerPoint. This means you can maintain a consistent look, if desired, across all of your organisational documents. For example, you can create your annual report with a similar design to your brochures, monthly newsletters, end-of-year financials, website etc.
- Themes can be applied to Word's range of built-in templates.

# APPLYING A THEME

Word provides many built-in themes which are available in the **Themes** gallery. Each theme has been carefully designed so the fonts, styles, colours and formatting complement each other to

create professional-looking and well-designed documents. Themes can be applied to an existing document quickly and easily!

## Try This Yourself:

Open File

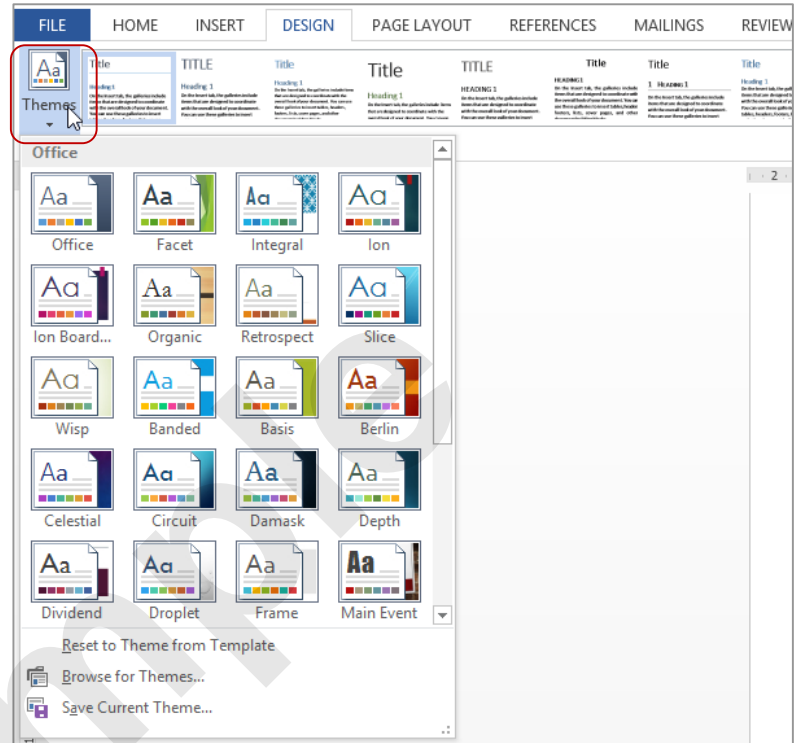
Before starting this exercise you **MUST** open the file **W1320 Themes\_1.docx...**

- 1 Click on the **DESIGN** tab, then click on **Themes** in the **Document Formatting** group, as shown, to display the **Themes** gallery

The default Office theme is applied to the current document. You can see which theme is applied by pointing to the Theme tool until a tooltip appears. The tooltip will include the theme that is currently applied to the document...

- 2 Point to the various themes to see them applied temporarily to the document in Live Preview

- 3 Click on **Ion** to apply this theme to the document, then scroll through the document to see how the theme has been applied to the various elements



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## AlpheiusPure Water Automatic Desalination Solution

### Australia's bore water is becoming increasingly salty

Some is now saltier than the ocean. Many homeowners, farmers, piggeries, feedlots, chicken farms, mines, golf courses, towns and cities, factories, hospitals and public utilities now have all the fresh water they want by utilising reverse osmosis with an AlpheiusPure water desalination plant.

### Many lakes, rivers and creeks in Australia are salty or brackish

Many owners of homes, gardens, farms, businesses, factories, private and public organisations are worry-free because an AlpheiusPure water desalination plant gives them all the fresh water they need.

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## For Your Reference...

To **apply** a **theme** to a **document**:

1. Click on the **DESIGN** tab
2. Click on **Themes** in the **Document Formatting** group to display the **Themes** gallery
3. Click on the desired theme

## Handy to Know...

- You can apply to the current document, the same theme that's applied to another document. To do this, click on the **DESIGN** tab, then click on **Themes** and select **Browse for Themes**. Navigate to the file, select it and click on **[Open]**. The theme from that file will be applied to the current one.

# MODIFYING THEME COLOURS

For each theme, designers have selected 12 colours that complement each other. These include light-coloured text with a dark background (and vice versa), six accent colours for charts,

tables and other inserted objects, plus two colours for hyperlinks. Once you have applied a theme, you can easily apply a different colour scheme to the current theme.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W1320 Themes\_2.docx...*

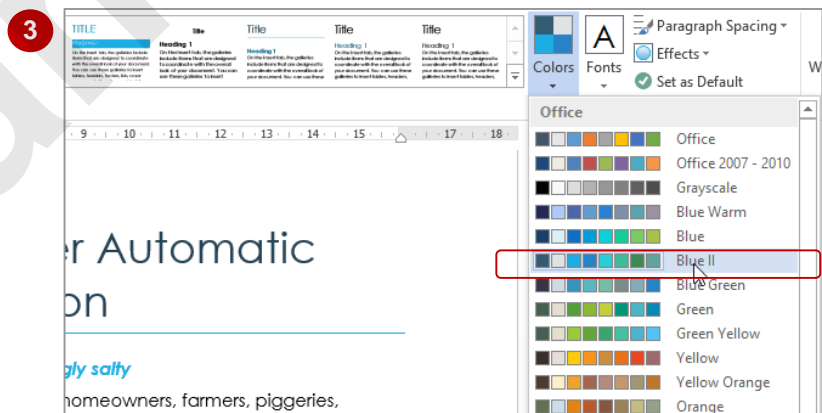
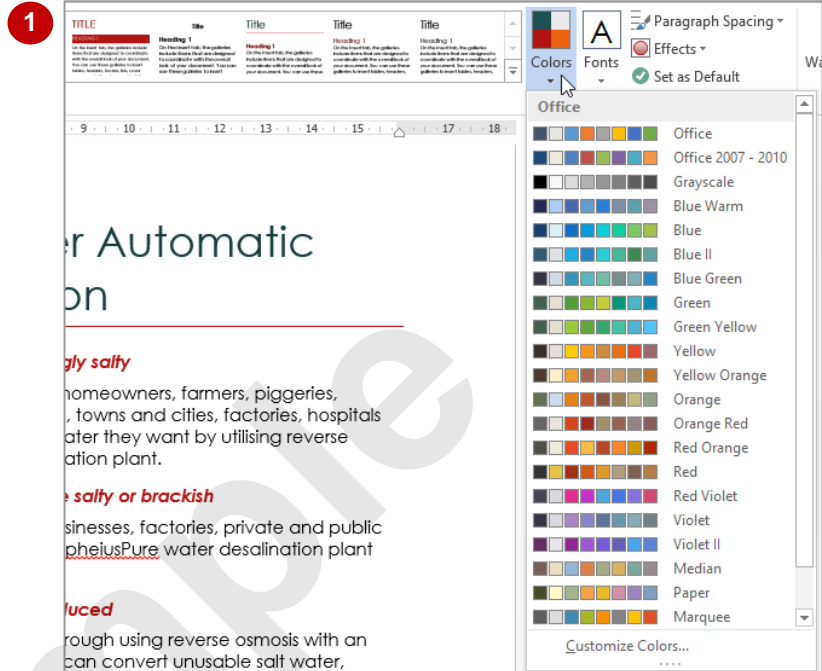
- 1 Click on the **DESIGN** tab, then click on **Colours** in the **Document Formatting** group to display the **Theme Colours** gallery

Currently, the *Ion* colour scheme is applied to the document...

- 2 Point to the various theme colour options to see them applied temporarily to the document in Live Preview

- 3 Click on **Blue II** to apply this colour scheme to the document

Even though the *Ion* theme is still applied to the document, the *Blue II* colour scheme is also applied and overrides the *Ion* colour scheme. Now the headings, lines, tables and stars are all a blue colour, which is appropriate since this document is about water



## For Your Reference...

To **modify theme colours**:

1. Click on the **DESIGN** tab
2. Click on **Colours** in the **Document Formatting** group
3. Click on the desired theme colour option

## Handy to Know...

- To create and save custom colour schemes in the **Themes Colour** gallery, click on **Colours** in the **Document Formatting** group and select **Customise Colours** to open the **Create New Theme Colours** dialog box, then select the range of desired colours, type a **Name** and click on **[Save]**.



# MODIFYING THEME FONTS

Professional designers at Microsoft have spent time working out which groups of fonts work well together and have saved these in the **Theme Fonts** gallery. If you want to change the fonts

used in your document, simply select a different theme font. Using Live Preview, you can see at a glance which theme fonts work best for your document.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W1320 Themes\_3.docx...

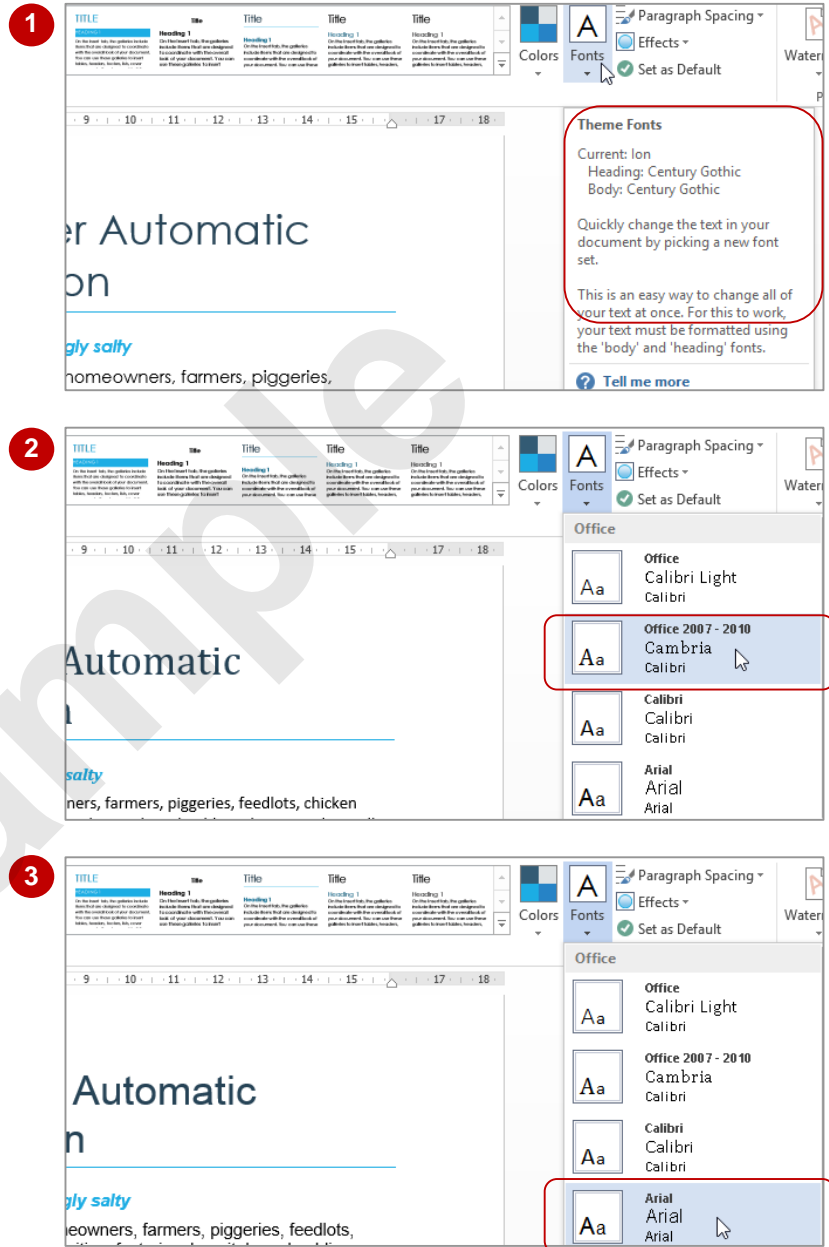
- 1 Click on the **DESIGN** tab, then hover over **Fonts** in the **Document Formatting** group to display the tooltip

The *Ion* theme font scheme is currently applied to the document, while both the heading and body text are formatted with the *Century Gothic* font...

- 2 Click on **Fonts** in the **Document Formatting** group to display the **Theme Fonts** gallery, then point to the various theme font options to see them applied temporarily to the document in Live Preview

- 3 Click on **Arial** to apply this font scheme to the document

The typeface for the headings, text and table entries have changed to the *Arial* font



## For Your Reference...

To **modify theme fonts**:

1. Click on the **DESIGN** tab
2. Click on **Fonts** in the **Document Formatting** group
3. Click on the desired font

## Handy to Know...

- To create and save a custom font in the **Theme Fonts** gallery, click on **Fonts** in the **Document Formatting** group and select **Customise Fonts** to open the **Create New Theme Fonts** dialog box. Select the desired heading and body text fonts, type a **Name** and click on **[Save]**.

# PRACTICE EXERCISE

## Themes

**Tasks:****Completed:**

*Before starting this exercise you MUST have completed all of the topics in the chapter Themes...*

- 1 Open the document called **PE\_Themes.docx** (it can be found in the same folder as the student files)
- 2 Apply the **Celestial** theme to the document
- 3 Change the theme colour to **Blue Warm**
- 4 Change the theme font to **TrebuchetMs**  
*Your document should appear as shown in the sample on the next page...*
- 5 Use the **Save As** command to save the document as **PE\_Themes (Completed).docx**

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☐  
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**Files required for exercise:**

*PE\_Themes.docx*

**Files/work created by student:**

*PE\_Themes (Completed).docx*

**Exercise Completed:**

☐

# PRACTICE EXERCISE SAMPLE

## Themes

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### Polar Animals

#### How Do They Keep Warm?

##### *How can animals survive the harsh polar weather?*

THE POLAR REGIONS are the coldest places on earth, yet some creatures live there all year round. Snow and ice cover the land and sea for most or all of the year. Summers are brief and cool, with long hours of daylight. Winters are long, dark and bitterly cold. In the Arctic, mammals such as the wolf and Arctic fox have a layer of body fat and a thick coat of fur to keep them warm. The fur traps air next to the animal's skin, which helps to prevent body heat from escaping.

##### *How do Arctic foxes keep their noses warm at night?*

THE ARCTIC FOX has a bushy tail up to 40 cm (16 in) long - over half its body length. When the fox is sleeping, it curls its tail around its body to cover its head and nose. The tail acts as a muff to keep the animal snug in biting winds.

##### *Which polar animal has the longest hair?*

MUSK OXEN ARE large beasts related to sheep and goats. Their thick coats contain two different kinds of hair. The shaggy outer layer includes hairs up to 1 m (3 feet) long. The dense, short, woolly fur beneath gives extra warmth.

##### *Which animal has ears adapted to keep it warm?*

IN HOT PLACES such as deserts, hares have very long ears which give off body heat to keep the animal cool. In the far north, Arctic hares have much shorter ears which release less heat, while still giving excellent hearing.

##### *How do birds keep warm in the Polar Regions?*

BIRDS THAT LIVE in the Arctic and the Antarctic all year round have a dense coat of feathers. Waterproof outer feathers protect the bird against the cold and wet. Underneath, soft, fluffy down feathers help retain body heat.

##### *How do seals keep warm in icy water?*

SEALS AND WALRUSES are mammals that spend most of their lives in cold water. They have a thick layer of fat called blubber below their skin. This fatty layer keeps them warm and well-insulated in the water. Whales and polar bears also have blubber. Whale blubber can be up to 50 cm (20 in) thick.

##### *How do polar animals avoid frozen feet?*

AN ANIMAL'S FEET can be one of the coldest parts of its body, especially when, as in the Polar Regions, the feet touch the ice or frozen soil. Mammals such as polar bears and Arctic foxes have hair between their toes to prevent their paws from freezing. Some polar birds such as the ptarmigan, a type of grouse, have feathery feet for the same reason.

##### *Why don't polar animals need snow shoes?*

BECAUSE THEIR FEET act like snow shoes! The feet of Arctic animals, such as polar bears and reindeer, are broad compared to those of bears and deer from warmer regions. The broad base of the foot helps to spread the animal's weight over a wider area, so it does not sink into the snow.

# UNDERSTANDING STYLES

Using **styles** ensures a consistent and professional look and feel across your documents, and saves time in document production. A style is a set of stored formatting

attributes that can be applied to text in a single click. Rather than applying the same formatting to text throughout a document over and over, you can apply a style that contains the required formatting.

## What Is A Style?

A **style** is a stored set of character and paragraph formatting attributes that can be applied to selected text. For example, you may want all of the department names mentioned in your document to appear in Garamond 16 point, bold. Rather than manually selecting each department name and applying the font style and size to each selection, you can create a style that contains the required formatting, save that style and then apply the style to the selected text.

As well as creating your own styles, Microsoft provides a large number of styles that you can use. To ensure some of the more common styles are accessible, Microsoft has grouped related **quick styles** into **quick style sets** and these are displayed in the **Quick Styles gallery** on the **HOME** tab. A **quick style set** is a collection of main styles that may be needed for a document – such as different heading levels and emphasising styles – which have been carefully designed to work well together when used in the one document.

Using styles consistently provides two benefits. First, it ensures all similar items in a document are formatted in the same way. Second, if you need to change the appearance of a particular style, you can do so very easily, and everything formatted with that style will change immediately throughout the entire document.

## Paragraph Versus Character Styles

**Paragraph styles** control all characteristics of a paragraph such as alignment, spacing and all of the settings that are included in the **Paragraph** dialog box. Paragraph styles can also determine bullets and numbering, borders and shading, and tab settings.

Paragraph styles also define the default character formatting for all characters within the paragraph. For example, you might define a new paragraph style called **Note** that specifies left-aligned paragraphs with 12 point spacing before, and with Calibri 12 point, bold, red characters. All text in a paragraph formatted with the **Note** style will appear as specified unless you manually format the text or apply a different character style to the text.

**Character styles** are similar to paragraph styles except that they only specify character formatting such as font, font size and style, font colour and the other settings that are included in the **Font** dialog box. Because of this, character styles can only be applied to a single word rather than an entire paragraph.

# APPLYING PARAGRAPH STYLES

Word provides many built-in paragraph and character styles, known as **quick styles**. You can access any quick style via the **Styles** group on the **HOME** tab. Each quick style is actually a

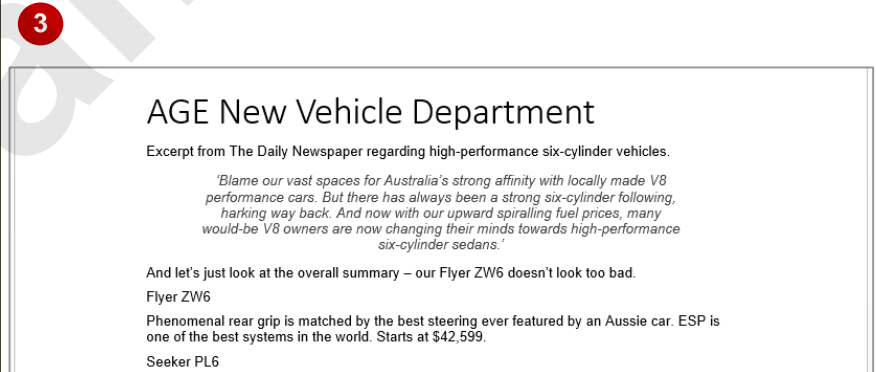
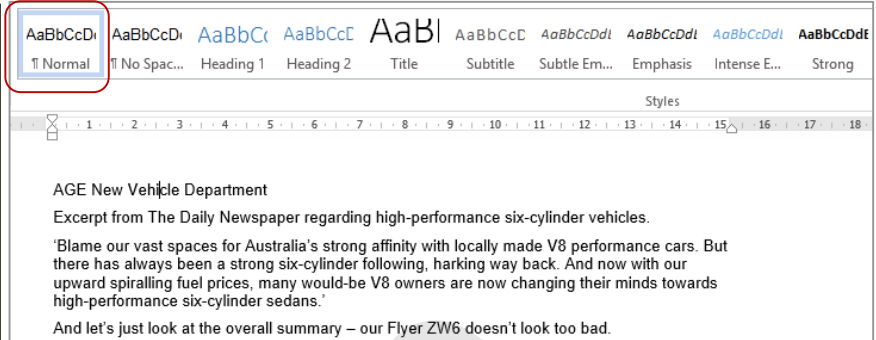
set of styles, called a **quick style set**. Each quick style set may include heading styles, bullet styles and the like.

## Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *W1312 Styles\_1.docx*...

- 1 Click in the heading **AGE New Vehicle Department** to position the insertion point  
*Notice that on the HOME tab Normal is currently selected in the Styles group. Let's apply a different style to the heading...*
- 2 On the **HOME** tab, click on the **More** arrow to the bottom right of the **Styles** gallery in the **Styles** group to display the **Quick Styles** gallery, then point to the various **quick styles** to view a Live Preview
- 3 Click on **Title** to apply this style to the heading
- 4 Click anywhere in the paragraph beginning **Blame our vast spaces...**, then repeat steps 2 and 3 to apply the **Quote** paragraph style to the entire paragraph



## For Your Reference...

To **apply a quick style** to a **paragraph**:

1. Click in the paragraph
2. Click on the **HOME** tab, then click on a style in the **Styles** group

## Handy to Know...

- The **Styles** gallery contains both paragraph and character styles. If you click on a character style in the gallery, only the word that you clicked on in the document will change to the new style and not the whole paragraph.



# APPLYING CHARACTER STYLES

Every paragraph in a document has a paragraph style applied to it – even if it is just the default **Normal** style. As well as defining paragraph formatting, a paragraph style also specifies the

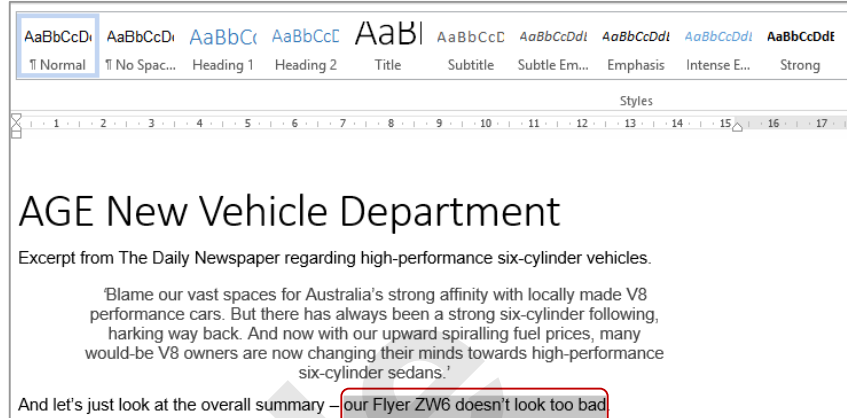
formatting applied to the text (characters) in the paragraph. You can overwrite the default character formatting by applying a character style to selected text within a paragraph.

## Try This Yourself:

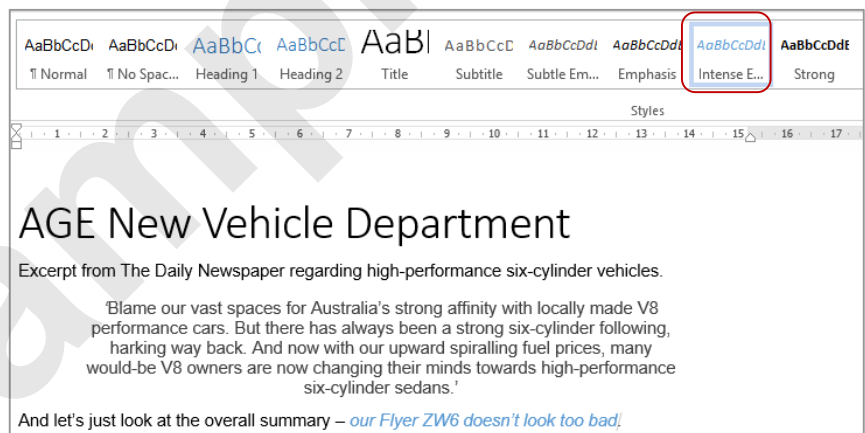
Same File

Continue using the previous file with this exercise, or open the file *W1312 Styles\_2.docx...*

- 1 Select the text **our Flyer ZW6 doesn't look too bad**
- 2 Click on the **HOME** tab, click on the **More** arrow in the **Styles** group to display the **Styles** gallery, then point to the various **quick styles**
- 3 Click on **Intense Emphasis** to apply the character style to the text, then click away from the text to deselect it and view the result



1



3

## For Your Reference...

To **apply** a **character style**:

1. Select the text
2. Click on the **HOME** tab, then click on a style in the **Styles** group

## Handy to Know...

- To remove all formatting and styles applied to selected text, click on the dialog box launcher in the **Styles** group to open the **Styles** pane and click on **Clear All**.

# CREATING A QUICK STYLE

Word includes many **quick styles** that you can easily apply to create professional-looking documents. These quick styles appear in the **Styles** gallery. Although many styles have been

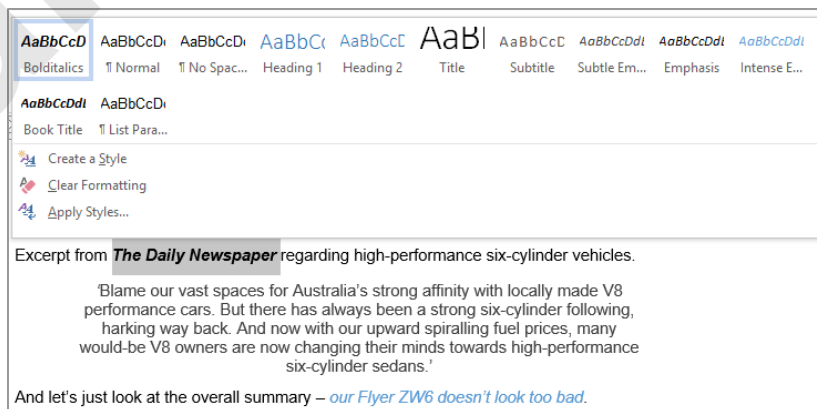
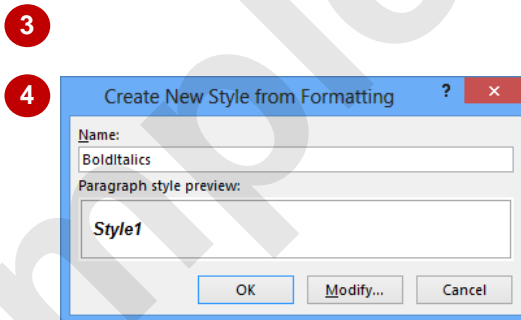
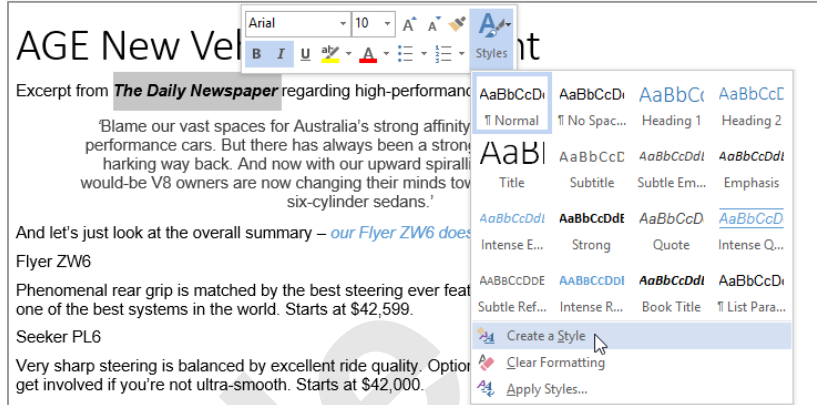
predefined, there will be times when you will need to create your own styles. When you create a new quick style, it is automatically added to the **Styles** gallery.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W1312 Styles\_3.docx...

- 1 Select the text **The Daily Newspaper** in the first paragraph
- 2 Click on the **HOME** tab, then click on **Italic** and **Bold** in the **Font** group to format the text  
*If you wanted to include paragraph formatting in your new style, you could also set these attributes at this stage...*
- 3 Right-click on the selected text to open a shortcut menu, click on **Styles** in the mini toolbar, then select **Create a Style** to open the **Create New Style from Formatting** dialog box
- 4 Type **BoldItalics** in **Name**, as shown, then click on [OK]
- 5 Click on the **More** arrow in the **Styles** group  
*The new quick style, BoldItalics, will appear selected in the Quick Styles gallery...*
- 6 Click outside the **Quick Styles** gallery to close it



## For Your Reference...

To **create** a **quick style**:

1. Select the text and format it as desired
2. Right-click on the selected text to open a shortcut menu and mini toolbar
3. Click on **Styles**, then select **Create a Style**
4. Type the **Name** and click on [OK]

## Handy to Know...

- To modify a quick style, right-click on the quick style in the **Quick Style** gallery and select **Modify**. Make the required formatting changes, then select **Automatically update** to update all text with that style applied. Click on [OK] to update the style.

# CREATING A PARAGRAPH STYLE

Rather than using, or basing new styles on quick styles, you may want to create a style from scratch. For more complex styles it may be easier to create a new style and then assign the

required formatting attributes to that style. When you create a new paragraph style, you have many formatting options available that are not available when creating quick styles.

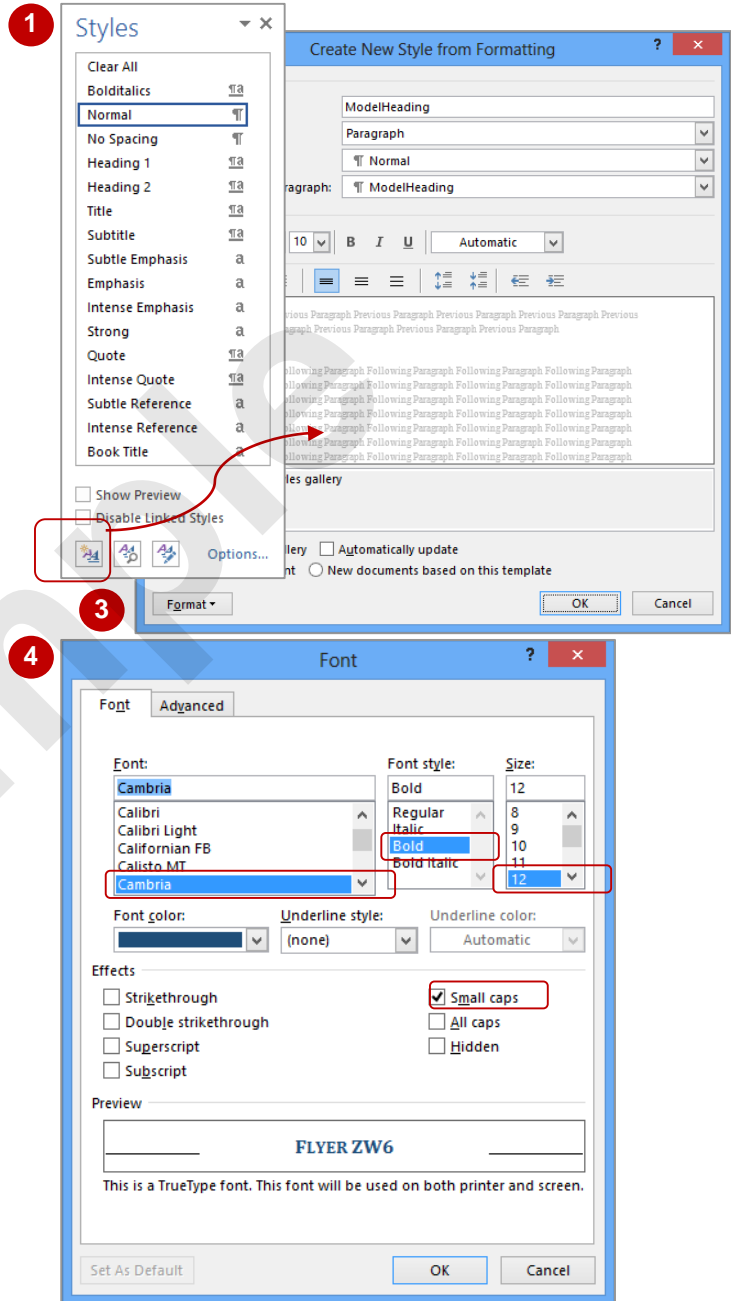
## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W1312 Styles\_4.docx...*

- 1 Click on the **HOME** tab, select the subheading **Flyer ZW6**, then click on the dialog box launcher in the **Styles** group to open the **Styles** pane
- 2 Click on the **New Style** icon at the bottom left of the pane to display the **Create New Style from Formatting** dialog box
- 3 Type **ModelHeading** in **Name**, then click on **[Format]** to display a menu of options and select **Font** to display the **Font** dialog box
- 4 Fill in the details as shown, ensuring you select **Blue, Accent 5, Darker 50%** in **Font colour**, then click on **[OK]**
- 5 Click on **[Format]** to display a menu of options, then select **Paragraph** to display the **Paragraph** dialog box
- 6 On the **Indents and Spacing** tab under **Spacing**, type **12** into **Before** then click on **[OK]**
- 7 In the **Create New Style from Formatting** dialog box, click on **[OK]** to save the style

*The style is applied to the selected text and appears in the Styles pane. The paragraph symbol indicates it's a paragraph style*



## For Your Reference...

To **create** a **paragraph style**:

1. Open the **Styles** pane
2. Click on **New Style**
3. Type a **Name**, select **Paragraph** in **Style type**, then set other options as desired
4. Click on **[OK]**

## Handy to Know...

- If you want Word to automatically generate a table of contents for your document, you must use Word's **Heading** styles. Word will look for headings with these styles applied to include in the table of contents. Remember you can change the attributes for a style if desired.