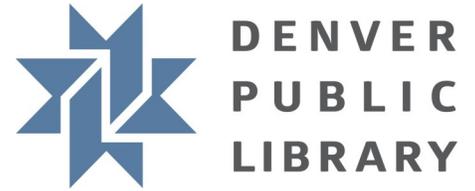


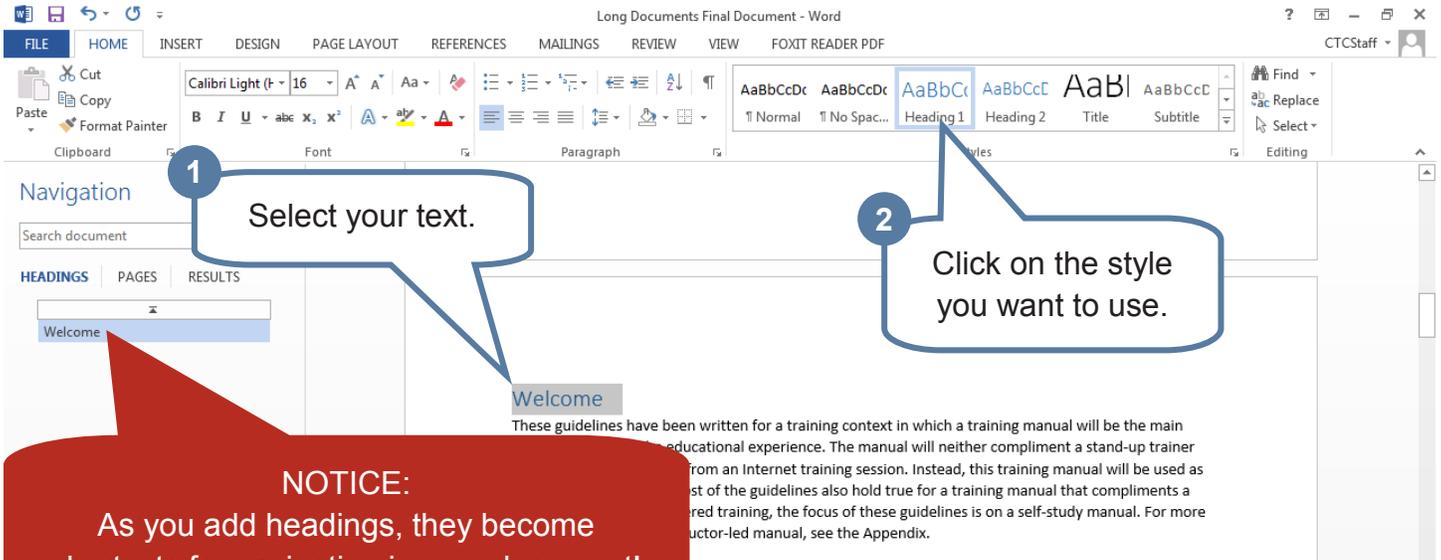
Microsoft Word: Long Documents



Styles - Home Tab

A good looking document will always have some uniformity across the text. For example, section headings will use the same font, size, and color. However, when you make changes in the future, you have to go back and edit your entire document.

Styles allow you to control the look of your document and uniformly apply changes.



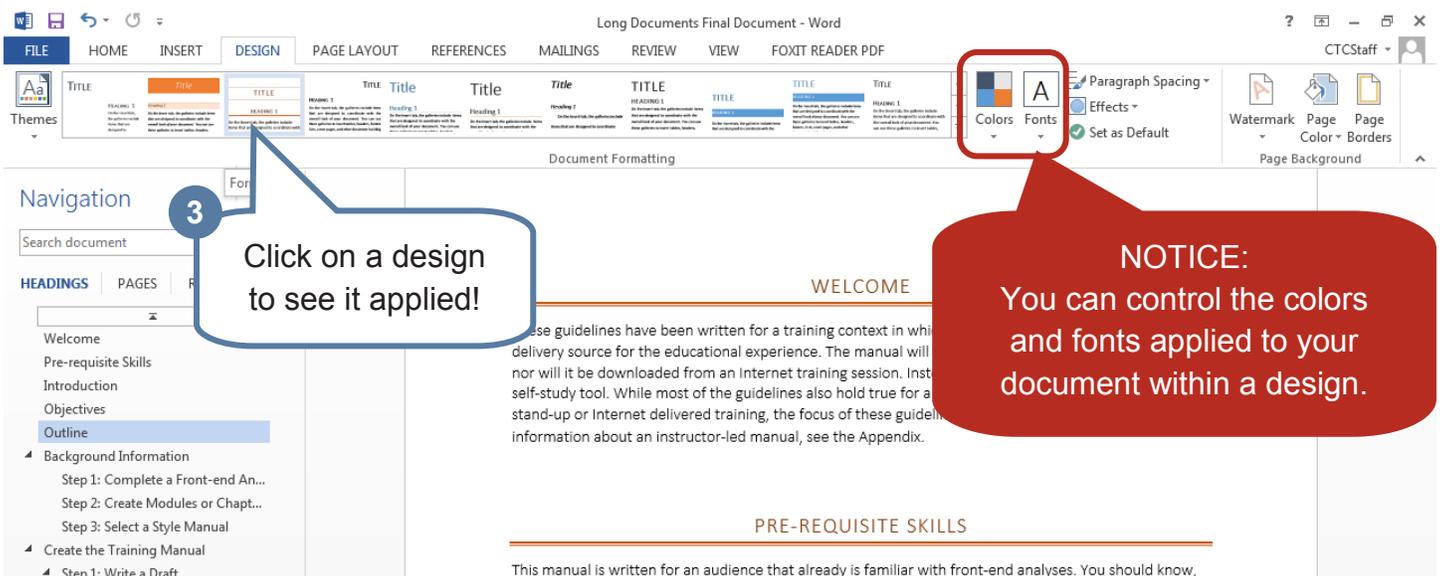
1 Select your text.

2 Click on the style you want to use.

NOTICE:
As you add headings, they become shortcuts for navigation in your document!

Design - Design Tab

After you've applied Styles to text in your document, it's easy to make bulk changes to the file.



3 Click on a design to see it applied!

NOTICE:
You can control the colors and fonts applied to your document within a design.

Headers & Footers - Insert Tab

Using headers & footers divides your document into 3 parts - the header at the top of the page, the body in the middle, and the footer at the bottom. Using your header or footer allows you to add text that will always stay at the bottom of every page. This is really handy when you're adding something like page numbers.

1 Click on **Page Number**.

2 Choose where you want your page number to appear.

3 Choose a Page Number style.

Accent Bar 1
Number with "Page" label and accent bar

NOTICE:
When editing a header or footer, you can use the Header & Footer Design tab to control your document.

1

2

NOTICE:
When editing a header or footer, you cannot edit the body. Double click in the body to resume editing your main text.

Table of Contents - References Tab

Documents can have a table of contents to help readers navigate your content. What appears in the table of contents is based on the heading styles that are applied throughout the document.

1 Start on the **References** tab.

2 Click on **Table of Contents**.

3 Choose from a number of built-in styles.

Long Documents - Recipes mess around.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW GOOGLE DRIVE FOXIT READER PDF

Table of Contents

Built-In

Automatic Table 1

Contents

Heading 1.....1

Heading 2.....1

Heading 3.....1

Automatic Table 2

Table of Contents

Heading 1.....1

Heading 2.....1

Heading 3.....1

Manual Table

Table of Contents

Type chapter title (level 1).....1

Type chapter title (level 2).....2

Type chapter title (level 3).....3

Type chapter title (level 1).....1

Type chapter title (level 2).....2

More Tables of Contents from Office.com

Custom Table of Contents...

Remove Table of Contents

Save Selection to Table of Contents Gallery...

Table of Contents

How to Cook a Basic Burger Best 4

EGGERS CAN'T BE CHEESERS BURGER 6

TOTALLY RADISH BURGER..... 7

IT'S FUN TO EAT AT THE RYE-MCA BURGER..... 8

BRUSCHETTA BOUT IT BURGER..... 9

ONION-TENDED CONSEQUENCES BURGER 10

CHEESIS BORN BURGER..... 11

ONE FISH, TWO FISH, RED FISH, HAMBURGER 12

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The CTC: Come to the desk and ask for help, schedule a 1-on-1 tutoring lesson, attend more classes, or check out Drop In Tech Help to answer your questions.

Google Search: Go to google.com and type in the relevant keywords, e.g. "Word 2013 add page numbers". If you want video instruction, try a video search.

Gcflearnfree.org: Continue your education in Word, Excel, PowerPoint or many other software. Find tutorials, videos, and a quiz to see how far you've come!