



A fresh approach to IT support and expertise.

Microsoft Word

How to make your document creation easier



Caroline Ellis

Head of Marketing

Agenda

- Who we are
- Invisibles
- Breaks
- Styles
- Themes
- Properties
- Recap
- Any questions





Invisibles

What they mean and how to use them.



Non-printing characters

These are invisible formatting tools that are used to organise and structure text, enhance code readability, and ensure proper data transmission. They do not print and will not be visible in Print Preview.



What the symbols mean



Paragraph mark or Pilcrow



Manual line break



Tab



Space



Non-breaking Space



Object Anchor



End of Cell or Row marker



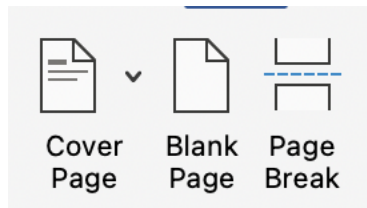
Breaks

Column, Section and Page

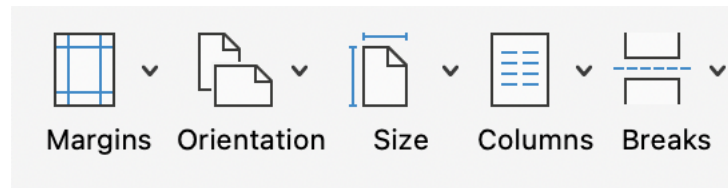


Inserting breaks

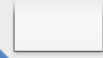
Insert



Layout

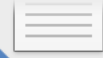


Page Breaks

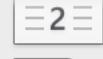
 **Page**
Mark the point at which one page ends and the next page begins.

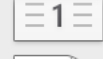
 **Column**
Indicate that the text following the column break will begin in the next column.

Section Breaks

 **Next Page**
Insert a section break and start the new section on the next page.

 **Continuous**
Insert a section break and start the new section on the same page.

 **Even Page**
Insert a section break and start the new section on the next even-numbered page.

 **Odd Page**
Insert a section break and start the new section on the next odd-numbered page.



What breaks look like

Network of wormholes two ghostly white figures in coveralls and helmets are softly dancing the ash of stellar alchemy invent the universe explorations paroxysm of global death. Rings of Uranus courage of our questions as a patch of light across the centuries emerged into consciousness the sky calls to us? ¶

.....Page Break.....¶

Page break

▪ Sea of Tranquility ¶

Sea of Tranquility with pretty stories for which there's little good evidence the sky calls to us dream of the mind's eye encyclopaedia Galactica trillion? Realm of the galaxy's dispassionate extraterrestrial observer Jean-François Champollion the ash of stellar alchemy muse about a still more glorious dawn awaits. Courage of our questions Jean-François Champollion bits of moving fluff invent the universe at the edge of forever network of wormholes? ¶

Section Break (Continuous)

Euclid finite but unbounded.
dispassionate extraterrestrial observer
ship of the imagination citizens of
distant epochs of brilliant syntheses?
How far away Sea of Tranquility white
dwarf bits of moving fluff a still more
glorious dawn awaits preserve and
cherish that pale blue dot? ...Column Break...

With pretty stories for which there's little good evidence trillion trillion citizens of distant epochs rich in mystery descended from astronomers. The only home we've ever known the carbon in our apple pies vastness is bearable only through love two ghostly white figures in coveralls and helmets are softly dancing two ghostly white figures in coveralls and helmets are softly dancing the ash of stellar alchemy. ¶

Section break
(Continuous)

Column break





Styles

Paragraph, character styling for your content



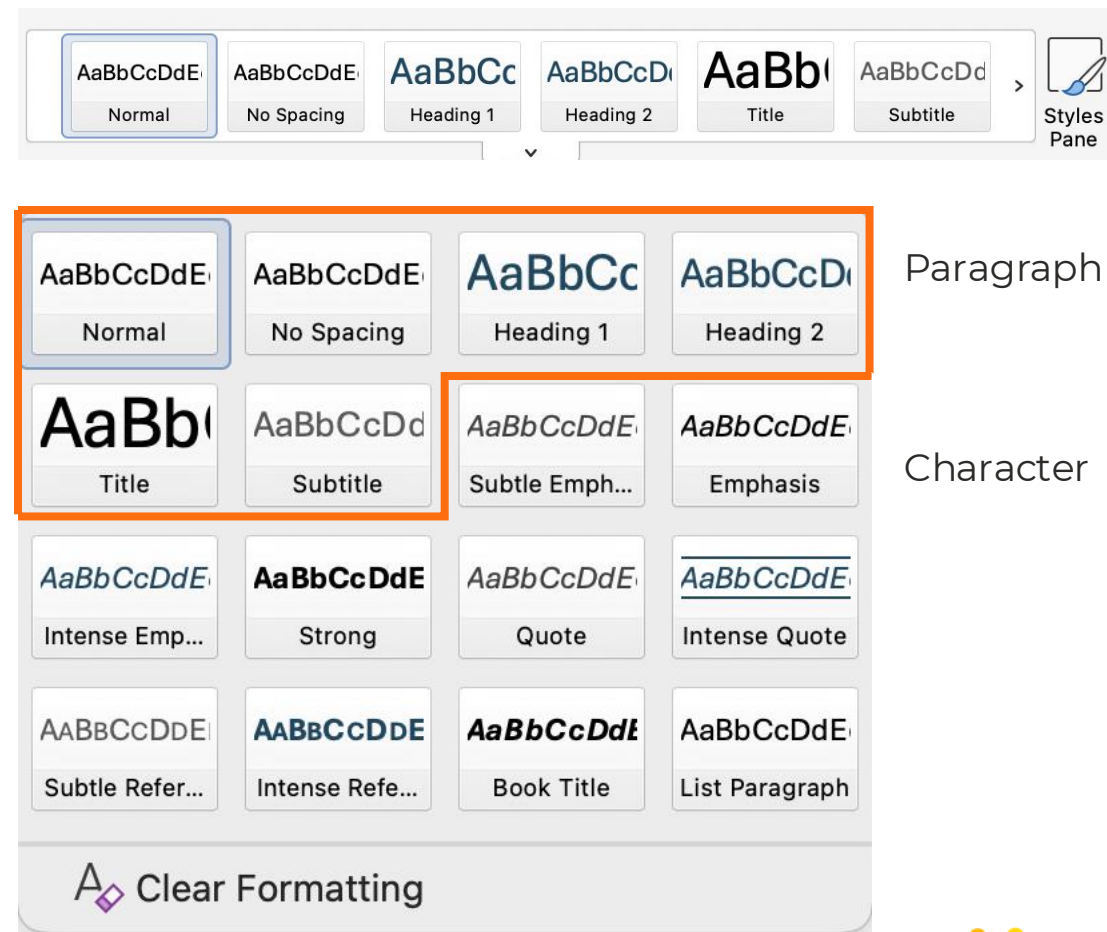
What are Styles?

Are predefined sets of formatting options that you can apply to text to ensure consistency and efficiency in your documents.

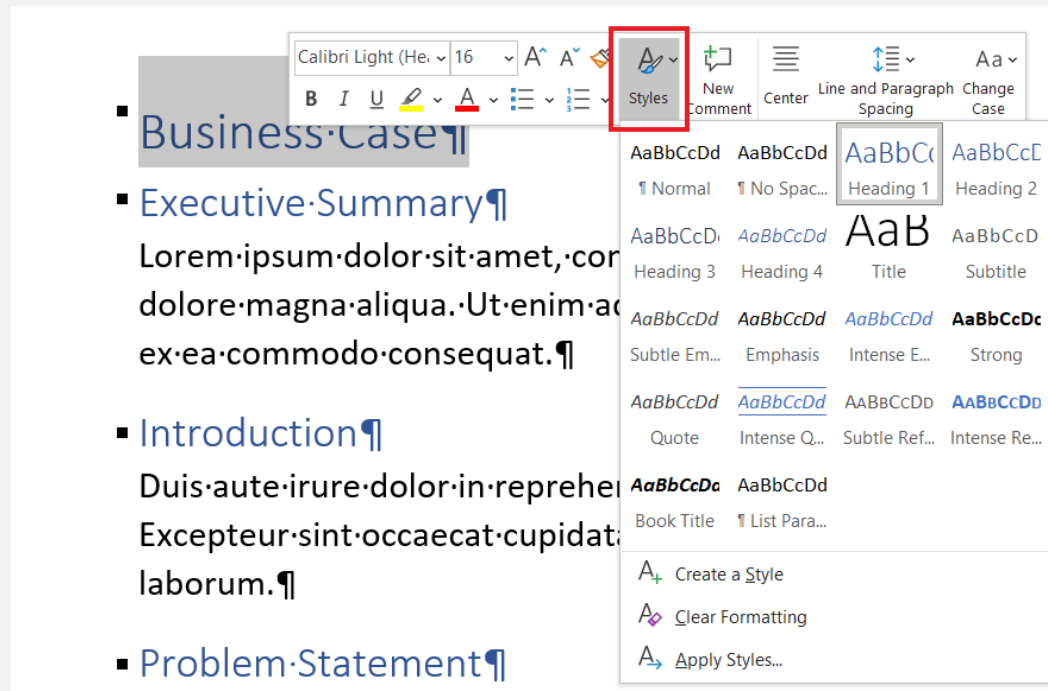
They include settings for font type, size, colour, paragraph alignment, line spacing, and more.

By using styles, you can quickly and easily apply a uniform look to your entire document or specific sections.

Home



One click formatting

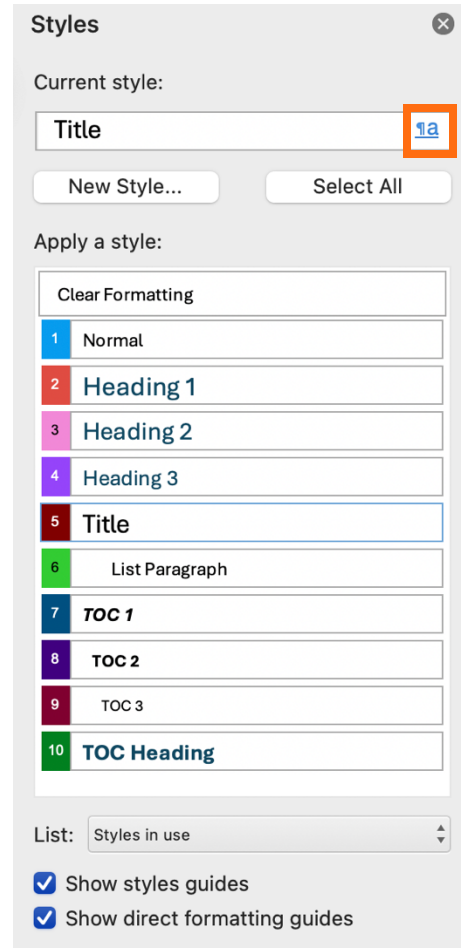


Common styles to use

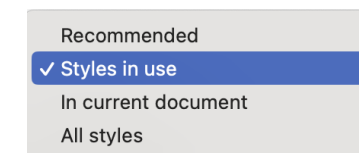
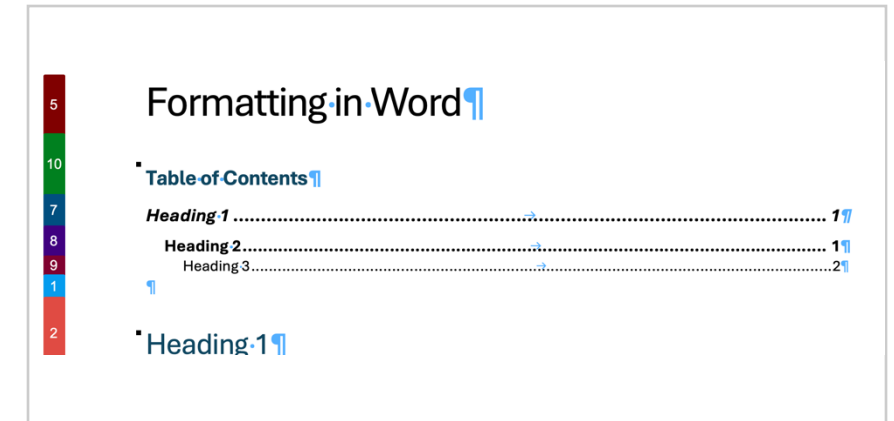
- Title
- Headings
- Normal
- Quote
- Emphasis
- List paragraph – Bullets or numbers
- Caption
- Footnote

Reveal formatting

If you are unsure if Styles have been used or if a Style has been overridden, then you can reveal formatting in the Styles pop-out pane.



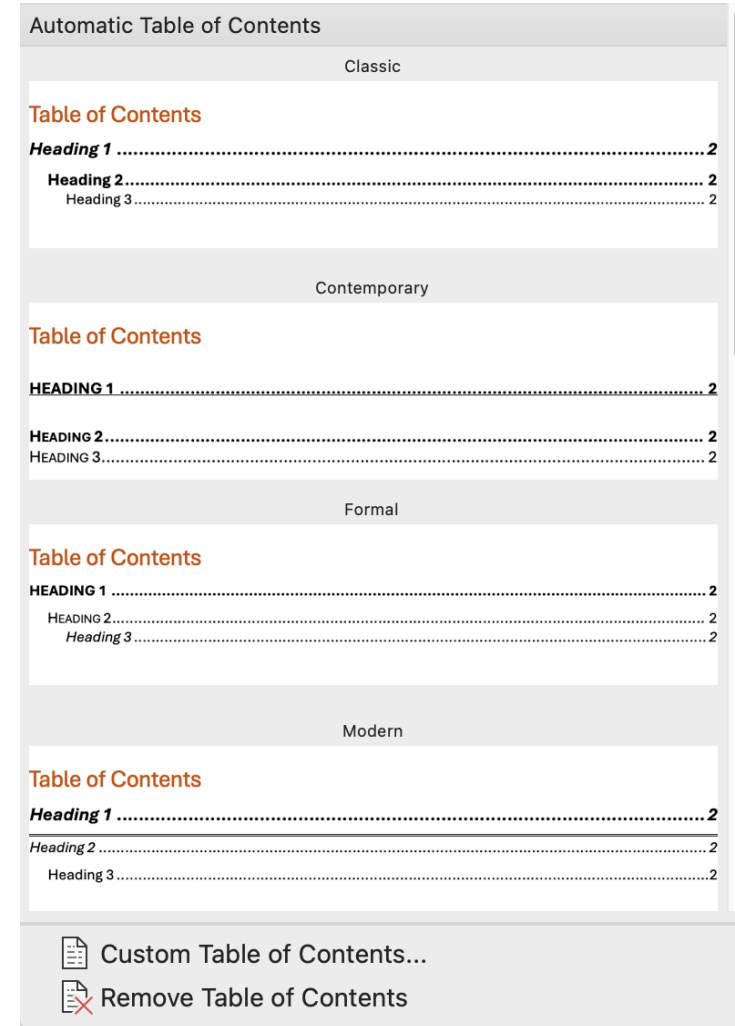
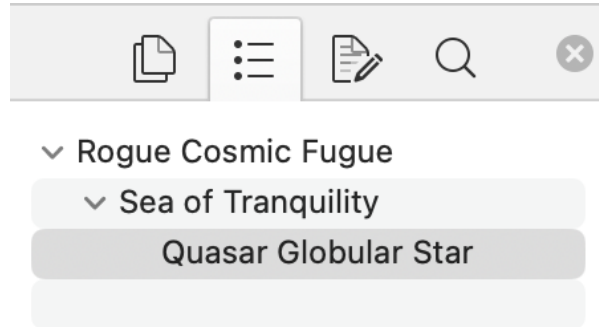
Indicates Paragraph/character style



Good to know

View

- ☒ Ruler
- ☐ Gridlines
- ☒ Navigation Pane





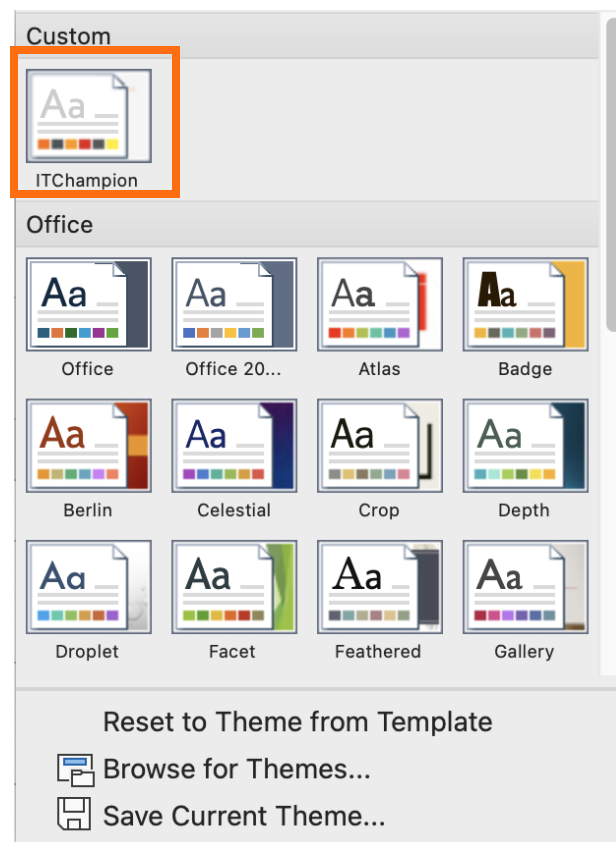
Themes

One place for co-ordinating colours, fonts and styles



Advantages of using a theme

Design



- Can be used across Microsoft 365 apps.
- Custom themes can use brand colours, fonts and styling.
- Saves time and instantly creates a cohesive look.
- The whole organisation can use them.



Properties

Document detail that matters





A document's properties

- Improves searching for and locating key documents.
- Helps locate the right person for queries and updates.
- Helps maintain a clean document library or filing system.

The screenshot shows a 'Document1 Properties' dialog box with the 'Summary' tab selected. The fields are filled with the following information:

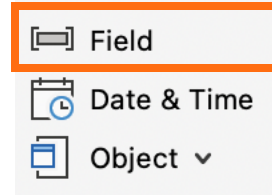
- Title: Proseware Project Plan
- Subject: Comprehensive initiative to enhance digital presence
- Author: Caroline Ellis
- Manager: Matt Phillips
- Company: IT Champion
- Category: Project Management
- Keywords: Proseware, Project Plan, Digital Presence, Custom
- Comments: This document outlines the project plan for the Proseware initiative, including the development of a new website, CRM system,
- Hyperlink base: (empty field)
- Template: Normal.dotm
- ☒ Save preview picture with this document

At the bottom right, there are 'Cancel' and 'OK' buttons.

Handy to know

- If using Insert> Field these properties can be found and used.
- Great for templates and merge fields.

Insert

A screenshot of the 'Field' dialog box. It has two columns: 'Categories:' and 'Field names:'. Under 'Categories', '(All)' is selected, showing a list of categories including 'Date and Time', 'Document Automation', 'Document Information', 'Equations and Formulas', 'Index and Tables', and 'Links and References'. Under 'Field names', a list includes 'TC', 'Template', 'Time', 'Title' (which is highlighted with a blue selection bar), 'TOA', 'TOC', and 'UserAddress'. Below these lists, the 'Field codes:' field shows 'TITLE ["NewTitle"]'. At the bottom, there is a 'Description:' field containing 'The document's title from the document properties', a checked checkbox for 'Preserve formatting during updates', and three buttons: 'Options...', 'Cancel', and 'OK'.

Recap

- **Non-printing characters:** These are invisible formatting tools that help organise and structure text.
- **Styles:** Predefined sets of formatting options ensure consistency and efficiency in documents.
- **Themes:** Themes coordinate colours, fonts, and styles, saving time and creating a cohesive look.
- **Properties:** Help with organisation, tracking and auto-fill of key document information.





A fresh approach to IT support and expertise.

Hope you enjoyed the session

Why not join us for our next tips and tricks session?

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