

Activity 3 – Styles and outlining

A style is a pre-set format for text or paragraph, used to achieve consistency of presentation. For example by using styles all of the headings and sub-headings in a document will be formatted identically. You can also adjust the settings of any one style, and all instances of that style in the document would change at the same time.

In addition to consistency and ease of variation, using styles has other advantages such as the ability to use outlines to review a document or to form a table of contents.

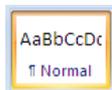
We will explore styles in this activity.

1. To start we will look at the Word 2010 *Normal* style.

a Open the document *Software*.

This is a section from a chapter about the different forms of computer software. We will use this to investigate the use of styles in Word.

b Select the whole document (*Ctrl+A*) and from the ribbon choose *Home > Styles > Normal*.



2 Software

Software is the set of programs used to operate a computer.

There are three main forms of software, an operating system to run the computer itself, applications to run on the computer, and programming languages to write the first two forms of software.

2.1 Operating systems

The first point of contact for the user is the operating system (OS) of the device they are using. The OS provides the initial user interface and determines how simple to manage the device is. The system selected depends on both the purpose the device is to be used for, and the level of user friendliness required.

2.1.1 What is an Operating System?

When using a word processor we type at a keyboard and are not surprised to see letters appear on the screen in front of us.

What determines how the keys we press are converted into images that are placed on the screen, or emerge on paper? The answer is the operating system. The OS is the program (or set of programs) that manages the flow of information in a computer system. Data must come from the keyboard or

The text of the document will be converted into the Word 2010 standard format. By default this uses the font *11 pt Calibri*, *Left* justification, *1.15* line spacing, with *10pt* spacing after each paragraph, as shown above.

Note: as seen in the last activity this style is held in the *normal.dotx* template on which all new documents are based.

c Leave the document formatted as *Normal* and save it to a suitable folder.

2. Styles provide a consistent look and feel for the document as we will now explore.

a Select just the first line of the document and make it *Title* style (*Home > Styles > Title*).



2 Software

b Move down to *2.1 Applications* and make this *Heading 1* style.

c Make the other main headings (*2.2* and *2.3*) *Heading 1* style also.

Hint: the keyboard shortcut for *Heading 1* is *Ctrl+Alt+1*.

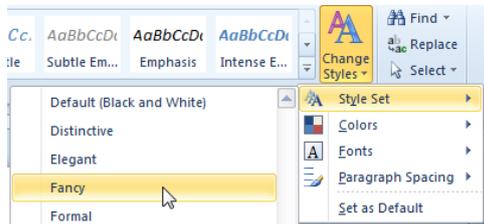
d Move through the document and format the second level headings (*2.1.1*, *2.1.2*, etc.) as *Heading 2* (*Ctrl+Alt+2*).

e Save the document.

3. The text, the title, and various headings are now formatted consistently. They can also be varied, all at once, to give the document a different appearance.

a To see this again select all of the text (*Ctrl+A*).

Next click on *Home > Styles > Change Styles > Style Set*, and experiment with the different ways the title, headings, and text can be presented.



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Pick a style you like, and apply it to the whole document.

- b Select either individual words, sentences or paragraphs, and experiment with applying styles to just them (e.g. *Emphasis, Strong, Quote*, etc.).
- c When ready re-save the document.
- d You can also add your own styles as items in the Quick Style gallery.

To do this first format text the way you want. Next select it, right click in the selection, and choose *Styles > Save Selection as a New Quick Style*. This new style will be added to the gallery and can then be used elsewhere in this document or in other documents.

- e If you have experimented with a range of different styles and wish to get back to the original starting set, choose *Home > Styles > Change Styles > Style Set > Reset to Quick Styles from Template*.

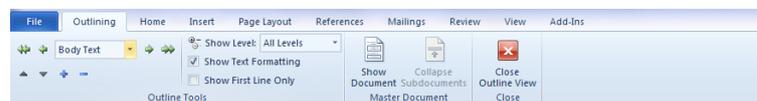
4. In addition to providing consistency in format, heading styles can be used to provide an *outline view*. Outline is used to plan, organise, and rearrange a longer document such as an assignment, an article, or a report.

(Note: the examples below use the default Office 2010 style. Your document will appear in the style set you have chosen in 3a above.)

- a Click on the *Outline View* button on the status bar at bottom right of the screen.

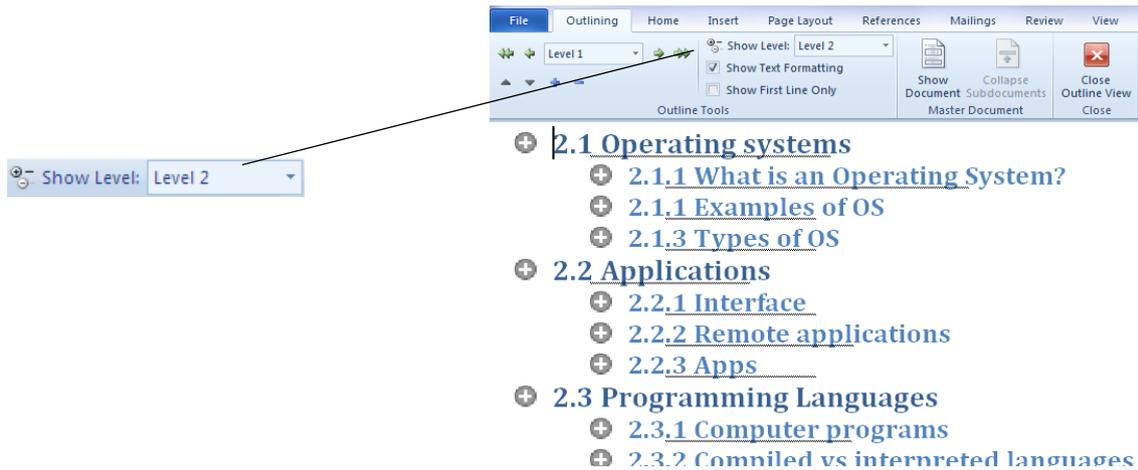


The document will now be presented as an outline and the *Outlining* tab will appear on the ribbon.



- **2 Software**
- Software is the set of programs used to operate a computer.
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- ⊕ **2.1 Operating systems**
- The first point of contact for the user is the operating system (OS) of the device they are using. The OS provides the initial user interface and determines how simple to manage the device is. The system selected depends on both the purpose the device is to be used for, and the level of user friendliness required.
- ⊕ **2.1.1 What is an Operating System?**
- When using a word processor we type at a keyboard and are not surprised to see letters appear on the screen in front of us.
- What determines how the keys we press are converted into images that are placed on the screen, or emerge on paper? The answer is the operating system. The OS is the program (or set of programs) that manages the flow of

- b On the outlining tab click the down arrow on the *Show Level* box and choose *Level 2*.



Only *Headings 1* and *2* will now be displayed; the rest of the text is hidden. This gives a clear overview of the sections and arrangement of the document.

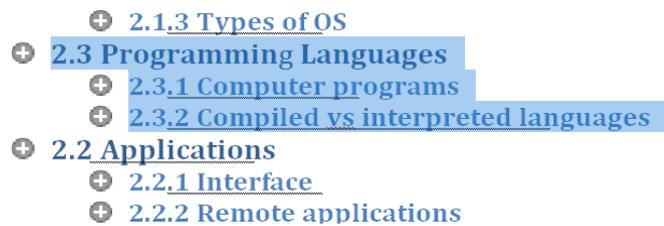
Note: outline view will work only if you use Word's heading styles. Word will accept heading styles from 1 to 9. In this document we have used just *Heading 1* and *Heading 2* styles. If we had used *Heading Style 3* (or lower) we could display it also by showing *Level 3* (or lower).

An outline of the document based on style headings can also be seen in the *Navigation* pane (*View > Show > Navigation*).

- c In addition to providing an overview of a document outline gives us control of how it can be organised.

With your mouse select the whole of the *2.3 Programming Languages* section. Drag it to just above *2.2*.

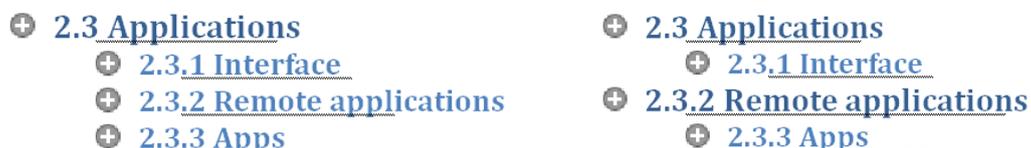
Return to *Print Layout* view (use the  button at lower right) and note how the document has been rearranged. The whole of section *2.3* has been moved ahead of section *2.2*.



In this way outline view can be used to reorder a document as you wish. Whole sections can be easily moved around or rearranged using click and drag rather than using cut and paste in the normal page layout view.

- d Move back to outline view and correct the numbering so that it is in sequence. (*2.2 Programming Languages, 2.2.1 Computer programs, etc.*)
- e Sub levels can also be promoted or demoted as you need.

Click on *2.3.2 Remote applications* and click on the *Promote* button  on the outlining tab.



This *Heading 2* is now a *Heading 1*; what was level 2 is now level 1 in the outline.

In a similar way any sub-section can be promoted, or demoted, from level 1 to level 9.

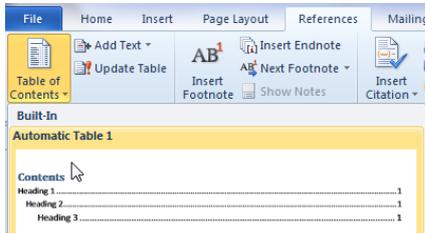
- f Use the *Demote* button to return section *2.3.2* to level 2/heading 2 and re-save the document.

Note: Using outline view is an efficient way to prepare a report or assignment from scratch. Using outline you can work out your main points or headings to start with, adding or rearranging as you go.

Once ready, return to print layout view and fill in the detail under each heading or subheading, again rearranging in outline view as necessary.

5. Finally we can use text set to heading styles to make a table of contents.
 - a In *Print Layout* view move to the beginning of the document and click just under the title.
 - b From the ribbon choose *References > Table of Contents> Automatic Table 1*.

2 Software



Contents

2.1 Operating systems	1
2.1.1 What is an Operating System?	1
2.1.1 Examples of OS	1
2.1.3 Types of OS	2
2.2 Programming Languages.....	2
2.2.1 Computer programs.....	2
2.2.2 Compiled vs interpreted languages.....	3
2.3 Applications.....	3
2.3.1 Interface.....	4
2.3.2 Remote applications	4
2.3.3 Apps.....	5
2.4 Managing software	5
2.4.1 File security	5
2.4.2 File maintenance.....	5

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A table of contents will appear with page numbers for each section. This table of contents is based on the heading styles used. (The table of contents will work for up to *Heading 3* style).

- c In addition to identifying page numbers the table of contents provides hyperlinks to the various sections of the document.

Hold down the *Ctrl* key on the keyboard and click on any of the headings.

This will jump you to that part of the document.

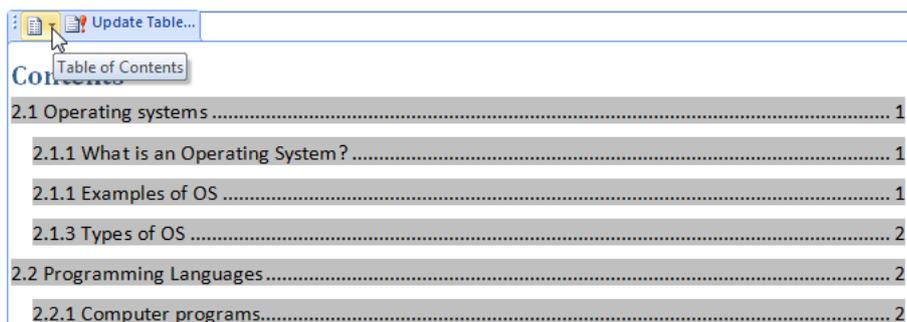
Note: the table of contents is not automatically updated if changes are made, so it is usually added when the document is complete. If later changes are necessary to headings or page numbering, use the *References > Table of Contents > Update Table* button to resample the document.

6. There are different formats for tables of contents.

To see these we will first remove this table.

- a Click once in the contents to select it (highlighted in grey), move your mouse to the top, and click on the down arrow of the first button (*Table of Contents*).

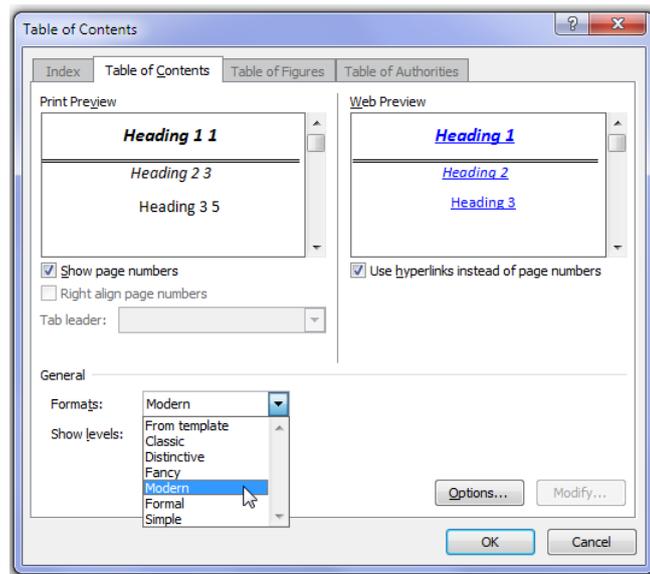
2 Software



From the options presented click on the *Remove Table of Contents* button.



- b We will now insert a new table, but in a different format.
From the ribbon choose *References > Table of Contents> Insert Table of Contents*.



In the dialogue that appears, under *General* click on the different formats available. Each will be previewed at upper right.

When you find a format you like click on *OK*.

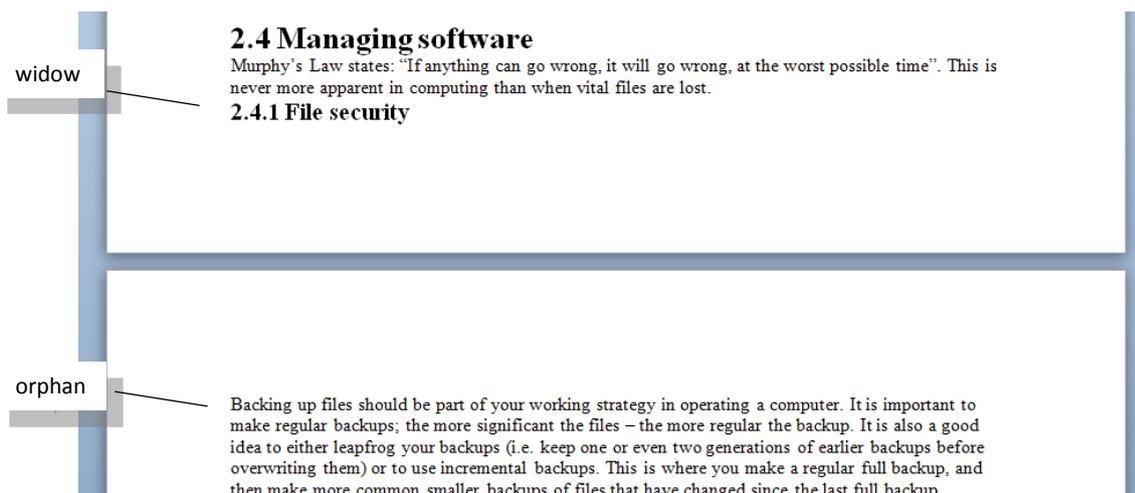
Note: you can click on *References > Table of Contents > Table of Contents > More Table of Contents from Office.com* to download a range of other formats.

- c When ready save and close. We will use this document in the next activity.

Follow up – Widows and orphans

Using heading styles has one further advantage in that it will prevent a layout fault known as widows and orphans.

A *widow* is a heading that appears at the bottom of a page, with the text it is the heading for (the *orphan*) on the next page.



This is disconcerting for readers and looks untidy.

Using heading styles avoids this as headings are automatically bound to the text that follows them. If necessary Word will add space above a heading to push it to the next page so that it stays with its body text.