

#### Lesson 8: Creating an Employee Policy Manual

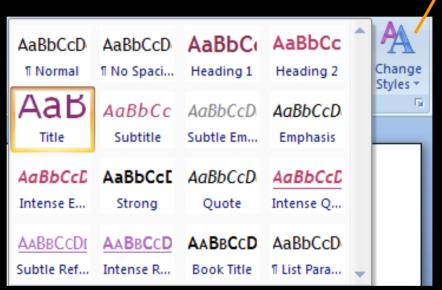
Return to the Word 2007 web page



# **Applying Styles**

- Powerful formatting tools
- Types of styles
  - Character
  - Paragraph
  - Linked
  - List
  - Table

Choose from a variety of Quick Style sets



Quick Style gallery on the Ribbon—uses Live Preview



New Word documents are based on the Normal style by default.



# **Applying Styles**

 Viewing all styles via the Styles task pane

Heading 1 ¥ πа Heading 2 Heading 1 : Font Font: (Default) +Heading, 14 pt, Bold, Font color: Accent 1 Paragraph Spacing: Before: 24 pt, After: 0 pt Line and Page Breaks: Keep with next, Keep lines together Outline Level: Level 1 Style Style Linked, Quick Style, Priority: 10, Based on: Normal, Following style: Normal Hover the mouse pointer over a style name to see the style's formats Format styles in the task pane as they would appear in the document 4 ΤI Use the task pane menu to modify and delete styles.



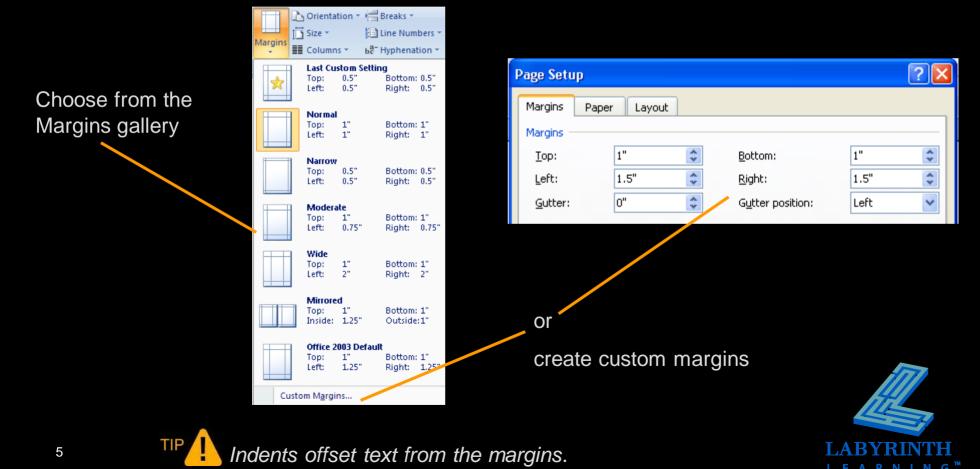
### Add your new style to the Quick Style list if desired

**Creating Custom Styles** 

Create New Style from For	matting ?	×
Properties		
<u>N</u> ame:	My Style	
Style <u>t</u> ype:	Character	*
Style <u>b</u> ased on:	a Default Paragraph Font	~
Style for following paragraph:		$\sim$
Formatting		
Comic Sans MS 🛛 🗸	B I U	
	Automatic	
	Theme Colors	
Previous Paragraph Previous Para Paragraph Previous Paragraph Pre		
Provide our customers wit		
competitive prices.		
Following Paragraph Following I	Paragraph Following Para	
Font: Comic Sans MS, Bold, For		ult
Paragraph Font	More Colors	
Add to Quick Style list		
<ul> <li>Only in this document</li> </ul>	w documents based on this template	
Format -	OK Cancel	

### **Setting Margins**

### Margins determine space between text and edge of page



# Navigating in Long Documents The Go To command

Enter a page number to jump directly to a particular page

Find and Replace	? 🛛
Find     Replace     Go To       Go to what:     Image     Image       Section     Image     Image       Bookmark     Image     Image       Comment     Image     Image       Footnote     Image	Enter page number: 5 Enter + and - to move relative to the current location. Example: +4 will move forward four items. Previous Go Io Close



# **Navigating in Long Documents**

### Bookmarks

- Navigate to specific locations
- Assign a bookmark name to selected text or objects in a document

	Bookmark	
Use the Bookmark dialog box to Add, Delete, or Go To bookmarks	Bookmark name: Bonus_Policy Bonus_Policy	Bookmark names can contain letters and numbers, but not spaces.
Г	Sort by: <ul> <li>Name</li> <li>Location</li> </ul> Hidden bookmarks	
	Add <u>D</u> elete <u>G</u> o To Cancel	
TIP You can also use to	he Go To feature to jump to a	a bookmark.

# **Navigating in Long Documents**

### Hyperlinks

- Jump to:
  - a location within a document
  - another document
  - a web page



Insert Hypert	ink		
Link to:	<u>T</u> ext to displa	y: http://www.google.com	
<b>e</b> Existing File or	Look in:	Eesson 8	~
Web Page	Current	Policy Manual.docx	
	Folder		
Pl <u>a</u> ce in This Document	<u>B</u> rowsed Pages		
Create <u>N</u> ew Document	Re <u>c</u> ent Files		
En	Addr <u>e</u> ss:	http://www.google.com	
E- <u>m</u> ail Address			



## **Changing Views**

#### Arrange All

 Easy way to compare two versions of the same document

age Layout	References	Mailings	Review	View	
	Welcome to TrainRight! We are pleased to welcome you to TrainRight. You have joined a company with a reputation for quality computer training and outstanding customer service. We understand that our success depends on our employees, and we want your employment to be rewarding and mutually beneficial. For this reason, we believe in developing our employees through proper training and challenging job responsibilities. It is our sincere hope that you will enjoy your employment and thrive in this dynamic organization. You're Part of Our Team As a member of the TrainRight team, you will have the opportunity to grow with our company. It is up to you to take advantage of this opportunity by contributing your time, creativity, and skills. The success of our company depends on each member of our team. Together, we can achieve our goals and have fun in the process.				
5 🛅					
		Employ	ee Policy N	Ianua1.docx - Microsoft Word	
age Layout	References	Mailings	Review	View	

#### Welcome to TrainRight!

We are pleased to welcome you to TrainRight. You have joined a company with a reputation for quality computer training and outstanding customer service. We understand that our success depends on our employees, and we want your employment to be rewarding and mutually beneficial. For this reason, we believe in developing our employees through proper training and challenging job responsibilities. It is our sincere hope that you will enjoy your employment and thrive in this dynamic organization.

#### You're Part of Our Team

As a member of the TrainRight team, you will have the opportunity to grow with our company. It is up to you to take advantage of this opportunity by contributing your time, creativity, and skills. The success of our company depends on each member of our team. Together, we can achieve our goals and have fun in



### **Changing Views**

### The Split command

Split the window and compare two different parts of the same document next to each other

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#### An Equal Opportunity Employer

TrainRight is an equal opportunity/affirmative action employer. We welcome and encourage diversity in the workplace. At TrainRight, we recognize that people have different needs and different lifestyles. That's why we work hard to accommodate the individual needs of our employees.





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