

# Microsoft Word 2007: Comprehensive



## Lesson 8: Creating an Employee Policy Manual

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# Applying Styles

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

Choose from a variety of Quick Style sets



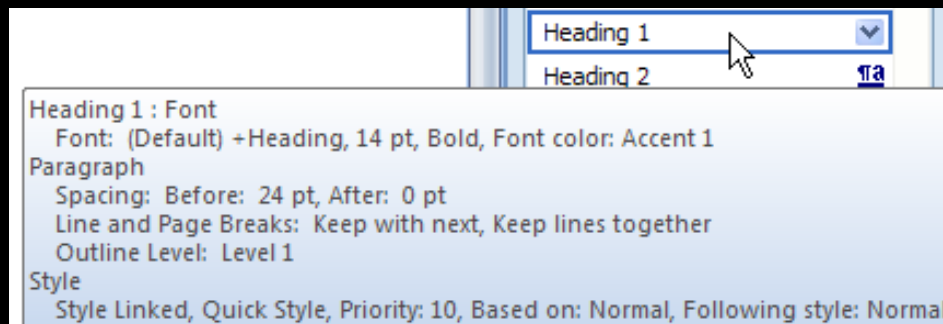
Quick Style gallery on the Ribbon—uses Live Preview

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



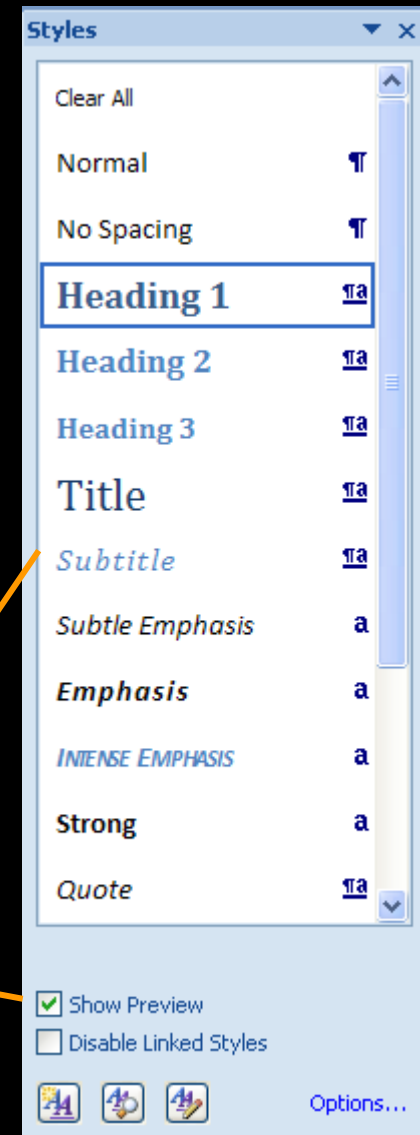
# Applying Styles

- Viewing all styles via the Styles task pane



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

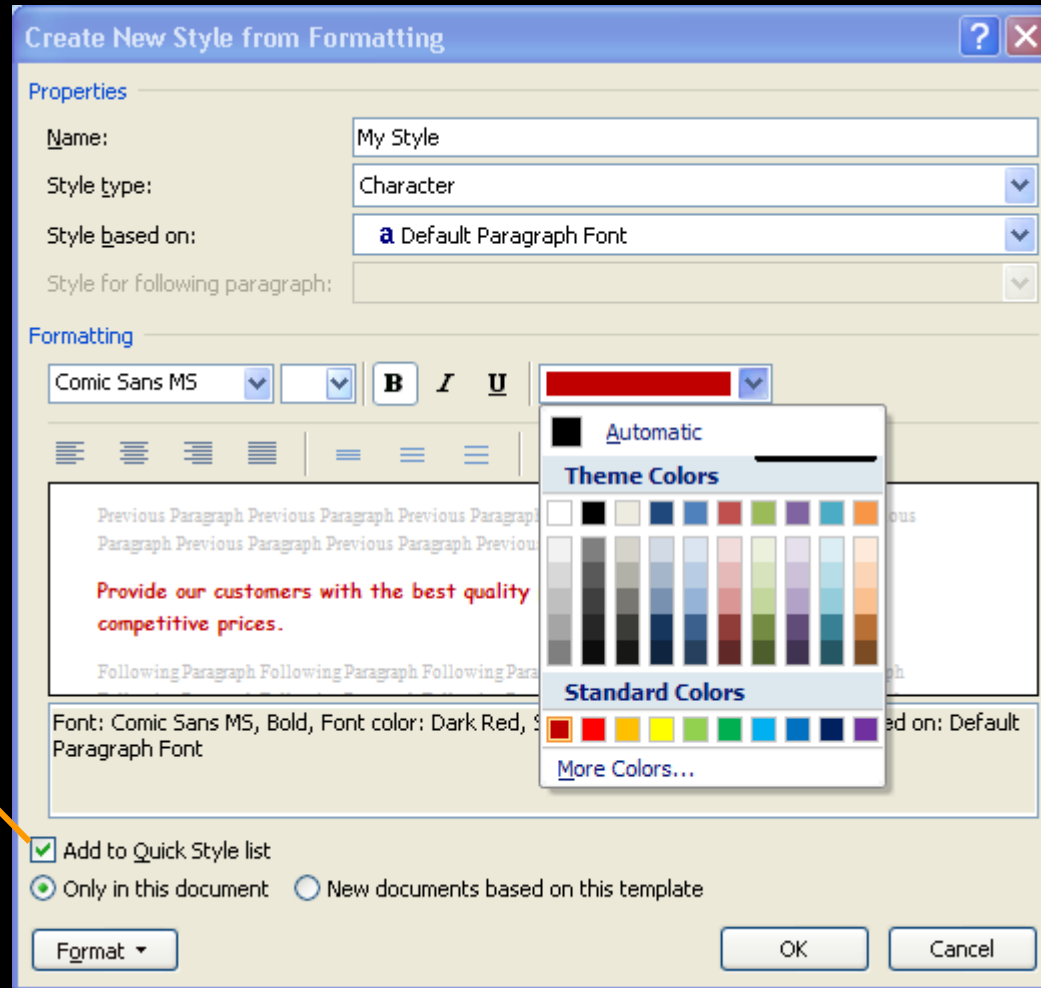


**TIP**  Use the task pane menu to modify and delete styles.



# Creating Custom Styles

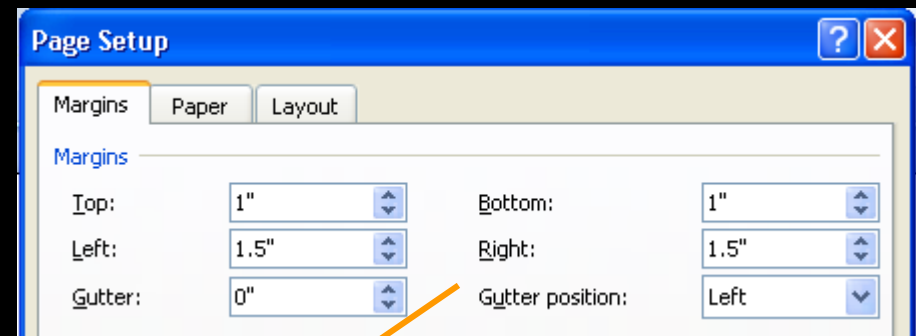
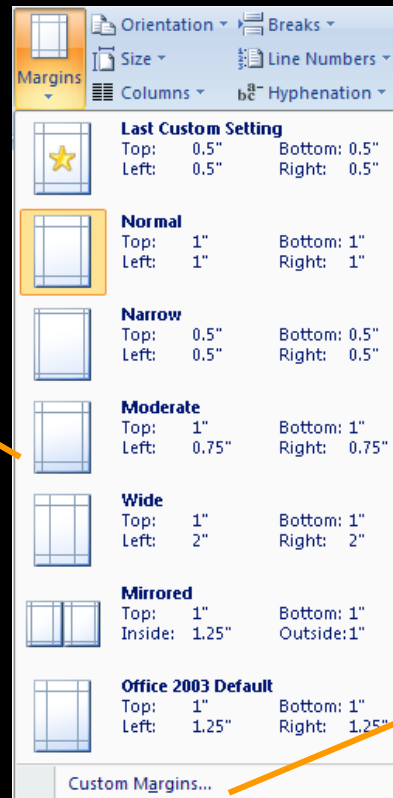
Add your new style to the Quick Style list if desired



# Setting Margins

- Margins determine space between text and edge of page

Choose from the Margins gallery



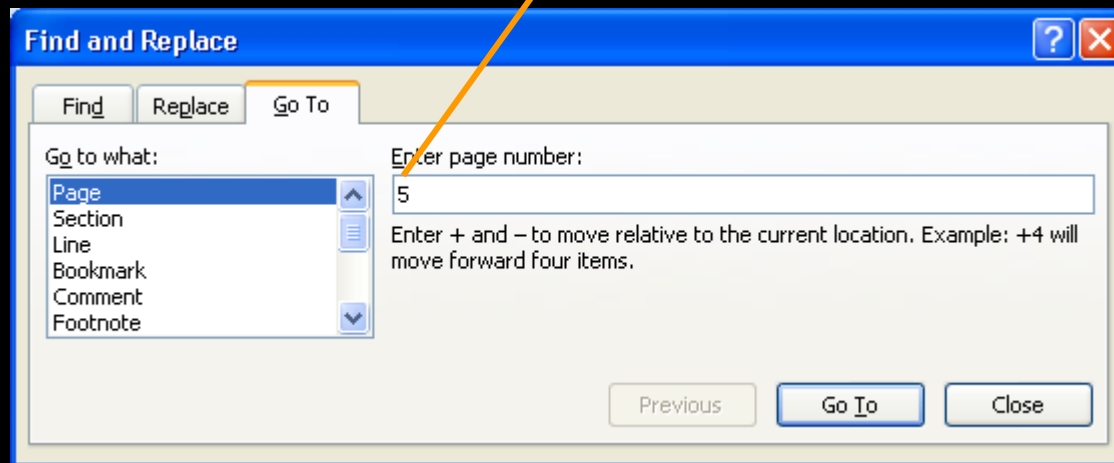
or  
create custom margins



# Navigating in Long Documents

- The Go To command

Enter a page number to jump directly to a particular page

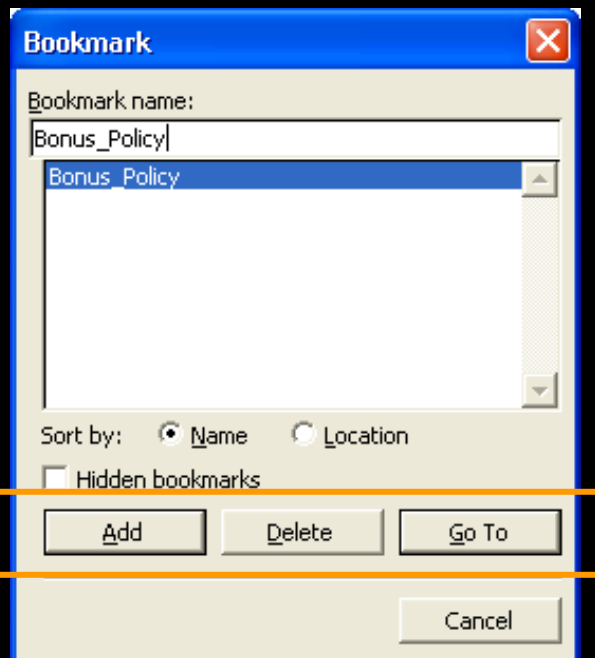


# Navigating in Long Documents

## ■ Bookmarks

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

Use the Bookmark dialog box to Add, Delete, or Go To bookmarks



*Bookmark names can contain letters and numbers, but not spaces.*



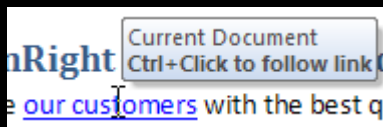
*You can also use the Go To feature to jump to a bookmark.*



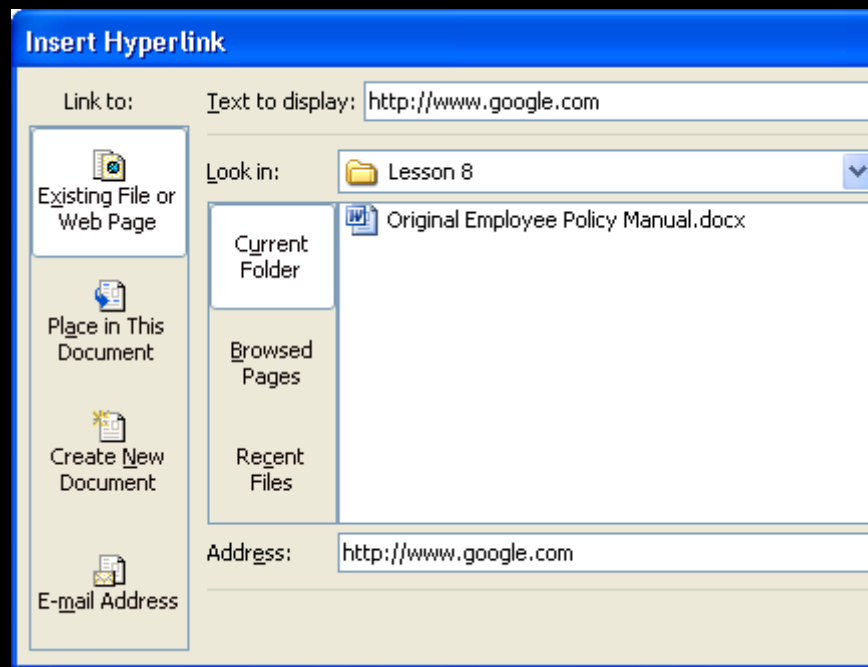
# Navigating in Long Documents

## ■ Hyperlinks

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

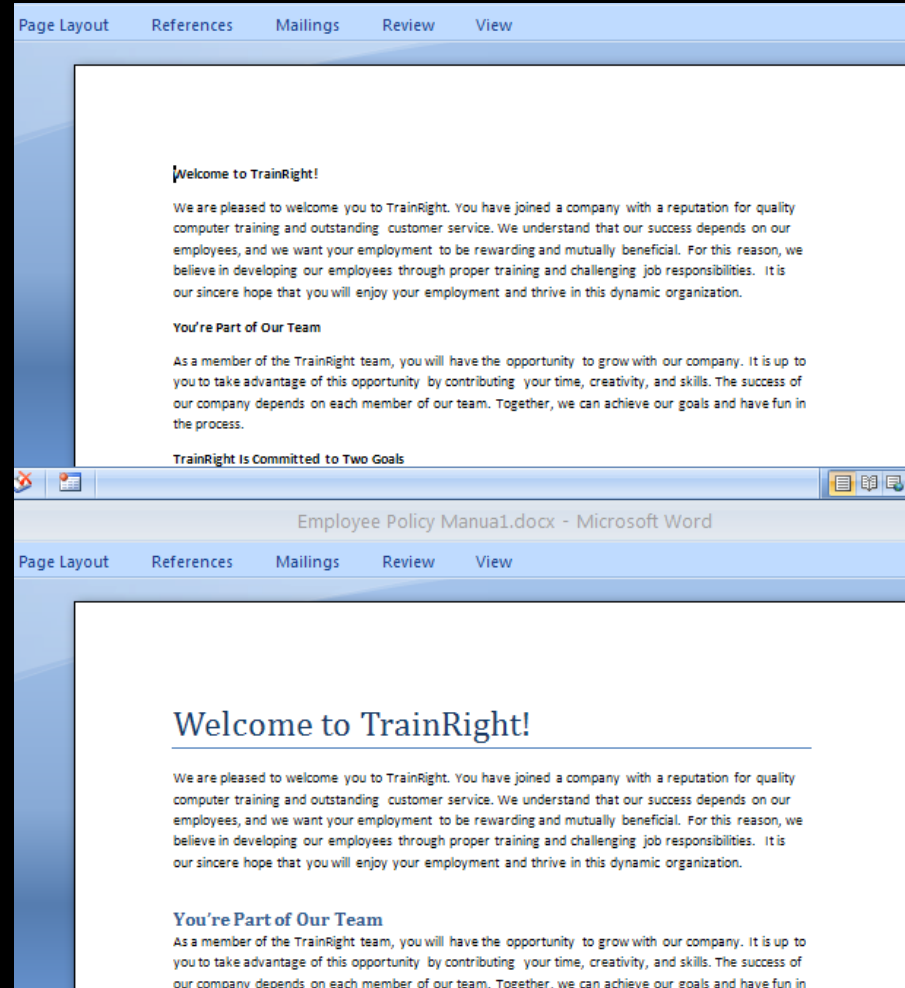


Follow the link



# Changing Views

- **Arrange All**
  - Easy way to compare two versions of the same document



# Changing Views

- **The Split command**

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



The screenshot shows a document window with a horizontal split bar in the middle. Above the split bar is the text "Welcome to TrainRight!" followed by a paragraph of introductory text. Below the split bar is the text "An Equal Opportunity Employer" followed by a paragraph of text. A small double-headed vertical arrow icon is centered on the split bar.

**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.

**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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