



University Information  
Technology Services

# Microsoft Office Word 2016 for Mac

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## Formatting Your Document

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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# University Information Technology Services

## Microsoft Office: Word 2016 for Mac Formatting Your Document

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## Introduction

This booklet is the companion document to the Word 2016: Formatting Your Document workshop. The booklet will show users how to apply preset styles and modify them, how to insert tables, headers, footers, and page numbers, and how to use section breaks in your document.

## Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Create styles and use them to format document text
- Create and modify tables
- Insert section breaks in a document
- Format the document text as columns

**Note:** This document frequently refers to right-click. If your set-up does not include a mouse with two buttons, Mac users can configure their single-button mouse to do a right-click by accessing the *System Preferences > Mouse* settings and setting the right-button to **secondary button**. Right-click can also be enabled by holding **Control + click**.

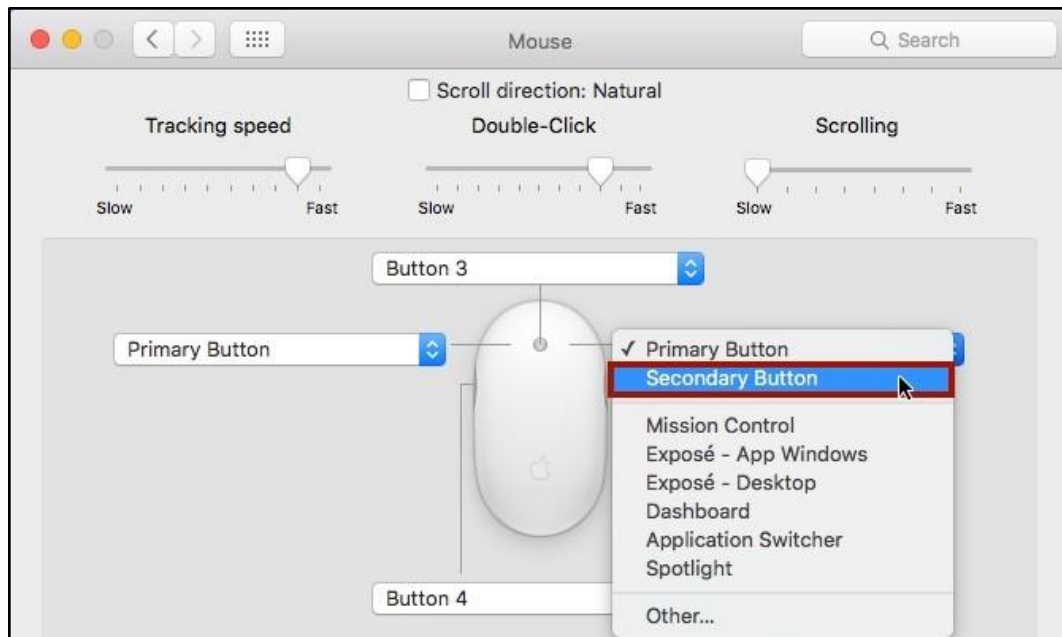


Figure 1 - Mouse Settings

## Using Styles

A Style is a predefined combination of font style, color, and size that you can use to format the text in your document. Using styles can help you create documents that have a more professional, and consistent, appearance. Some styles (like the built-in heading styles) can be used to easily navigate your document, or insert a table of contents.

You can use the styles available in Word, modify them, or create your own style and save it to use every time you need it.

## Applying a Style

1. Select the **text** that you want to format.
2. Click the **Home** tab (See Figure 2).
3. In the *Home* tab, scroll through the styles with the **arrows** and click the desired **style** to apply (See Figure 2).

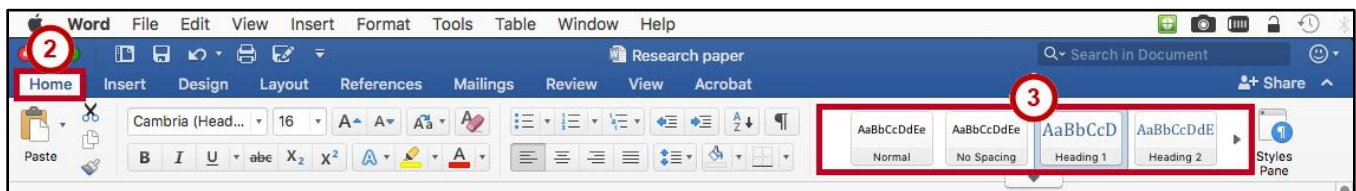


Figure 2 - Styles on Ribbon

**Note:** You can also access your styles using the *Styles Pane* button. Click the **Styles Pane** button.



Figure 3 - Styles Pane

This opens the *Styles Pane* to allow you to select a pre-defined style or create your own new style.

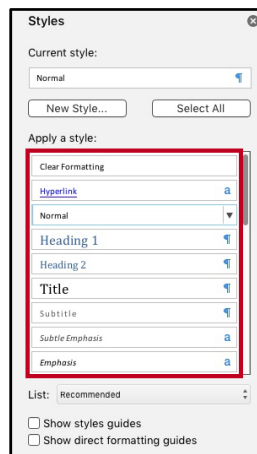


Figure 4 - Styles Pane

## Modifying a Style Using the Ribbon

An easy way to modify your styles is to apply formatting changes to your selected text, then to apply the change to a preset style. The following explains how to modify a style using the ribbon:

1. Select the **text** that you want to format.
2. Format the selected text with the new attributes that you want (e.g. Bold, 14pt, Calibri font and blue lettering).
3. Click the **Home** tab (See Figure 5).
4. On the *Home* tab, right-click the **style** you wish to modify (See Figure 5).
5. In the drop-down menu, click **Update to Match Selection** (See Figure 5).
6. Your style will be updated to match your selection.

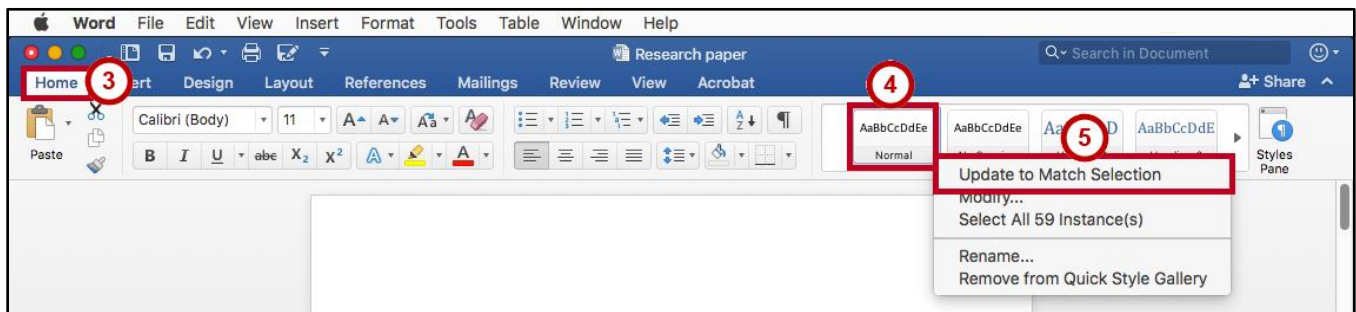


Figure 5 - Update Style to Match Selection

## Modifying a Style Using the Styles Dialog Box

1. Click the **Home** tab (See Figure 6).
2. On the *Home* tab, right-click the **style** you wish to modify (See Figure 6).
3. In the drop-down menu, click **Modify...** (See Figure 6).

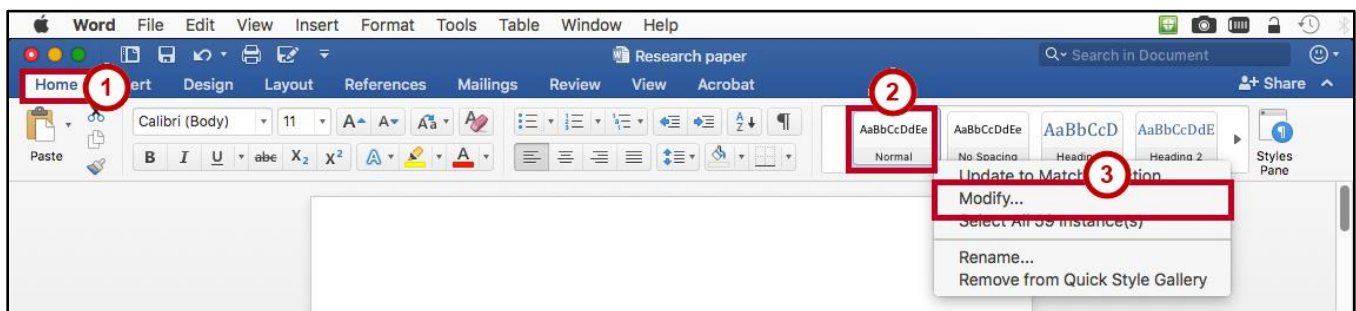


Figure 6 - Modify Style

- In the *Modify Style* dialog box, select the **new attributes** that you want to apply to the style (See Figure 7).
- For further options, click the **Format** button (See Figure 7).
- Click the **OK** button (See Figure 7).

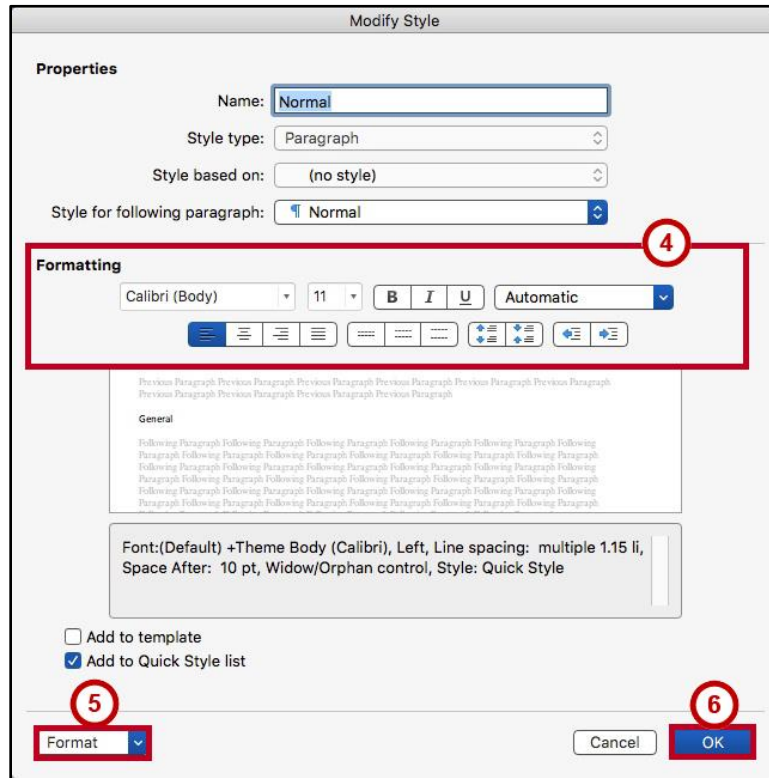


Figure 7 - Modify Style Dialog Box

## Creating Your Own Custom Style

In addition to modifying existing styles, you can also create your own custom styles. The following explains how to create a custom style:

- Select the **text** that you want to format as a new style.
- Format the selected text with the new attributes that you want (e.g. Bold, 14pt, Calibri font, and blue lettering).
- Click the **Home** tab (See Figure 8).
- In the *Home* tab, click the **Styles Pane** button (See Figure 8).

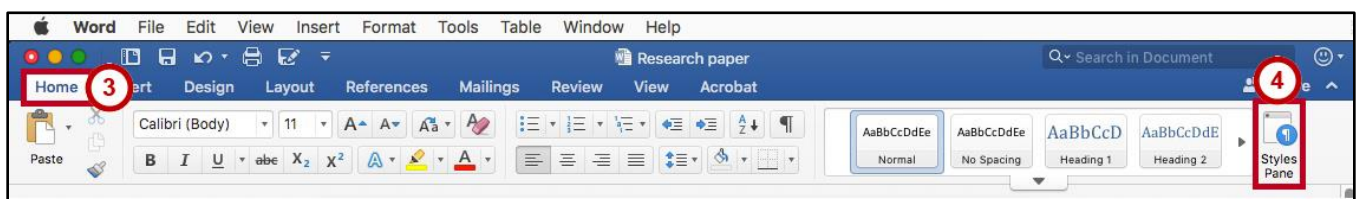


Figure 8 - Style Drop-down



- In the *Styles* pane, click the **style** upon which to base your new style. It will appear in the *Current style* field (See Figure 9).
- Click **New Style...** (See Figure 9).

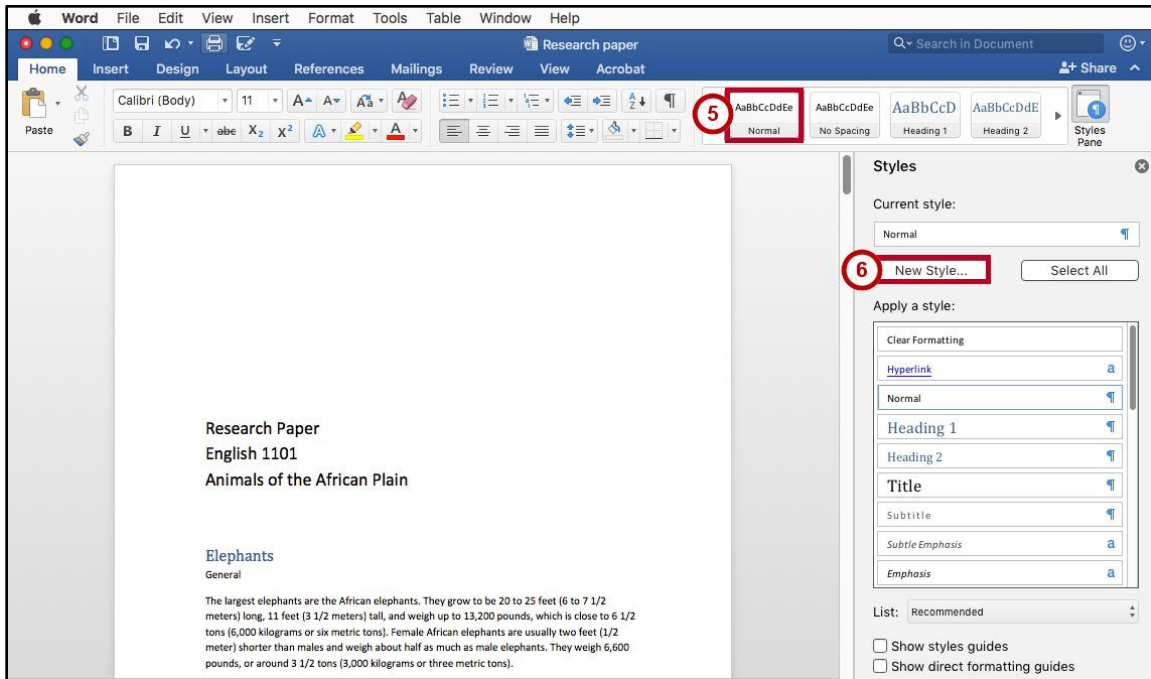


Figure 9 - Create a Style

- In the *Modify Style* dialog box, enter a **Name** for the new style (See Figure 10).
- For further options, click the **Format** button (See Figure 10).
- When all style changes have been made, click the **OK** button (See Figure 10).

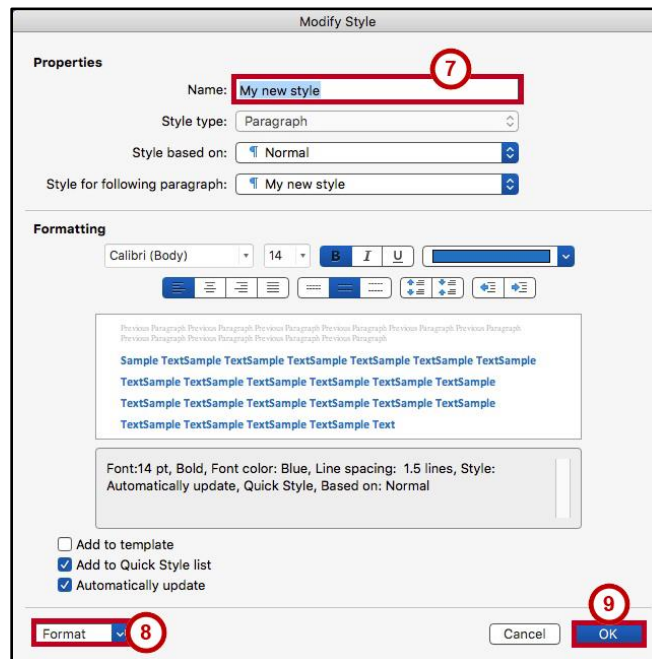


Figure 10 - Modify Style Dialog Box

10. Your new style can be selected from within *Styles* on the *Home* tab.



Figure 11 - My New Style

## Tables

Tables are useful for presenting text information and numerical data in a neat and orderly fashion. A Table consists of rows and columns that intersect to form boxes called cells, which you can then fill with text, numbers, or graphics. You can also format your table for added effect (e.g. make the lines within the table visible or invisible).

### Creating a Table Using the Table Menu

1. Click the **Insert** tab (See Figure 12).
2. Click the **Table** icon (See Figure 12).
3. In the *Insert Table* drop-down menu, move your mouse pointer over the **boxes** until you have the number of rows and columns that you want in the table (See Figure 12).

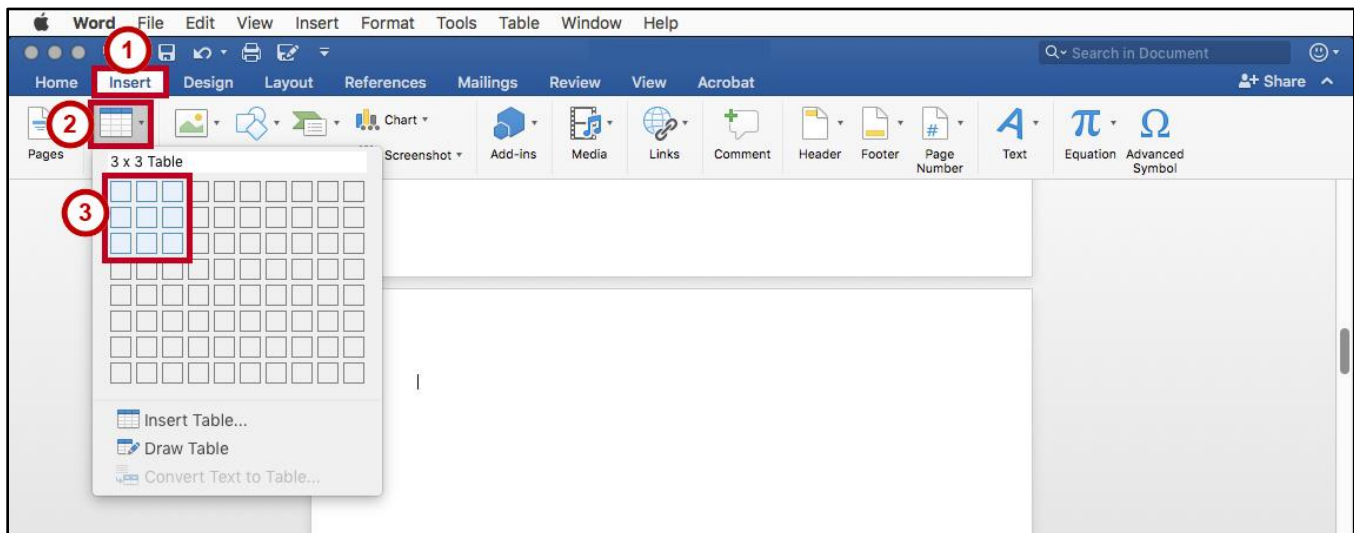


Figure 12 - Table Icon

4. Your new table will be placed within your document.

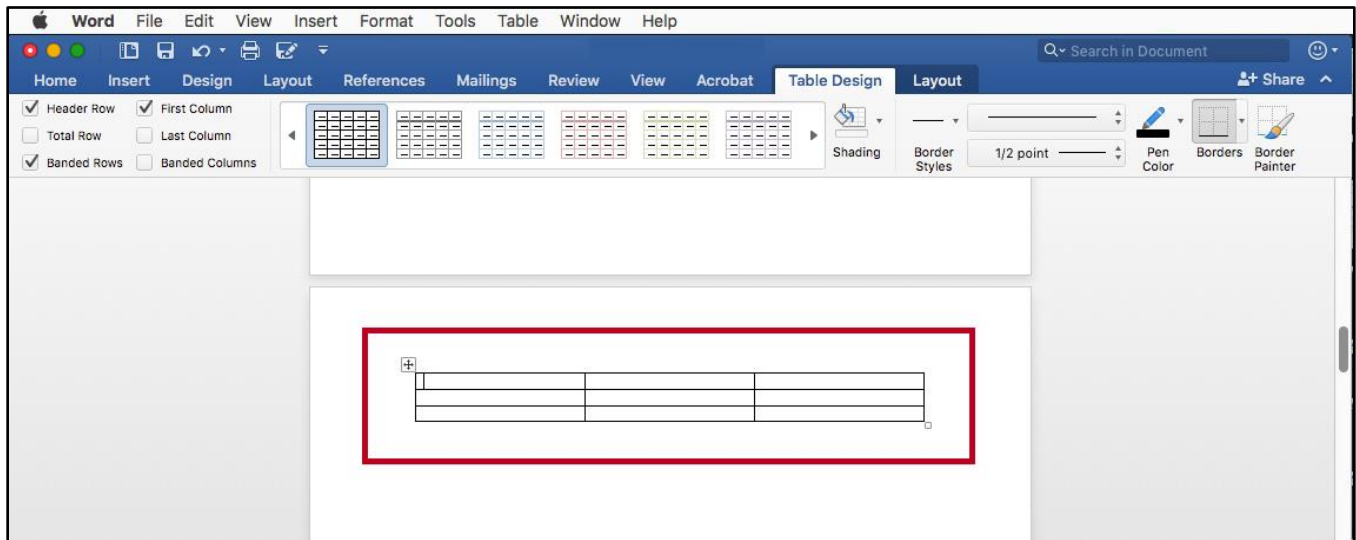


Figure 13 - Your New Table

**Note:** This method will only allow you to create a table up to 10x8 in size. To create a table with more rows and columns, see [Creating a Table Using the Insert Table Command](#).

### Creating a Table Using the Insert Table Command

If you need to create a table that contains more than 10 columns and/or 8 rows, then you can use the *Insert Table* command to designate how many columns and rows to enter into your table. The following instructions explain how to create a table using the Insert Table Command:

1. Click the **Insert** tab (See Figure 14).
2. Click the **Table** icon (See Figure 14).
3. In the *Insert Table* drop-down, click **Insert Table** (See Figure 14).

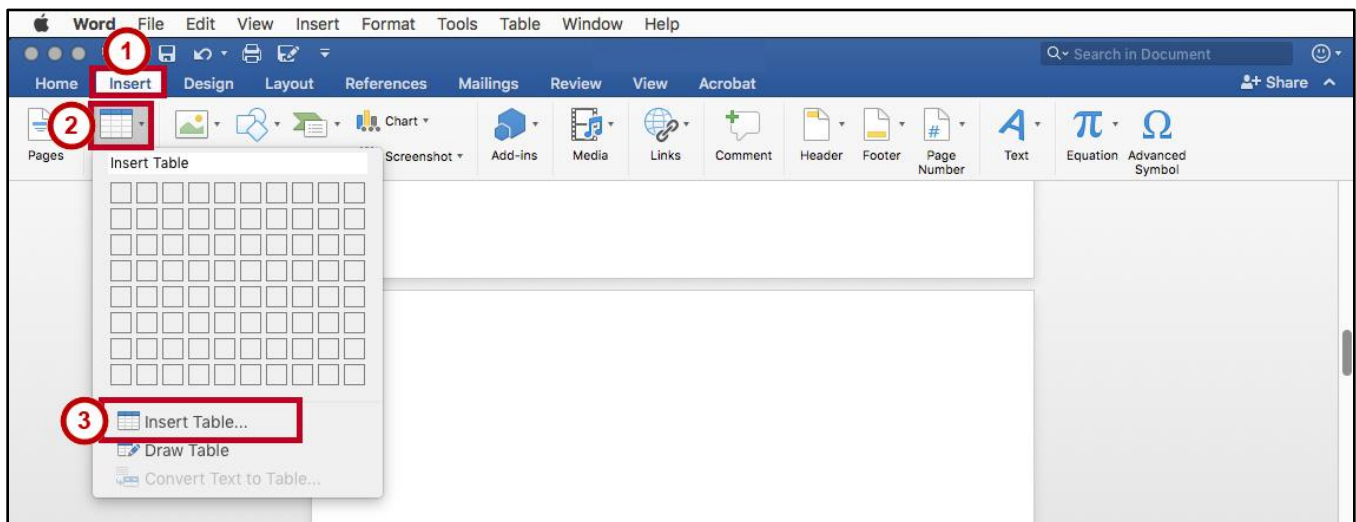


Figure 14 - Insert Table

4. In the *Insert Table* dialog box, enter the **Number of columns and rows** for the table (See Figure 15).
5. Click the **OK** button (See Figure 15).

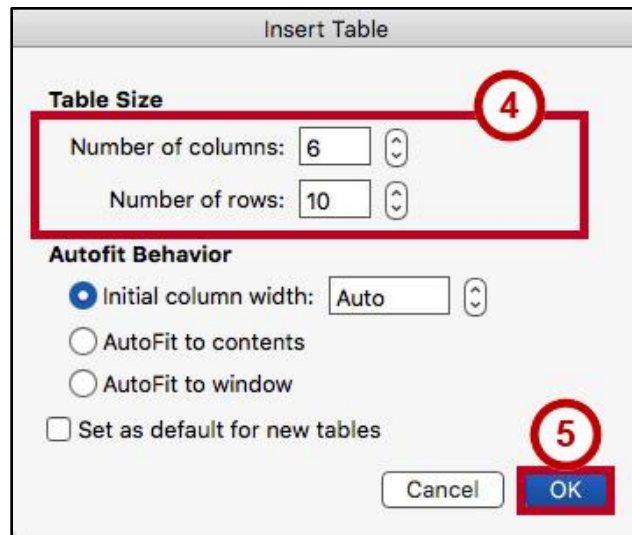


Figure 15 - Insert Table Dialog Box

## Creating a Table Using the Drawing Tools

If you want more control over the shape of your table's columns and rows, you can also draw your own table. The following explains how to create a table using the *drawing tools*.

1. Click the **Insert** tab (See Figure 16).
2. Click the **Table** icon (See Figure 16).
3. In the *Insert Table* drop-down menu, click **Draw Table** (See Figure 16).

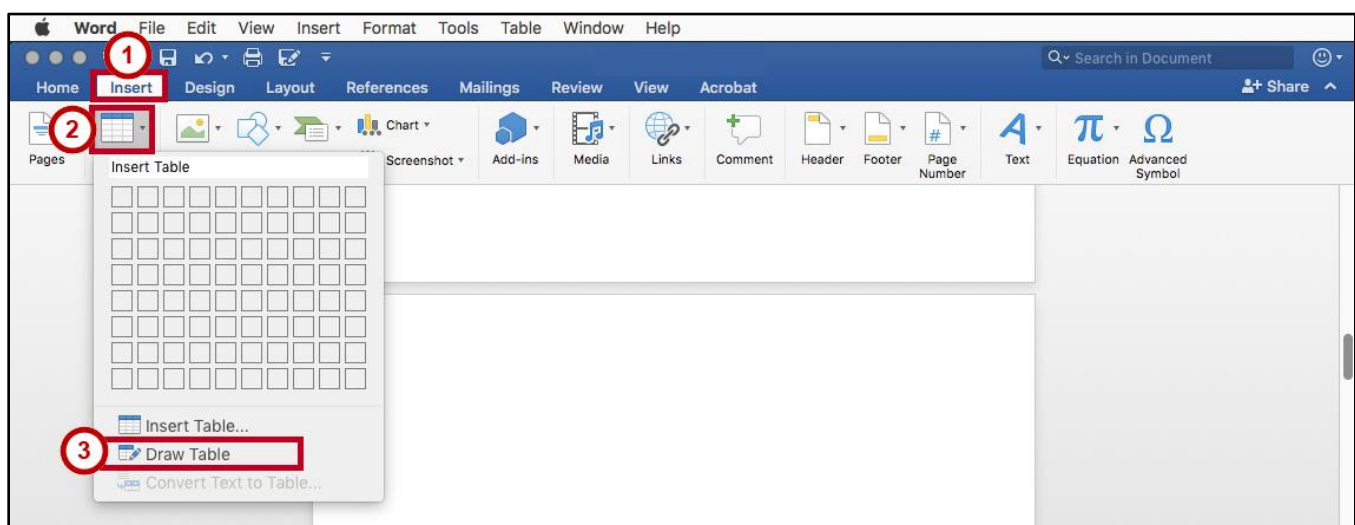


Figure 16 - Draw Table

4. The mouse pointer will change to a pencil icon. Click and drag the **pencil** to draw the outer border of the table.

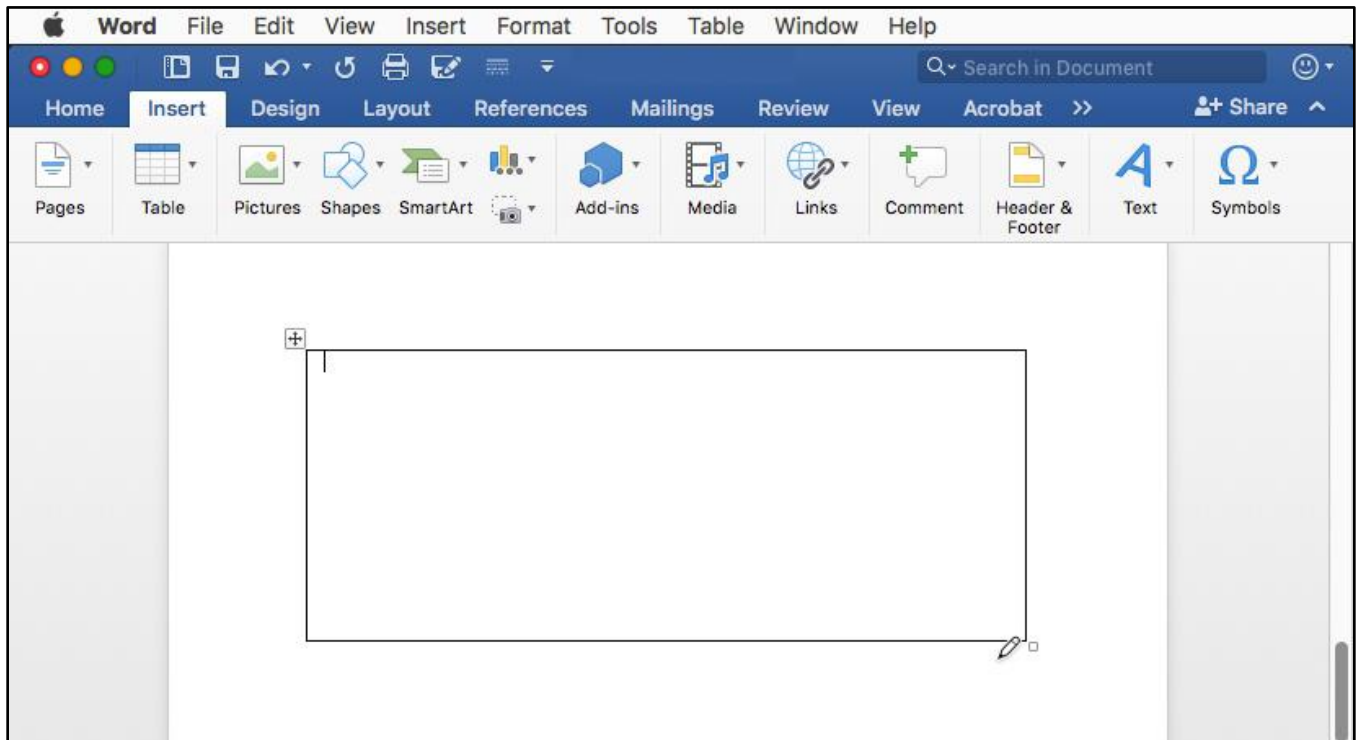


Figure 17 - Drawing a Table

5. Click and drag the **pencil** to draw lines within the border to create cells.

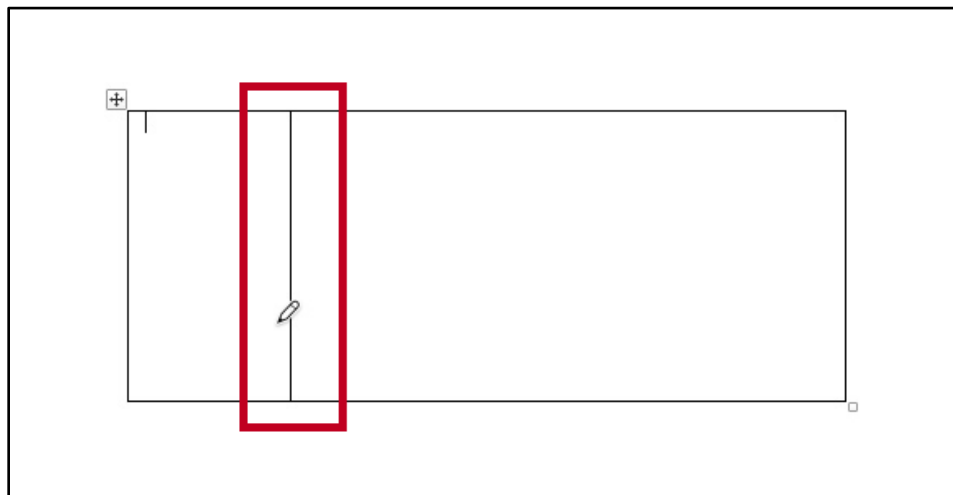


Figure 18 - Drawing Table Lines

6. Press the **ESC** key to return to the regular mouse pointer.

## Accessing the Table Tools

Tables have their own set of editing tools accessible by context sensitive tabs on the *Ribbon*. To access these tabs, click a table in your document and the *Table Design* and *Layout* tabs will appear in the *Ribbon*. From these tabs, you can modify the *Design* or the *Layout* of your tables.



Figure 19 - Table Tools

## Splitting Cells

1. Click in the **cell** that you want to split.
2. Click the **Layout** tab (See Figure 20).
3. In the *Layout* tab, click the **Split Cells** button (See Figure 20).



Figure 20 - Split Cells

4. In the *Split Cells* dialog box, enter the **Number of rows and columns** into which you want to split the cells (See Figure 21).
5. Click **OK** button (See Figure 21).

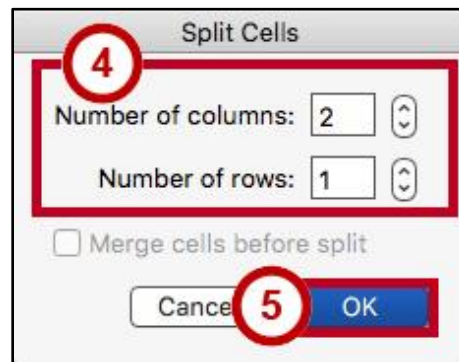


Figure 21 - Split Cells Dialog Box

## Merging Cells

1. Select the **cells** that you want to merge.
2. Click the **Layout** tab in the *Ribbon* (See Figure 22).
3. Click **Merge Cells** (See Figure 22).

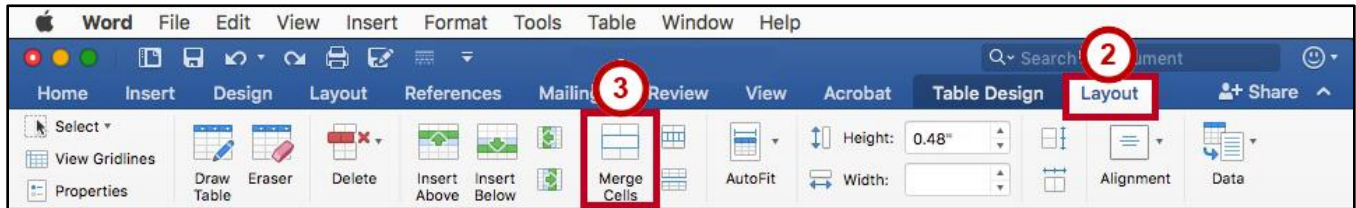


Figure 22 - Merge Cells

## Inserting Rows and Columns

The following section explains how to insert additional rows and columns into a table.

### Using the Layout Tab to Insert Rows and Columns

1. Click in the **cell** that you want to insert a row or column around.
2. Click the **Layout** tab in the *Ribbon* (See Figure 23).
3. Click **Insert (Above, Below, Left, Right)** to insert a row or column (See Figure 23).

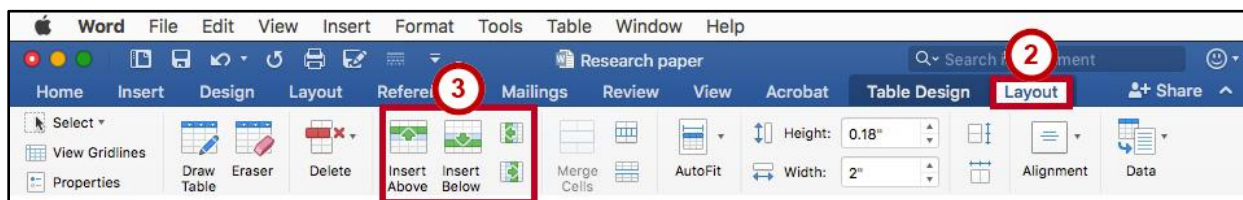


Figure 23 - Insert Rows or Columns

### Using Insert on the Menu Bar

1. Click in the **cell** that you want to insert a row or column around.
2. Click **Table** in the *Menu bar* (See Figure 24).
3. Click **Insert** in the *drop-down* menu (See Figure 24).
4. Click **Cells...** (See Figure 24).

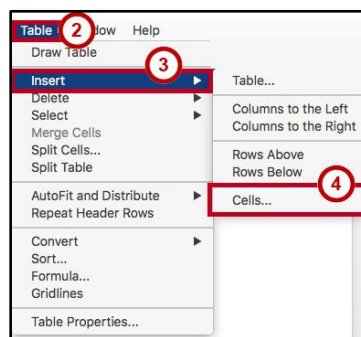


Figure 24 - Insert

5. In the *Insert Cells* dialog box, click one of the **last two options** to insert a row or column (See Figure 25).
6. Click the **OK** button (See Figure 25).

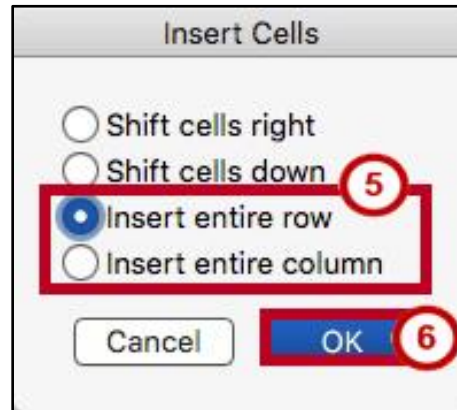


Figure 25 - Insert Cells Dialog Box

**Note:** You can also select *Shift cells right* or *Shift cells down* to insert a single cell.

## Deleting Cells, Rows, Columns, and Tables

1. Select the **rows, columns, cells, or whole table** that you want to delete.
2. Click the **Layout** tab in the *Ribbon* (See Figure 26).
3. Click the **Delete** button (See Figure 26).
4. In the *Delete* drop-down menu, click **Delete (Cells, Columns, Rows, or Table)** (See Figure 26).

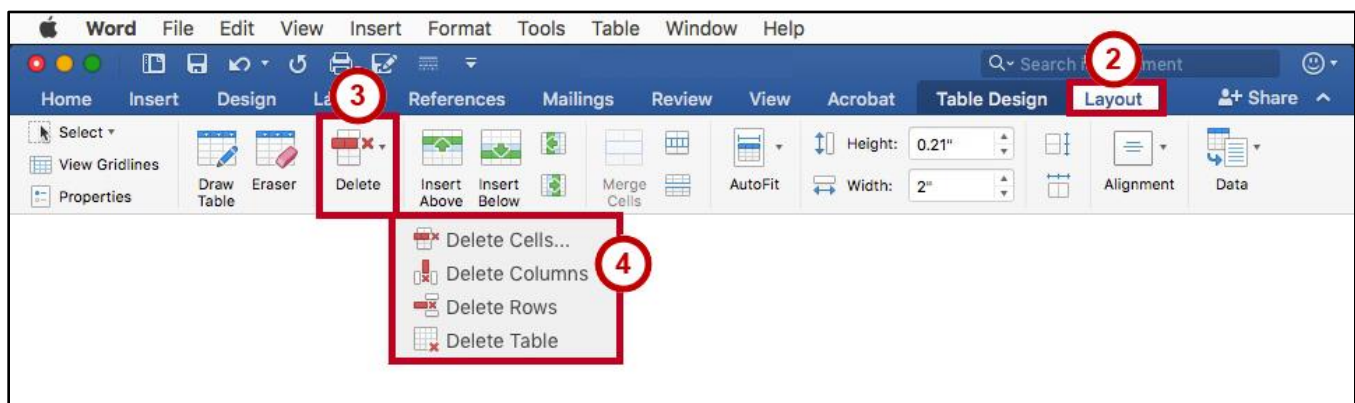


Figure 26 - Table Delete Options

## Changing Cell Size

There are three ways to change the size of rows and columns in a table; either by setting the dimensions, dragging the cell borders, or by distributing your rows and/or columns.



## Setting the Dimensions

1. Click in the **cell** inside the row or column where the size needs to be adjusted.
2. Click the **Layout** tab in the *Ribbon* (See Figure 27).
3. In the **Height** and **Width** fields, change the **measurement values** (See Figure 27).

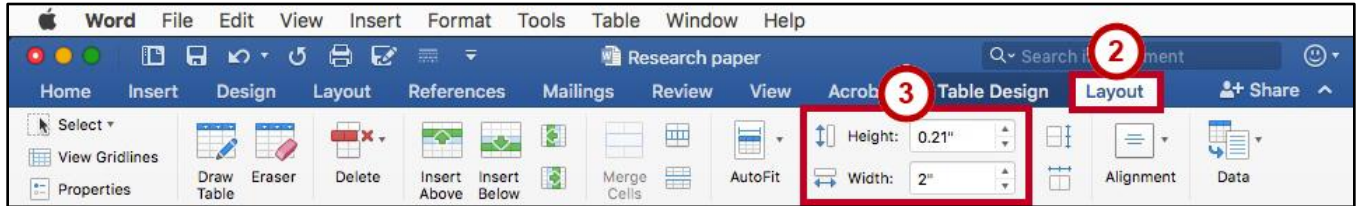


Figure 27 - Cell Size

## Distribute Rows and Columns Evenly

1. Select the **rows** or **columns** you want to distribute evenly.
2. Click the **Table Design** tab in the *Ribbon* (See Figure 28).
3. In the *Table Design* tab, click the **Distribute Rows** or **Distribute Columns** button (See Figure 28).

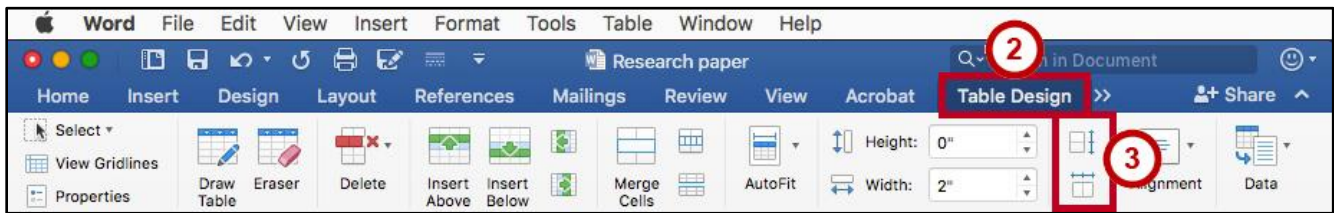


Figure 28 - Distribute Rows or Columns

## Dragging the Cell Borders

To change the cell size by dragging, hover your mouse cursor over the border of the column or row you wish to change. The cursor will change to a resize cursor. **Left-click and drag** to resize your column or row.

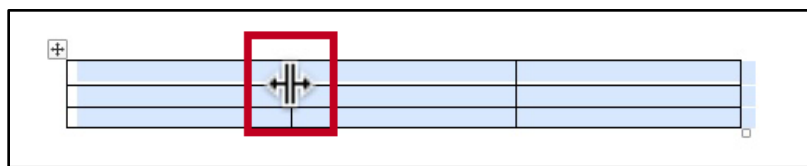


Figure 29 - Dragging Cell Borders

## Add Text Wrapping to a Cell

As you type text into a cell, the column will expand to accommodate your entry. If you want the text to wrap inside the cell (move to a new line when it hits the column border), the following steps will explain how to enable text wrapping:

1. Select the **cell(s)** in your table to add text wrapping.

2. In the *Menu bar*, click **Table** (See Figure 30).
3. In the *drop-down menu*, click **Table Properties** to open the *Table Properties* dialog box (See Figure 30).

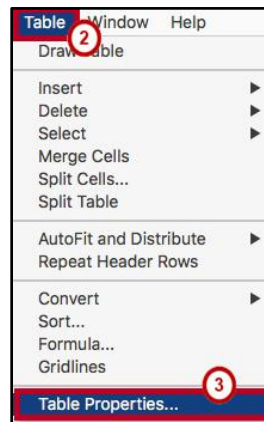


Figure 30 - Table Properties

4. In the *Table Properties* dialog box, click the **Cell** tab (See Figure 31).
5. Click the **Options** button (See Figure 31).

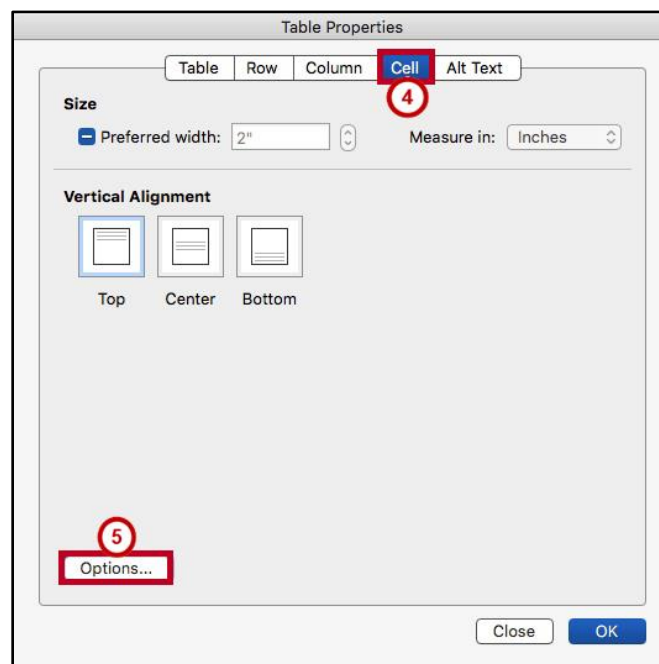


Figure 31 - Table Properties Dialog Box

6. The *Cell Options* dialog window will open. Click the **checkbox** next to *Wrap text* (See Figure 32).
7. Click the **OK** button (See Figure 32).

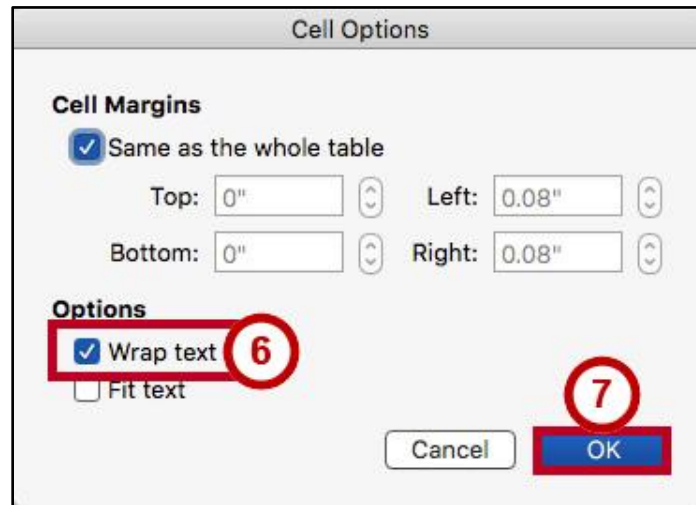


Figure 32 - Cell Options

8. In the *Table Properties* dialog box, click the **OK** button.

## Moving a Table

1. Click in the **table**.
2. Move the mouse over the **Table Selector** in the top left corner of the table.

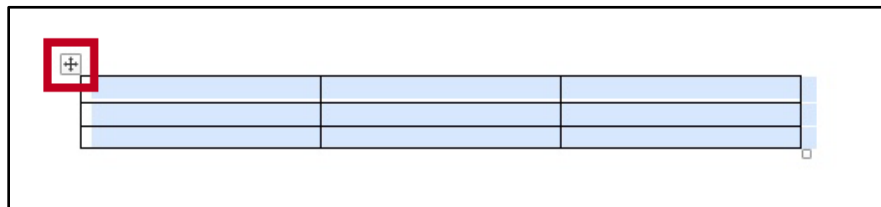


Figure 33 - Table Selector

3. Left-click and drag the **table** to the new location within the document.

## Altering the Design of Your Table

The *Table Design* tab contains tools for altering the design of your table by adding preset table styles (e.g. banded columns, highlighted total row, etc.), shading options, and changing the color and style of your borders. The *Table Design* tab is shown in the *Ribbon* by first selecting a table.

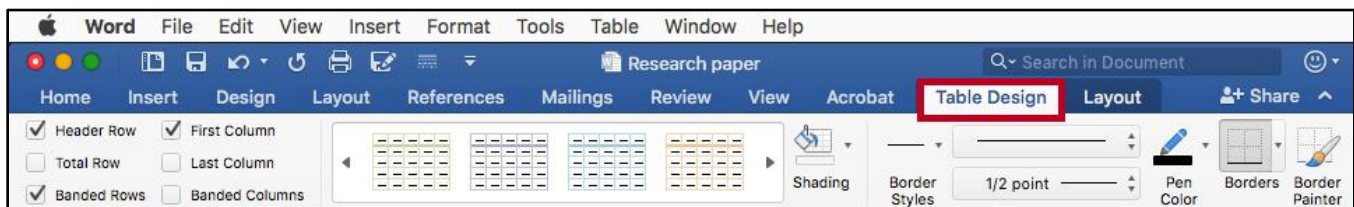


Figure 34 - Table Tools Design Tab

## Adding Table Styles

1. Click in the **table**.
2. Click the **Table Design** tab in the *Ribbon* (See Figure 35).
3. In the *Table Design* tab, scroll through the styles using the **side-to-side** and **drop-down arrows** (See Figure 35).
4. Click the desired **table style** to apply (See Figure 35).

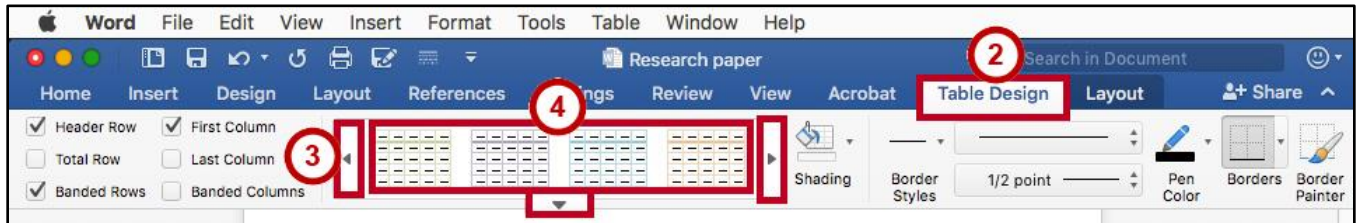


Figure 35 - Table Styles

5. You can further customize the *Table Style* by selecting **options** under the *Table Style Options*.

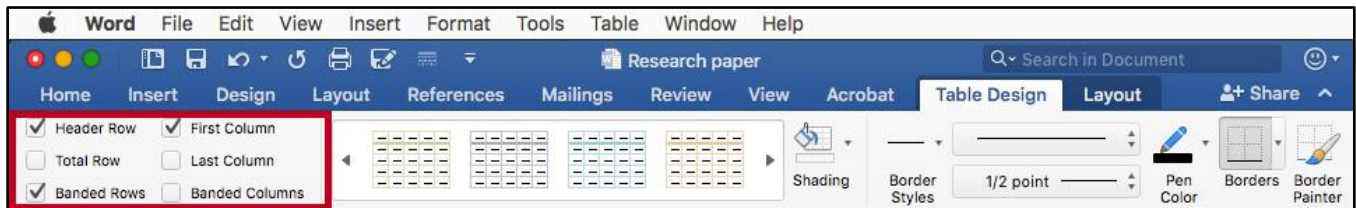


Figure 36 - Table Style Options

## Headers and Footers

Headers and Footers allow you to add information (e.g. name, title of document, etc.) within the top or bottom margins of your document, and will repeat on every page for your document. The following explains how to insert a simple header:

1. Click the **Insert** tab (See Figure 37).
2. In the *Insert* tab, click **Header** (See Figure 37).
3. In the *Header* drop-down, select a **Header** from the list (See Figure 37).

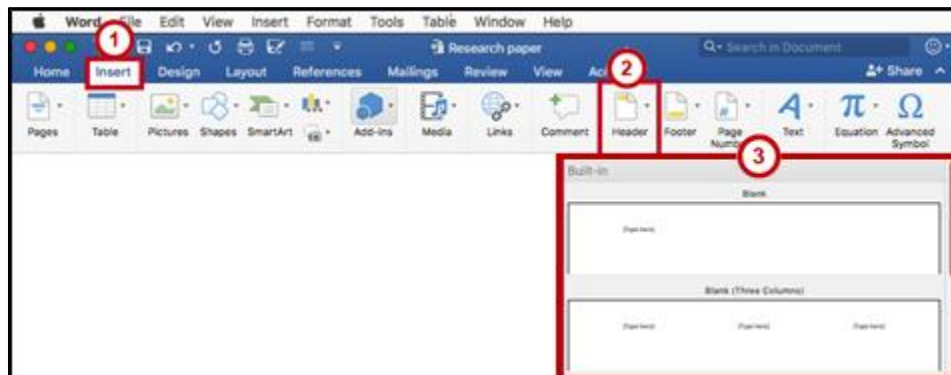


Figure 37 - Insert Header

4. The *Header* will be inserted into your document. Type your **information** into the header.

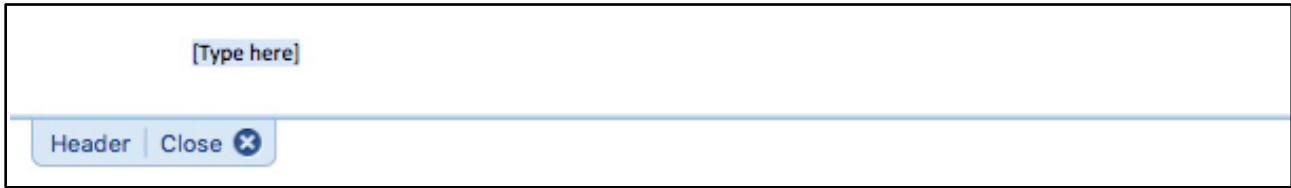


Figure 38 - Header Inserted

5. When you have entered your *Header* information, click the **close** button to return to the body of your document.

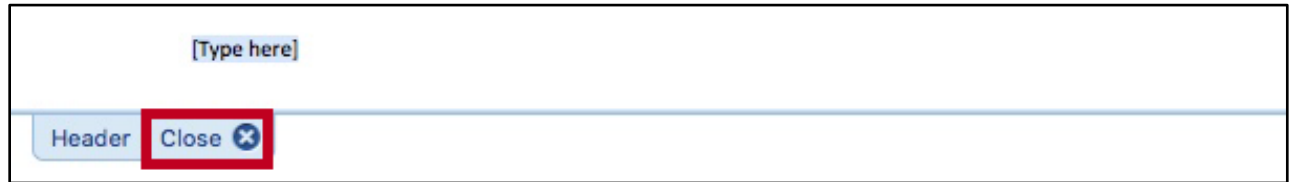


Figure 39 - Close Header & Footer Tools

**Note:** To return to editing your *Header*, double-click within the **Header** to select it.

**Note:** The steps for inserting a footer into your document are the same. Follow steps 1-5 above; selecting the **Footer** option instead.

## Inserting Page Numbers

Word provides a simple tool for adding page numbers to your document. The *insert page number* tool also provides a selection of simple, and colorful options for your page numbers. The following explains how to insert page numbers into the bottom page of your document:

1. Click the **Insert** tab (See Figure 40).
2. In the *Insert* tab, click **Page Number** (See Figure 40).
3. In the *Page Number* drop-down menu, select **Page Number** (See Figure 40).

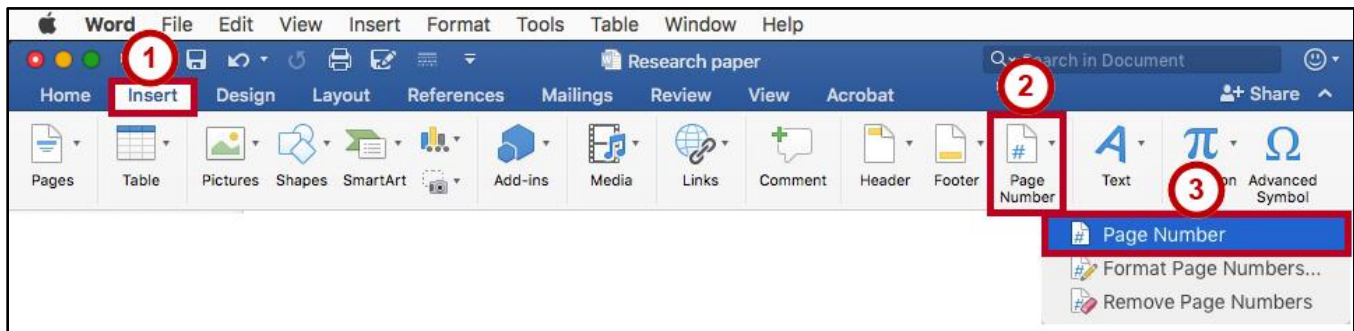


Figure 40 - Insert Page Number

4. In the *Page Numbers* window, make selections for number **Position** and **Alignment**. In this example, *Bottom of page* and *Right* have been selected, respectively (See Figure 41).
5. For more formatting options, click the **Format...** button; otherwise, click **OK** (See Figure 41).
6. The page number is inserted into the footer (See Figure 41).

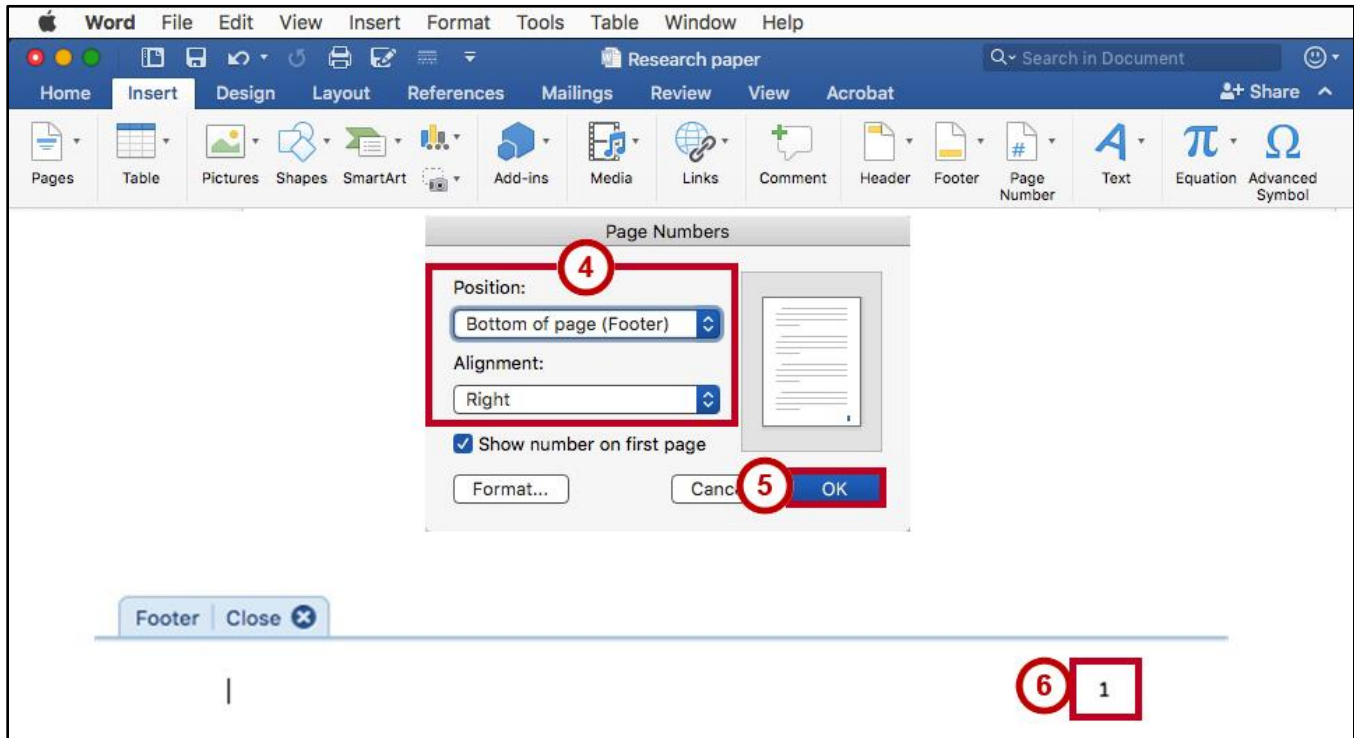


Figure 41 - Page Numer Inserted

## Section Breaks

A *section break* is a partition in a document that allows you to apply different layout and formatting options to different sections of the document, allowing for more control over the document's format and style. For example, section breaks can be used to start a new section on the next page, allowing you to maintain your spacing between sections. There are four types of section breaks: next page; continuous; even page; and odd page.

## Inserting a Section Break

1. Click at the **end of a page** in the document.
2. Click the **Layout** tab (See Figure 42).
3. In the *Layout* tab, click **Breaks** (See Figure 42).
4. In the *Breaks* drop-down menu, select **Next Page** from the list under *Section Breaks* (See Figure 42).

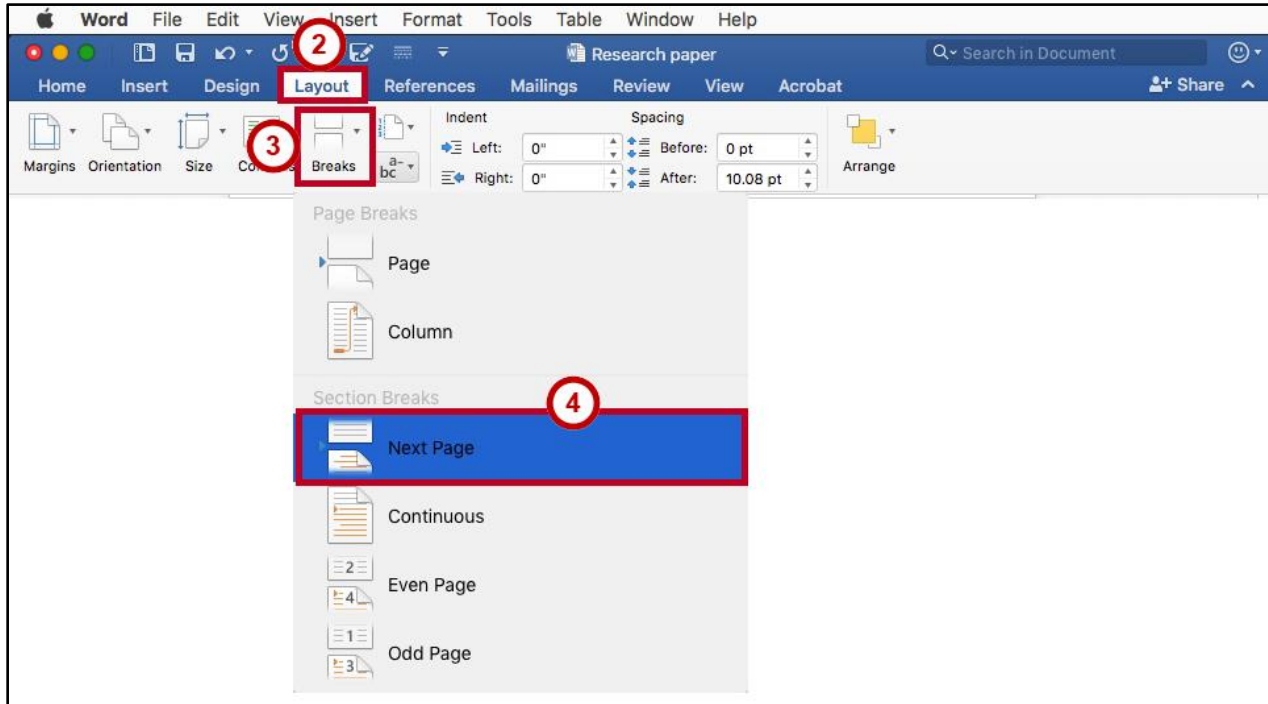


Figure 42 - Next Page Section Break

**Note:** Breaks inserted into your document will be hidden from view. In the *Home* tab, click the **Show/Hide** button.

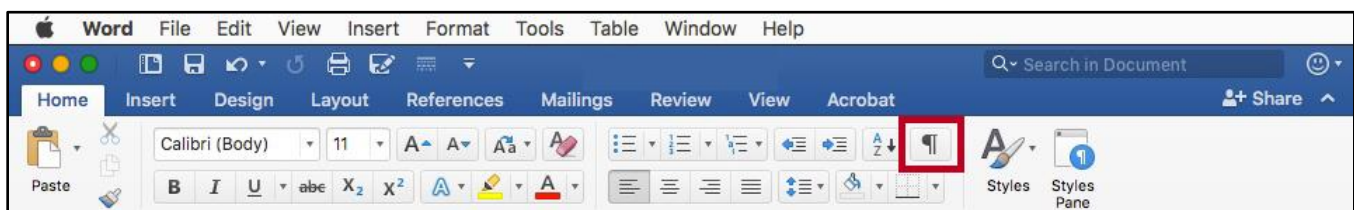


Figure 43 - Show/Hide

## Using Section Breaks to Alter Page Numbering

The following example describes how to use a section break to display different page numberings in separate sections of a document. For example, you are creating a research paper with a title page and table of contents. You would like to have page numbers on the pages of the paper itself, but not on the title page or table of contents.

1. Click at the **end** of the table of contents page.
2. Click the **Layout** tab (See Figure 44).
3. In the *Layout* tab, click **Breaks** (See Figure 44).
4. In the *Breaks* drop-down menu, select **Continuous** from the list under *Section Breaks* (See Figure 44).

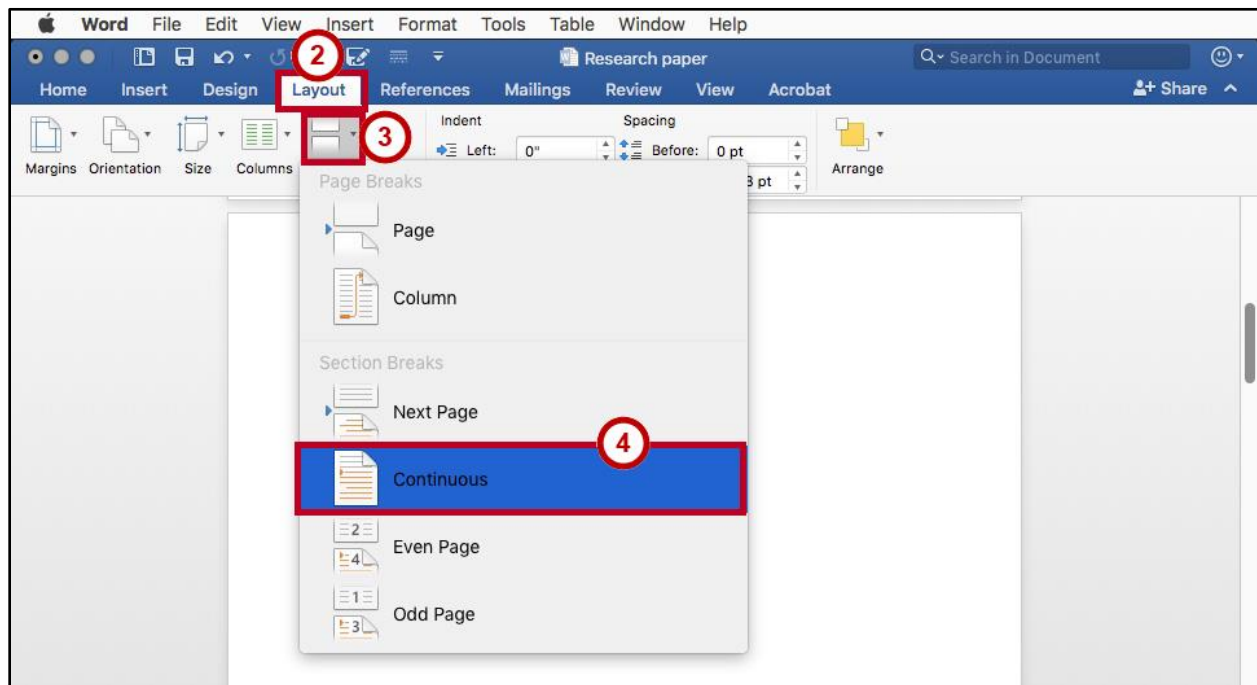


Figure 44 - Continuous Section Break



5. Click the **Insert** tab (See Figure 45).
6. In the *Insert* tab, click **Page Number** (See Figure 45).
7. In the drop-down menu, click **Page Number** (See Figure 45).
8. In the *Page Numbers* drop-down menu, select a number **Position** and **Alignment** from each drop-down list (See Figure 45).
9. Click **OK**.

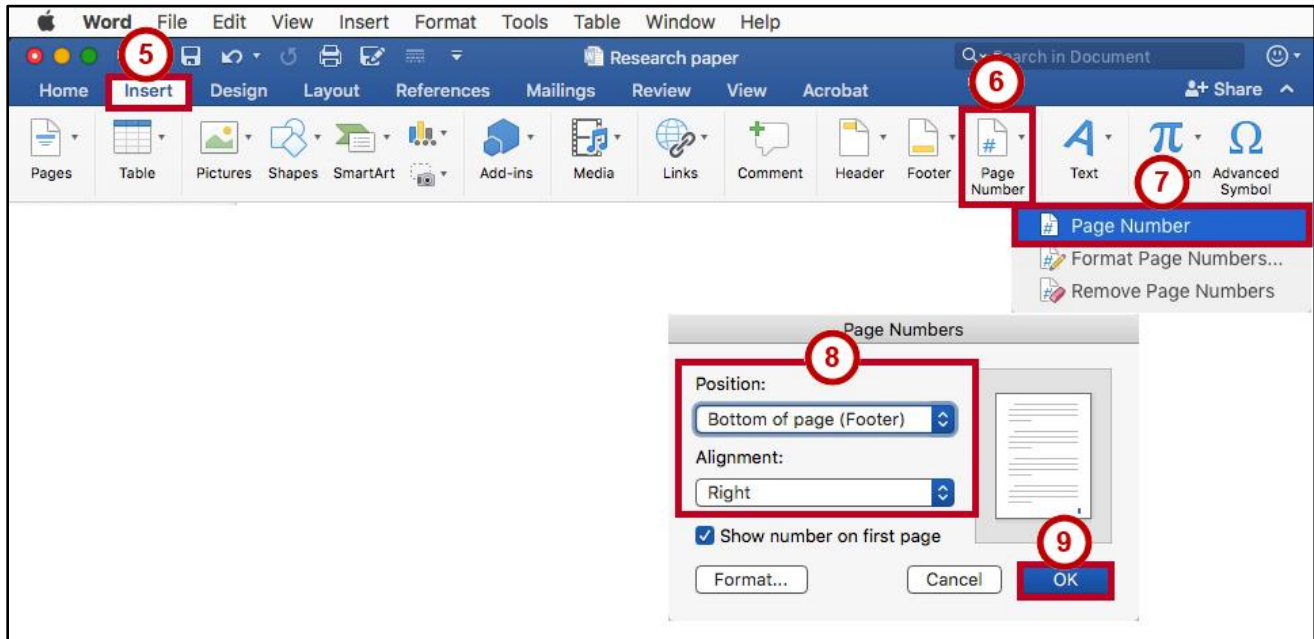


Figure 45 - Insert Page Number

10. You should now see a *Section 1* header and footer on the *table of contents* page, and a *Section 2* header and footer on the following page. The *Section 2* header and footer should also be labeled *Same as Previous* (See Figure 46).
11. Click in the **Footer -Section 2-** to select it (See Figure 46).
12. In the *Header & Footer* tab, click the **Link to Previous** button (this will break the link between the two sections) (See Figure 46).

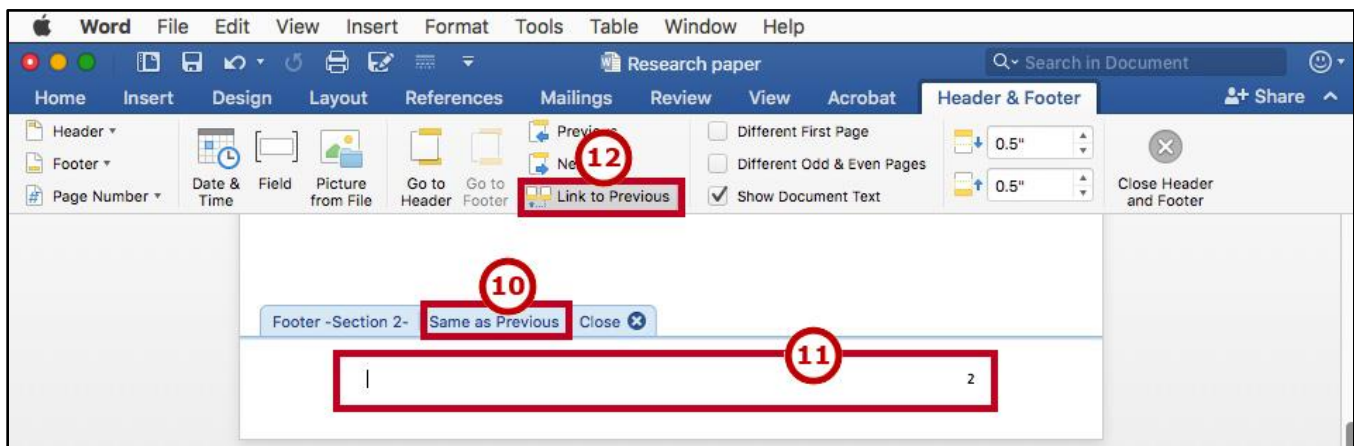


Figure 46 - Link to Previous

13. Select the page number in the *Footer -Section 1-* and **delete** it.
14. Click in the **Footer -Section 2-** to select it (See Figure 47).
15. In the *Header & Footer* tab, click **Page Number** (See Figure 47).
16. Click **Format Page Numbers** (See Figure 47).

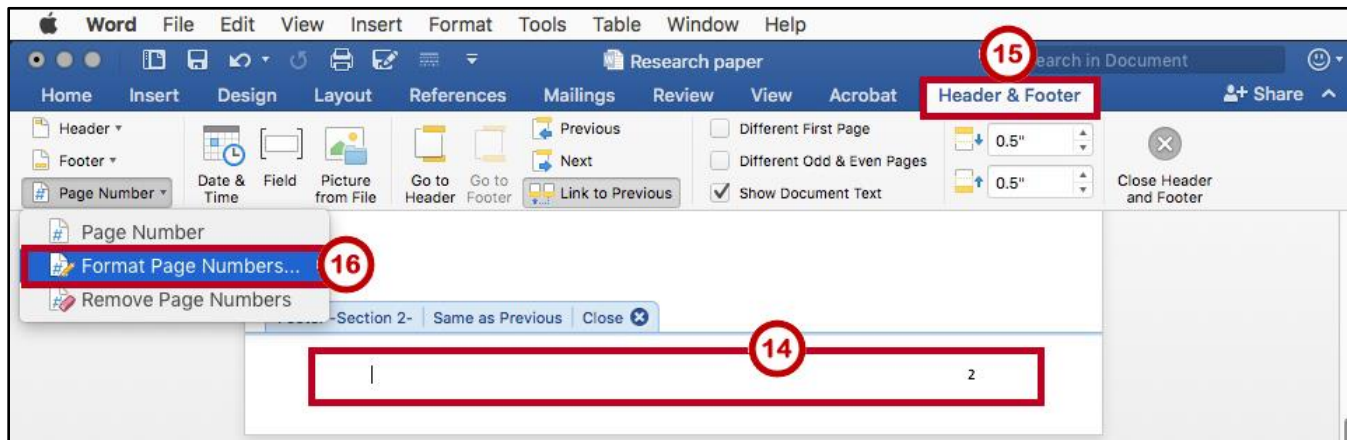


Figure 47 - Format Page Numbers

17. In the *Page Number Format* dialog box, in the *Start at* box enter **1** (See Figure 48).
18. Click the **OK** button (See Figure 48).

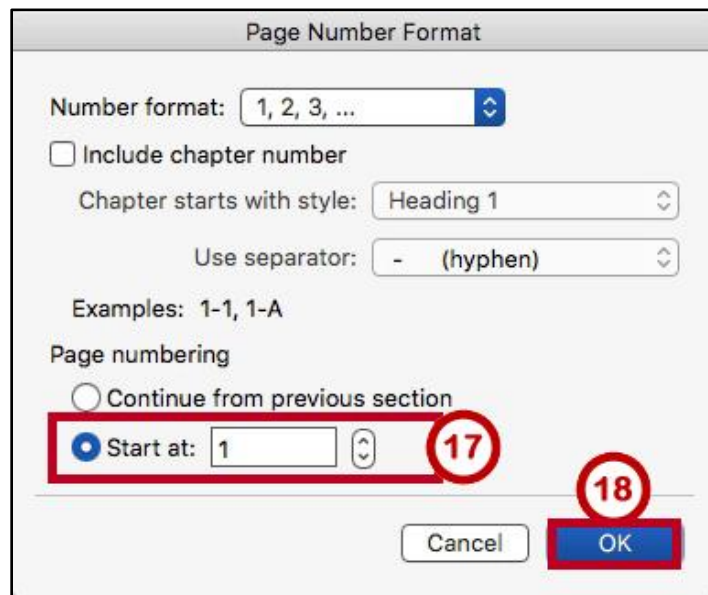


Figure 48 - Page Number Format Dialog Box

## Removing a Section Break

1. Click the **Home** tab (See Figure 49).
2. In the *Home* tab, click the **Show/Hide** button (See Figure 49).

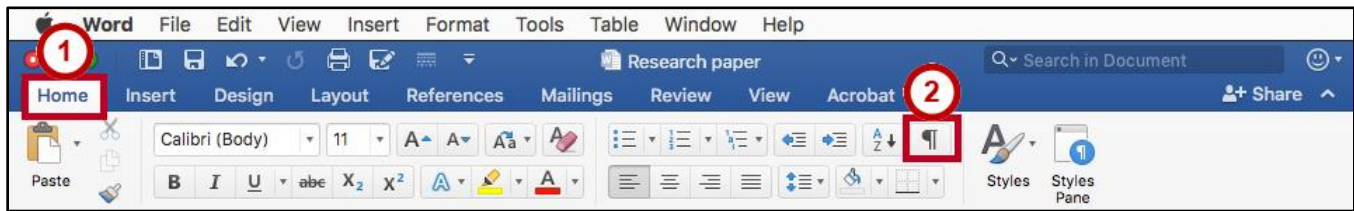


Figure 49 - Show/Hide

3. The section break will be revealed. Select the **section break** in your document.



Figure 50 - Section Break

4. Press the **Delete** key on your keyboard.

## Columns

You can use Word's "columns" feature to create a newsletter-style layout for a document. You can create the column structure before you start typing, and then enter the text; however, you may find it easier to type the text in paragraph format, and then apply the paragraph structure. Either way, the text always flows from one column to the next.

### Creating Columns

The following explains how to create columns within your document:

**Note:** If you don't want to apply columns to specific areas of your document, insert section breaks to separate that text from area of the document that will include columns. Insert section breaks before and after the text that you want to format as columns (See Section Breaks for more information).

1. Click **inside the section** that you want to format into columns.

2. Click the **Layout** tab (See Figure 51).
3. In the *Layout* tab, click **Columns** (See Figure 51).
4. In the *Columns* drop-down menu, select the **number of columns** to create (See Figure 51).

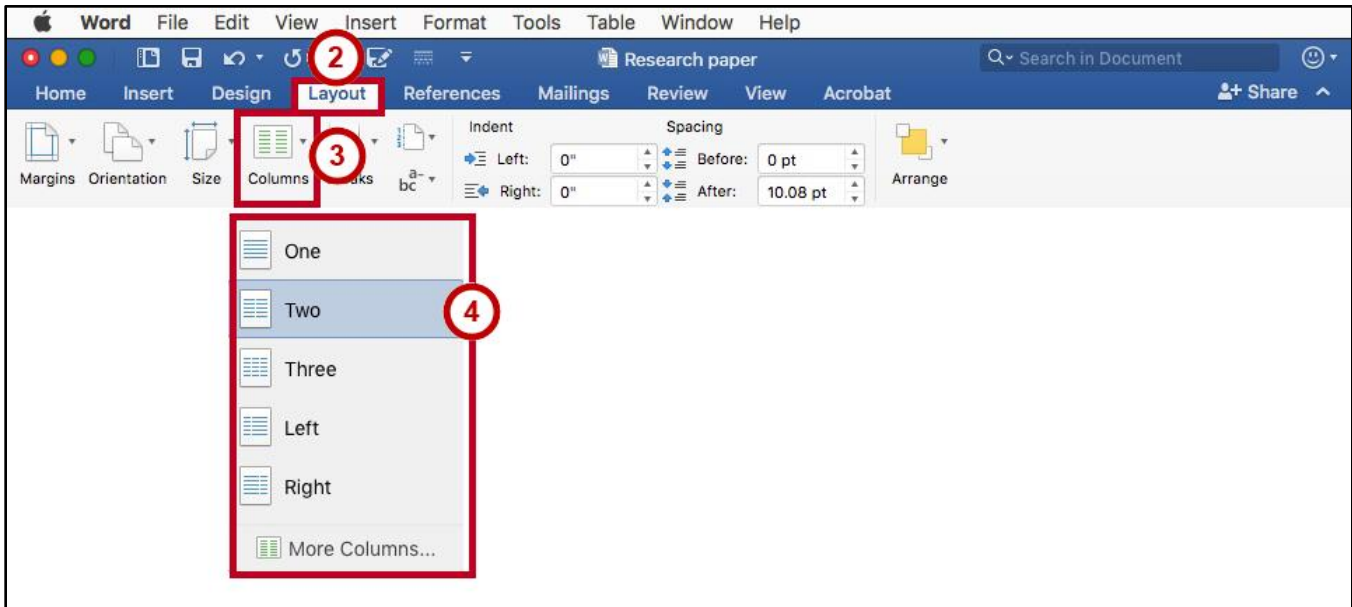


Figure 51 - Choose Number of Columns

## Accessing Additional Column Options

Additional column options are available to further customize your columns (e.g. separate columns by a line, varying lengths for columns, multiple columns). The following shows how to access the column options.

1. Click the **Layout** tab (See Figure 52).
2. In the *Layout* tab, click **Columns** (See Figure 52).
3. In the *Columns* drop-down menu, click **More Columns** (See Figure 52).

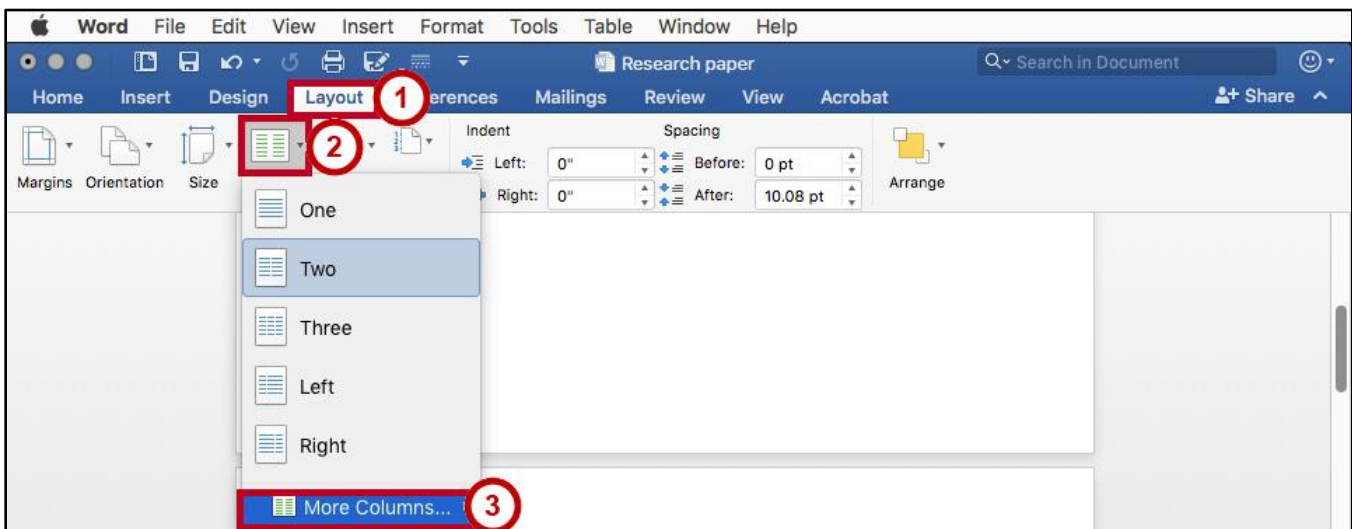


Figure 52 - More Columns

4. In the *Columns* dialog box, make your changes as necessary (See Figure 53).
5. Click the **OK** button (See Figure 53).

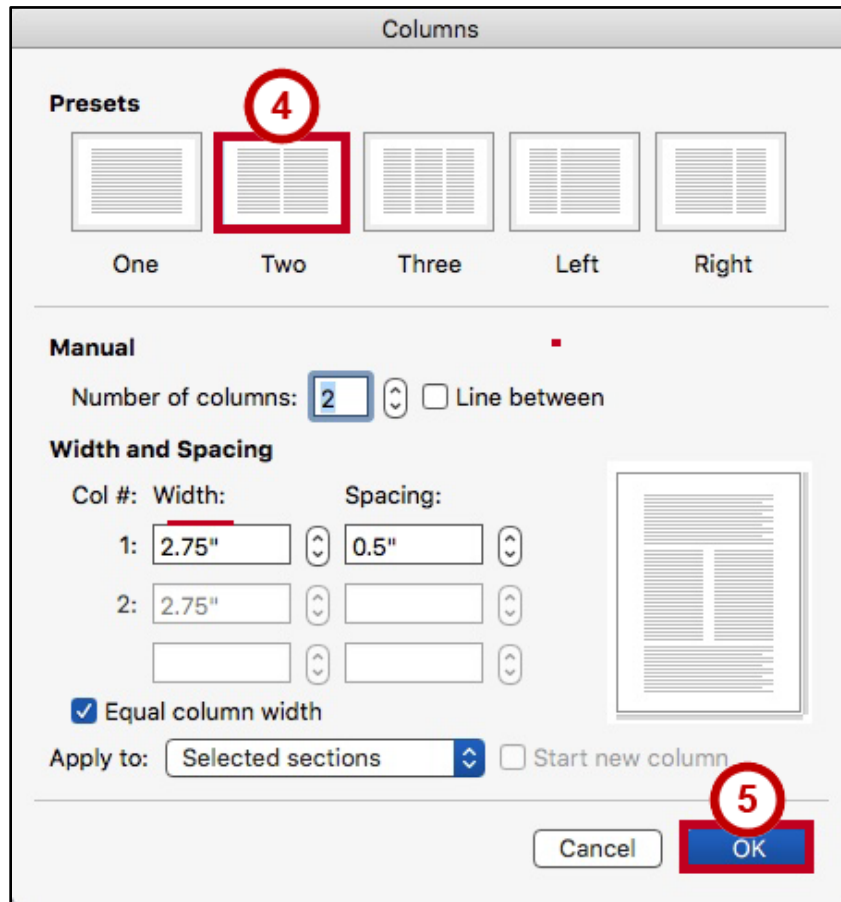


Figure 53 - Columns Dialog Box

## Additional Help

For additional support, please contact the KSU Service Desk:

### KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: [service@kennesaw.edu](mailto:service@kennesaw.edu)
- Website: <http://uits.kennesaw.edu>

### KSU Student Helpdesk

- Phone: 470-578-3555
- Email: [studenthelpdesk@kennesaw.edu](mailto:studenthelpdesk@kennesaw.edu)
- Website: <http://uits.kennesaw.edu>